# VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

| **Job title** | **Finance and Contracts Assistant (AST)** |
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| Reference | **JUST/COM/2026/2168** |
| Application deadline | 23.11.2026 - 12.00 **(noon)** (Brussels time) |
| Directorate-General (full name) | Directorate-General Justice and Consumers (DG JUST) |
| Unit | JUST.H.4.002 – IT, Document and Knowledge Management |
| Place of assignment | Brussels |
| Grade range | AST1/3 |
| Domain | Support Staff |
| Contract type | Temporary Agent 2b - Assistant |

**About us ("We are")**

The mission of the Directorate-General for Justice and Consumers (DG JUST) is to vindicate and strengthen the rights of people living in the European Union, whether they are acting as citizens, as entrepreneurs, as consumers or as workers, wherever they are in the EU. Our policies are based on Europeans' core values and principles - freedom, democracy, rule of law, equality, tolerance, and respect for human rights.

The mission of Unit H4 is: IT development and maintenance, design and implementation of knowledge and document management policies, data protection compliance coordination and logistics management, in close collaboration with Commission horizontal services and domain leaders.

This translates into:

- Development and maintenance of the portfolio of IT systems according to Commission standards and architectures, upholding quality and information security criteria;
- Logistics and management of IT infrastructure resources of both DG JUST and DG HOME (Directorate-General for Migration and Home Affairs);
- Implementation of the Local Security Officer (LISO/LSO) policies in DG JUST and DG HOME;
- Coordination of Business Continuity Plan (BCP) arrangements of DG JUST;

- Support for the Document Management corporate policy implementation, and further develop DG JUST's knowledge management strategy;
- Coordination of Data Protection application in both DG JUST and DG HOME;
- Recommendations and legal advice on Intellectual Property Rights (IPRs);
- Support with the assignment of the President and Vice-President mails, and complaints;
- Attributions within DG JUST and DG HOME of the paper mail for the Directors General.

**About the role ("We propose")**
***If several positions are advertised for similar job profiles, please add the number of vacant jobs.*** *The position[s] will consist of [explain sufficiently in detail]:*

We offer an interesting role as a Finance and Contracts Assistant (AST), responsible for managing contracts with IT service providers supporting the IT systems within the portfolio of the Directorate-General for Justice and Consumers (DG JUST). This is a key position within a unit that works with more than 150 IT service providers and manages an important IT budget.

The role requires a sound understanding of IT functions and processes. You will also provide back-up support to the Business Continuity (BC) Desk Officer and the Local Security Officer (LSO).

The tasks include:

- Managing processes related to IT service provider contracts, from the selection stage through the contracting phase, reporting and submission of timesheets.
- Contributing to defining terms of reference, preparing calls for tender and overseeing selection processes for IT support contracts.
- Supporting the operational and budgetary planning related to IT service provider contracts as well as helping establish, monitor and report on the implementation of the IT Budget plan.
- Acting as Deputy Business Continuity (BC) Desk Officer, working closely with the BC Desk Officer. This may include managing the Duty Officer Roster or acting as Desk Officer in the event of a business continuity incident in DG JUST.
- Acting as Deputy Local Security Officer (LSO), supporting follow-up to guidelines issued by the Security Directorate of the Directorate-General for Human Resources and Security (DG HR) and the Directorate-General for Informatics (DIGIT), and helping to ensure compliance with security-screening requirements for service providers.

We offer a friendly and supportive working environment where positive contributions and collegiality are valued. The ability to work proactively and autonomously is encouraged and highly appreciated.

**Qualifications, experience and skills ("We look for")**
(set criteria in terms of education, professional experience and personal qualities that the ideal applicant should have):

We are looking for a result -oriented, dynamic, enthusiastic and proactive person with a strong service orientation and excellent team spirit, who is willing to learn and share experience with others.

The successful candidate should be able to demonstrate:

- Good knowledge in financial and budget management in a public administration.
- Prior experience in the budgetary procedures applicable in the European Commission would be a strong asset as well as knowledge of the Financial Regulation and of the different roles within the relevant financial circuits.
- Ability to prepare budgetary allocations based on input from various stakeholders (project managers, financial unit, etc.) and ability to follow up budgetary implementation in terms of financial commitments.
- A solid understanding of IT functions and IT projects.
- Ability to apply high-quality standards to all tasks.
- Ability to work in an international and multicultural environment, experience of working in teams, and an understanding of the needs, objectives and constraints of colleagues in other disciplines and functions.

Good and clear communication skills are essential. Fluency in English and a good command of French are required.

**Security clearance:** To be appointed as Deputy Local Security Officer (Deputy LSO), the successful candidate will be required to undergo security vetting, unless they already hold the appropriate level of security clearance, 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.




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| Please send these documents by the publication deadline to JUST-H4@ec.europa.eu indicating the selection reference JUST/COM/2026/2168 in the subject.<br><br>**No applications will be accepted after the publication deadline.** |
| **Eligibility** |
| For eligibility please consult this page with all the information needed. |