



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.



Administrative Agent

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

Selection reference: ENER/COM/2026/1829 (+ the number of vacant posts for similar profile in case of a group publication)

Domain*: Energy

Where: Unit C2 - „Decarbonisation and Sustainability of Energy Sources“, Brussels

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

Grade range: AST/SC1-2

Publication deadline: 29.09.2026 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Energy is working to accelerate Europe's clean and just energy transition to be the first climate-neutral continent by 2050. 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 Clean Industrial Deal, REPowerEU and AccelerateEU.

We strive to remove barriers for the energy transition and stimulate energy solutions, which will drive the shift to climate neutrality whilst promoting Europe's competitiveness, sustainable growth and job creation. The transition will build on consumer participation and market-driven investments in energy efficiency and renewable energy technologies to boost EU's global leadership while reducing the energy dependency and import bills.

Within Directorate C 'Green Transition and Energy System Integration', Unit C2 'Decarbonisation and Sustainability of Energy Sources' will:

- Develop, monitor and enforce the implementation of the regulatory framework for hydrogen markets and the related secondary legislation;
- Develop the regulatory framework for carbon capture, use and storage (CCUS);
- Drive the policy development, incentivisation and measures on decarbonisation and sustainability of renewable and low- carbon gases and liquid fuels;
- Implement and develop policies and legislation on bioenergy, including biomass, biogas, biomethane and biofuels;
- Develop and implement policy and legislation to reduce methane emissions in the energy sector;
- Contribute to the implementation of the Clean Industrial Deal, REpowerEU and AccelerateEU and the relevant strategies in particular on system integration, hydrogen and methane emissions.

These areas require effective coordination with other Commission services, notably in the areas of industrial competitiveness, transport, climate and environmental protection. The unit cooperates closely with other units in DG ENER and with other services to strengthen the focus on and benefit for EU citizens of carbon-neutral and sustainable energy sources.



WE PROPOSE

We propose a job in a dynamic team of motivated colleagues working in an area of direct relevance to EU citizens and the environment. As Administrative Assistant, you will assist the Unit management and policy officers in the performance and organisation of their tasks as well as coordinate administrative matters within the unit and support the work of the team. You will be required to deal with some staff matters and manage a wide range of internal procedures. You will organise the management of documents, organise meetings, manage the mission budget and book missions and monitor deadlines of the requests assigned to the unit (briefings, parliamentary requests, letters). You may also be involved in the organisation, running and follow-up of meetings, including of committees and expert groups, for which the unit is in charge.

You will cooperate on the completion of these tasks with another colleague in the unit, with counterparts in the Directorate, the office of the Director and the Director-General as necessary, as well as with the DG's Shared Resources Directorate.

WE LOOK FOR

We are looking for a highly motivated, experienced and proactive colleague with the following competences:

- Sense of responsibility and very good organisational skills;
- Sense of initiative and autonomy;
- Good communication and interpersonal skills;
- Good team player, flexible and able to adapt to changes in the working environment with a positive attitude.

The ideal candidate should have a good knowledge of the administrative procedures and IT tools used in the Commission (ARES, SYSPER, MIPs+, BASIS, DECIDE, WebDOR/MIRA, AGM, V-pass, CARES, EASE, ePoetry).

You do not need to have a specific knowledge of energy or climate policies (although that would of course be helpful). Experience in a similar position as well as knowledge of financial procedures will be considered a strong asset.

Fluency in English is essential, good knowledge of French and other working languages is an advantage.



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 ENER-C-RECRUITMENT@ec.europa.eu indicating the selection reference ENER/COM/2026/1829 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.

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).



➤ 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 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](#), in function groups 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.