



## **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](#)

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<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 Support Agent to the Head of Unit

## Secretariat General (SG) of the European Commission

**Selection reference:** SG/COM/2026/976

**Domain:** External relation

**Where:** Unit SG.G.3 – External economic relations, Brussels

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

**Grade range:** AST/SC1-2

**Publication deadline:** 03/07/2026 - 12.00 (Brussels time)

### WE ARE

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The Secretariat-General is the main service of the President. It closely coordinates its work with the other presidential services and the central services to ensure the smooth operation of the institution. In agreement with the President, the Secretariat-General also provides advice and support to the Vice-Presidents in the performance of their role as deputies of the President and coordinators of Groups of Commissioners and Project Teams, as set up by the President.

SG unit G.3 provides strategic advice to the President, the President's Cabinet, and the Secretary-General on the Commission's external economic policies. It ensures upstream steering of the Commission's external economic policy initiatives in line with the President's Guidelines and foreign policy priorities, and downstream coordination of Commission engagement with certain third countries. In particular, SG.G.3 is responsible for the policy coordination of the Commission's work on trade and economic security, sanctions, and external aspects of economic policies, such as supply chains and critical raw materials. It monitors and coordinates relations with advanced economies, including USA, Canada, Japan, Republic of Korea, Australia and New Zealand, preparing respective summits and operating the relevant clearing houses, in cooperation with EEAS. It monitors relations with multilateral economic organisations, such as the WTO and OECD. It provides support and secretarial services for the Project Group of Commissioners on Economic Security. The unit's international briefing team is responsible for preparing briefings for the President and, when appropriate, for the Vice-President's external engagements, including EU Summits with partner countries, College to Government meetings, participation in international fora, as well as bilateral meetings with international partners.



## **WE PROPOSE**

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SG.G.3 is seeking to hire an administrative support agent.

The tasks of an administrative agent in the unit are mainly:

- To ensure daily workflow of the unit secretariat. Main tasks include managing the collaborative space (access rights, documents up-load, alerts, agenda, site appearance, etc.), follow-up of the functional mailbox (invitations, dispatching emails, frequent questions, etc.), meeting reservations, videoconference preparations, eGreffé publications, provide any internal support to policy officers.
- provide operational and administrative support to the Head of Unit and other Members of the team; assignment inter-service consultations, parliamentary questions and Ares-tasks to team members.
- provide support to the team in charge of coordinating briefings for the President and the Vice-Presidents, including preparing briefing files for the President's Cabinet.
- assistance with travel planning / MIPS.
- providing occasional back up to other administrative assistants.

The job will entail being part of a team directly involved in external relations of the Commission and EU foreign policy making, and exposure to current international issues, in close cooperation with Cabinets and other services.

## **WE LOOK FOR**

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We are looking for a dynamic, proactive colleague, with a strong interest and motivation to work on the EU external relations in a dynamic environment, offering in particular :

- excellent organisational skills and ability to deal with short deadlines,
- ability to work autonomously but also with a strong sense of teamwork,
- very good knowledge of EN and FR,
- knowledge of Decide and eGreffé,
- ability to use a wide range of IT applications and excellent computing skills,
- willingness to take on routine administrative tasks, including filing and logistic support,
- some knowledge of the EU external relations policies,
- flexibility and occasional availability for atypical working hours,

Experience in preparation of briefing files and liaising with Cabinets would be an asset.



## **HOW TO EXPRESS YOUR INTEREST?**

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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 [SG-G-3-SECRETARIAT@ec.europa.eu](mailto:SG-G-3-SECRETARIAT@ec.europa.eu) indicating the selection reference SG/COM/2026/976 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 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.

#### ➤ What about the selection steps?

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

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<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).



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 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 will be 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 group AST/SC.**

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<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.

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.