



## **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, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Latvia, Luxembourg, Malta, Poland, Slovakia and Sweden<sup>1</sup>. 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](https://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](#)

---

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



# Administrative Assistant

## in Directorate-General for Defence Industry and Space (DG-DEFIS) of the European Commission

**Selection reference:** DEFIS/COM/2026/919

**Domain\*:** DEFENCE

**Where:** DEFIS A1 - Defence Policy & Innovation, Brussels

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

**Grade range:** AST1-3

**Publication deadline:** 14.05.2026 - 12.00 (Brussels time)

### WE ARE

The Directorate-General for Defence Industry and Space (DG-DEFIS) is the European Commission's department tasked with strengthening the competitiveness and innovation of the European Defence industry by ensuring the evolution of an able European defence technological and industrial base. The mission of Directorate A "Defence Policy" (composed of 3 Units) is:

- To impulse and coordinate development and delivery of comprehensive EU defence policy agenda across innovation, Ukraine support, military mobility, hybrid threats and single market integration.
- To drive forward the defence policy agenda through the promotion of the sustainable competitiveness of the EU Defence industrial and technological base, including through achieving better coordination of capability development, strengthening crisis response, and supporting cross-border defence cooperation overall.
- To create enabling conditions for market integration and innovation while ensuring coherence in the policy agenda regarding defence industrial programmes.

DEFIS.A.1 - Defence Policy & Innovation - The mission of DEFIS A1 is to - Develop and coordinate EU defence policy, regulatory and innovation initiatives, while ensuring strategic coordination with European Defence Agency -Shape industrial policy and drive defence innovation (EU Defence Innovation Scheme) to accelerate the emergence of an innovative defence ecosystem.



## **WE PROPOSE**

We propose a challenging position for a motivated and autonomous administrative assistant to the unit/Head of Unit, to join a dedicated team working in a dynamic and stimulating work environment. The successful candidate will provide proactive administrative support to the unit/Head of Unit. Inter alia the job will imply, performing the following tasks. He/She will also provide secretarial support as required.

### Coordination tasks:

- Co-ordinate and liaise with the unit colleagues to ensure an efficient and structured workflow within the unit.
- Manage, allocate and ensure the timely delivery of briefings,
- Manage, allocate and ensure the follow-up of access to document requests attributed to the unit,
- Manage, attribute and ensure the follow-up of the parliamentary questions and inter-service consultations under the responsibility of the unit,
- Co-ordinate and supervise administrative procedures concerning the human resources management of the unit.

### Administrative tasks:

- Oversee and coordinate the Head of Unit's agenda/calendar (meetings and missions),
- Ensure the monitoring and fulfilment of the administrative established procedures in the unit.
- Provide administrative support to the organisation of meetings with experts and other external stakeholders, including managing reimbursement requests and transparency requirements.
- Oversee mission planning and budget allocation, and assist colleagues with mission requests and cost declarations.

## **WE LOOK FOR**

We look for a motivated, proactive, and well-organised colleague, with a strong sense of initiative and responsibility, able to work both independently and as part of a team.

Good written and spoken English are required. A good command of French would be considered a plus.

Ability to work under pressure and manage tight deadlines is essential, together with a service oriented and problem-solving mindset.

Excellent interpersonal skills and ability to maintain and develop good relations with colleagues inside and outside the unit are also essential.

A good knowledge of the administrative procedures of the Commission and related IT-tools (ARES, BASIS, MIPS, Sysper, Decide, AMG...) is required.

**SECURITY CLEARANCE:** The successful candidate will be required to undergo security vetting if she or he does not already hold security clearance at an appropriate level (EU secret), in accordance with the relevant security provisions.



## **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 [DEFIS-A1@ec.europa.eu](mailto:DEFIS-A1@ec.europa.eu) indicating the selection reference DEFIS/COM/2026/919 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:

FOR AST jobs: 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 EU<sup>2</sup>
- 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.

---

<sup>2</sup> 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).



### ➤ **What about the selection steps?**

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 priority<sup>3</sup>. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

For temporary agents under Article 2(a) of the [Conditions of Employment of Other Servants](#), the post is published directly on the EPSO website, without mandatory prior internal publication.

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).

## **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 **Brussels**.

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) of the [Conditions of Employment of Other Servants](#), in function groups AST.**

---

<sup>3</sup> 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 **1<sup>st</sup> contract will be up 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.