



MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

WE OFFER GREAT JOBS AND GREAT WORKING CONDITIONS:

- Interesting and challenging jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

We recruit from a wide range of backgrounds and actively promote diversity and inclusion:

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.



To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden¹. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

For more information ec.europa.eu/work-with-us

STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission offers non-permanent positions. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#)

¹ Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



Document Management Assistant – Document Management Center

Directorate-General Energy (DG ENER) of the European Commission

Selection reference: ENER/COM/2026/64

Domain: Support Staff

Where: Unit ENER.DDG2.01 – “Euratom Budget and Administrative Support”, Luxembourg

Staff category and Function Group: Temporary agent 2b/2d –Assistant

Grade range: AST1-3

Publication deadline: 16.03.2026 - 12.00 (Brussels time)

WE ARE

The mission of Directorate-General for Energy is to ensure access to affordable, secure, reliable and clean energy for all European citizens and businesses; to promote the efficient production and use of energy; and to drive the process of becoming the first climate-neutral continent, by 2050, while contributing to Europe’s sustainable growth and job creation.

We set out policies to develop an innovative, resilient and integrated energy system, which delivers a continuous supply of affordable, secure, reliable and clean energy to its citizens and businesses in line with the Green Deal, as bolstered by the Clean Industrial Deal, and with REPowerEU.

We strive to complete a robust Energy Union by setting out a simpler, more effective, future-proof governance, removing barriers for the energy transition and stimulating energy solutions which will drive the shift to climate neutrality and enable the affordability of energy, whilst promoting Europe's sustainable growth and job creation. The transition will promote and build on consumer participation and market-driven investments in energy efficiency and renewable energy technologies to boost the EU's global leadership, while reducing the energy dependency and import bills.

Unit ENER.DDG2.01 "Euratom Budget and Administrative Support" provides assistance to the Deputy Director-General responsible for the coordination of Euratom policies and to the Directorates D and E located in Luxembourg.

The unit is composed of 16 statutory staff members and is responsible for Euratom's budget, document and asset management, as well as physical security in coordination with the Directorate-General for Human Resources and Security. The unit also participates actively in the financial supervision of the “Fusion for Energy” Joint Undertaking (F4E), ITER Organisation and entities in charge of Nuclear Decommissioning Assistance Programmes (NDPA).



WE PROPOSE

The Unit DDG2.01 has a vacancy in the Document Management Team in Luxembourg, which is composed of 4 colleagues. The team ensures that the documents of DG ENER in Luxembourg are safely captured, stored and retrievable, in compliance with e-Domec and Euratom document management rules. The work entails meeting strict deadlines and frequent interactions with staff in operational units.

The offered post is located in Luxembourg.

The position will consist of document management and archiving activities, including the timely receipt, registration, classification, and distribution of both paper and electronic documents in line with applicable rules and procedures. Responsibilities also include maintaining and updating archives and databases, safeguarding records, and supporting the secure handling and destruction of sensitive information. In addition, the position will contribute to the development of internal procedures on document management and provide monitoring and support to operational units to ensure that document and archiving processes are applied correctly and consistently.

WE LOOK FOR

For this Document Management Assistant position, we are looking for a motivated, well-organised, and dedicated candidate with strong interpersonal skills and professional experience in document management.

A collaborative, team-oriented approach, strong client-service orientation, and strict respect for confidentiality are essential.

The role requires the ability to work independently while collaborating closely with the Document Management Centre (CAD) team, under the direct supervision of the Team Leader.

Excellent communication skills, a high level of computer literacy, and proven flexibility and resilience are key requirements.

A solid background or proven experience in document management and archiving is required.

Familiarity with document management tools used within the European Commission, and in particular DG ENER, would be considered an asset.

Fluency in English is required, together with French and/or German.



HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:

1. your CV
2. completed application form.

Please send these documents by the publication deadline to Carole.Geisler@ec.europa.eu indicating the selection reference ENER/COM/2026/64 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen
- Have fulfilled any obligations imposed by applicable laws concerning military service
- Are physically fit to perform the duties linked to the post
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited for this position, you must have at least:

- a level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU²
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

² The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority³. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in another language (French or German).

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ Type of contract and working conditions

The place of employment will be **Luxembourg**.

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function groups AD, AST or AST/SC.**

³ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



➤ **Grade**

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C\(2025\)4716](#) on policies for the engagement and use of temporary agents and with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the Commission Decision C(2025)4716. Higher grades may be granted exceptionally.

The duration of the **1st contract will be of 1 to 4 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service, in accordance with [Commission Decision C\(2025\)4716](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.