VACANCY NOTICE - CONTRACT AGENT

Job title	**Finance and Contracts assistant**
Reference	**EC-2026-REGIO-529760**
Application deadline	19.11.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Regional and Urban Policy
Unit	REGIO.A.3
Place of assignment	Brussels
Domain*	Economics, finance and statistics
Contract type and Function Group	Contract Agent 3b FG III

About us

The primary mission of the Budget and Financial Management unit of DG REGIO is the transparent management of the budget at the disposal of the DG. The unit is organised in five sectors, in charge of (1) budget, (2) shared management programmes, (3) technical assistance strategy, (4) technical assistance implementation, and (5) financial management of the Cyprus settlement instrument.

The vacancy is in the Technical Assistance Strategy sector comprising 6 colleagues, led by an experienced Head of Sector. DG REGIO manages a sizeable budget for technical assistance at the initiative of the Commission, which is a crucial tool to support the implementation of the current programmes. It is implemented either through direct or indirect management. The sector plays an essential role in defining the Technical Assistance Strategy, the adoption of the financing decisions, the technical assistance budget, and the relevant delegations of power within the DG and with other DGs. It works very closely with the other technical assistance sector, which is responsible for the legal, financial, and administrative procedures for grants and procurement.

About the role

The new colleague will be primarily in charge of the verification of the financial transactions of Technical Assistance actions to ensure that these actions are implemented according to the applicable regulations and internal rules. In addition, the responsibilities will include payments monitoring, other relevant financial procedures, follow-up of the delegations and monitoring of access rights, etc.

The new colleague will also be involved in other activities of the Technical Assistance Strategy Team, such as reporting, budgeting, elaboration of payments schedules and budget implementation forecasts. These activities will include an active participation in all the budgetary exercises launched by DG BUDG that might concern the Technical Assistance budget.

The new colleague may also have responsibilities in the area of financial initiation of transactions linked to the implementation of the Technical Assistance budget (commitments, payments).

Qualifications, experience and skills

A dynamic and motivated colleague, well organised and rigorous. The successful candidate should be service-oriented, paying attention to the needs of our clients to offer the best and most efficient solution while ensuring the respect of the financial rules. The successful candidate should be able to perform duties with accuracy, independently and in a flexible way, and be a good team player. Good communication capabilities and drafting skills, especially in English, are important.

A financial background would be preferable, including the willingness to learn the financial rules applicable. Experience in financial management (grants and procurement) and knowledge of the decision-making procedures of the Commission are assets for this job. Proven experience of working in a collaborative process against a set deadline is a requirement. An overview of cohesion policy or experience in similar technical assistance projects would be also an advantage.

Appropriate training and coaching will be provided within the unit and the sector.

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 REGIO-A3-SECRETARIAT@ec.europa.eu indicating the selection reference EC-2026-REGIO-529760

Eligibility, recruitment steps, contract and working conditions

Please consult the pdf document at the end of this page