



VACANCY NOTICE - CONTRACT AGENT

Job title	Administrative agent
Reference	EC-2026-PMO-193685
Application deadline	14.10.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Paymaster Office of the European Commission (PMO)
Unit	PMO.3-Sickness Insurance I
Place of assignment	Brussels
Domain*	Remunerations, Rights and Obligations
Contract type and Function Group	Contract Agent 3a FG II

*please use one of the standardised domains that can be found [here](#)

About us

The mission of the PMO (Paymaster Office or Office for the administration and payment of individual entitlements) is to provide a high-quality and user-friendly service to beneficiaries by promptly and accurately managing, determining and paying individual rights and expenses (e.g., salaries, pensions, sickness insurance reimbursements and mission expenses).

Unit PMO.3 "Sickness Insurance I" is one of the three units responsible for managing the Joint Sickness Insurance Scheme (JSIS), which has almost 190.000 beneficiaries. The other two units are in Luxembourg and Ispra. Unit PMO.3 is located in Brussels and consists of four sectors: (i) Tariffication; (ii) Accidents and Occupational Diseases Insurance; (iii) Service to JSIS members, (iv) Medical Authorisations, for a total of some 120 persons.

Sector PMO.3.001 (Tariffication), consists of 3 Teams and deals, inter alia, with the tariffication of hospital invoices, requests for reimbursement of medical and funeral costs, the budget of the JSIS including initiation and approval of lists of payment of related costs to members. The sector comprises of 43 staff members.



About the role

We propose 2 Contract Agent FG II positions as an Administrative Agent – Tarifficator in the Team dealing with Tariffication.

The administrative agent will be responsible for verifying invoices for conformity with estimates, conformity of documents, evaluation and final payment of hospitals and clinics in the EU, verifying accounting entries and corrections.

The role requires undertaking controls on the accounting system, liaising with colleagues within the PMO, contacts with hospitals and clinics and with other PMO 3 teams and with JSIS members.

The tasks are very diverse and involve the use of different IT tools. Training will be provided on the job.

They will reply to questions from JSIS members through the Staff Matters Portal. They will collaborate with other JSIS sectors within the unit and in the units based in Ispra and Luxembourg.

As part of the multi-skilled nature of the job, they may be required to meet JSIS members directly, deal with telephone calls, emails or equivalent and letters. With experience, they will be required to follow up specific files.

The selected colleagues might also be requested, in the interest of the service, to work in one of the Unit's Sector, in particular within the Front Office. Such a position is highly rewarding, offering the opportunity for the handler to provide help and support to our members, sometimes at crucial moments in the life of our JSIS members. The effects of the work done are directly visible, which is very rewarding on a human and intellectual level.

Qualifications, experience and skills

This publication aims to fill 2 positions of Administrative Agent - Tarifficator.

The ideal profile for the job should have the following:

- Previous relevant experience in high-quality customer service;
- Ideally, good knowledge of the rules and regulatory framework of Joint Sickness Insurance Scheme¹;
- Excellent analytical and organisational skills, with high capacity to prioritise daily tasks;
- Proven ability to take initiatives and propose pragmatic solutions;
- Good computer skills (Word, Excel, PowerPoint, Outlook), and willingness to invest in acquiring sufficient knowledge of the Commission administrative procedures;

Operational knowledge of French or English is essential, and good knowledge of the other language is a strong advantage. Knowledge of any other EU language is an asset.

¹ [JSIS](#)



Additionally, the selected candidates should demonstrate the following personal qualities:

- Capacity to establish and maintain a good relationship with JSIS members, colleagues and with other services, feeling comfortable working in a team and collaborating positively with colleagues inside and outside PMO;
- High level of service orientation, discretion, flexibility, and professional conscientiousness;
- High level of resilience and ability to work under pressure, when necessary, along with a solid understanding of the strict rules on medical secret;
- Autonomy and pro-activity.

Please note that the PMO places great importance to customer service. The selected candidates is expected to be client-oriented and might be required, in the interest of the service, to work directly with customers, for instance, in the front office team;

PMO is working towards full alignment of the Joint Sickness Insurance Scheme across sites. Your functions and job content are likely to evolve as a consequence of these endeavours.

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 [PMO EPSO PUBLICATIONS](#) indicating the selection reference EC-2026-PMO-193685.

Eligibility

For eligibility, please consult [this page](#) with all the information needed.