



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 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.



Secretary – to the Head of Unit

Directorate-General for Enlargement and Eastern Neighbourhood (DG ENEST) of the European Commission

Selection reference: ENEST/COM/2026/1779

Domain*: External Relations

Where: Unit ENEST.C.1 – „(Regional Strategy & Investment)“, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 02.10.2026 – 12.00 (Brussels time)

WE ARE

The Directorate-General for Enlargement and the Eastern Neighbourhood (DG ENEST) takes forward the EU's Enlargement and Eastern Neighbourhood policies. DG ENEST works closely with the European External Action Service and the line DGs in charge of thematic priorities.

The mission of Directorate C Neighbourhood East and Türkiye is to develop the EU's policies with its neighbours with a view to improving conditions for sustainable and inclusive economic and social development; supporting the green and digital transition; and promoting democracy, the rule of law, good governance and the respect of human rights; as well as assisting in conflict prevention, peacebuilding, and the management of crises and security threats. It contributes to the design of assistance and mobilisation of Commission instruments and resources contributing to the implementation of EU Neighbourhood Policy (ENP) in the Eastern Neighbourhood, and the implementation of the enlargement strategy and policy with Moldova, Georgia and Türkiye.

The Regional Strategy & Investments Unit within the Directorate has a mission to promote regional cooperation through policy, programming and implementation of EU regional programmes under the Neighbourhood Development and International Cooperation Instrument (NDICI). The unit develops, implements and monitors the EU's regional policies, such as the Eastern Partnership and a strategic approach to the Black Sea. It also plans and implements investments for the region under the Global Gateway Initiative, coordinating the use of blended finance instruments. The unit coordinates the Eastern Partnership priorities on economic development, trade integration, transport, energy, digital and climate, as well as accountable institutions, democracy, rule of law and security, and resilient, gender-equal, fair and inclusive societies. To this end the Unit manages a large portfolio of projects and programmes. The unit works in close coordination with other units and directorates in DG ENEST, with line DGs, the European External Action Service (EEAS) and EU Delegations.

WE PROPOSE

A challenging administrative job in a multi-cultural, dynamic, and motivating working environment. As Assistant in the unit, in particular to the Head of the Unit, you will play an essential role in ensuring the functioning of the unit with a strong and positive team spirit. In implementing assigned



tasks, you will have the possibility to work closely with a number of other Units in the Directorate and in the DG, the External Action Service, line DGs and EU Delegations. Tasks include ensuring that relevant administrative procedures are followed timely within the Unit. The tasks will involve supporting the team in fulfilling the administrative requirements.

Furthermore, the position will contain management of the agendas of the Head of Unit and his Deputy, management of the functional mailbox, documents and correspondence, preparation of missions, organisation of meetings, coordination of tasks and monitoring of deadlines. The position requires active communication and coordination skills.

The selected candidate will work in a team with the other administrative assistant and when necessary provide horizontal support within the Directorate, if needed.

The DG values and promotes cross-sectoral work. The jobholder may therefore be called to contribute to various tasks and projects in line with the needs of the unit, the directorate or the DG, as guided by the DG's political priorities.

You will have access to learning and training opportunities targeted to the needs of the job.

WE LOOK FOR

We are looking for a for a dynamic, proactive and motivated colleague with good planning, organisational and communication skills. The position requires discretion, team spirit, initiative, flexibility and reliability. We seek a candidate who can organise their work independently, pays attention to detail, and has the ability to adjust to fast-changing priorities. The successful candidate would be expected to have good computer skills (Word, Excel, Outlook, Teams).

Familiarity with the main software applications used for document handling and administrative support within the Commission would be an asset.

The working language is English. Very good knowledge of English is essential.



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 enest-c1@ec.europa.eu indicating the selection reference ENEST/COM/2026/1779 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.

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.

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.

➤ 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](#), 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.

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.