VACANCY NOTICE FOR A CONTRACT AGENT SELECTION

Job title	**Administrative Assistant - Missions Correspondent and ex-ante controller**
Reference	**EC-2026-PMO-530497**
Application deadline	18.11.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	PMO, Office for the Administration and Payment of Individual Entitlements
Unit	PMO.5, Sickness insurance III & travel management
Place of assignment	Luxembourg
Domain*	Support Staff
Contract type and Function Group	Contract Agent 3a FG III

*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).

The PMO.5 unit, mostly located in Luxembourg, includes 3 sectors: Settlements office - Luxembourg (001), Travel management (002), Laissez-Passer and Visas (003). The sector is comprised of three teams responsible for:

- Travel costs incurred by staff covered by the Staff Regulations of the European Commission and other bodies managed by PMO.5;
- Travel costs incurred by external persons (experts and candidates) invited by the Commission and other European bodies to attend external meetings and/or interviews and/or medical examinations with a view to a possible recruitment;
- Benefits to commuting costs by public transport and bicycles for eligible staff of the European Commission and other entities in Brussels.



About the role

We propose a Contract Agent FG III position as an *Administrative Assistant - Missions correspondent and ex-ante controller*. Working under the supervision of an official or a temporary agent, the Administrative Assistant will support the management of missions (official work-related travel undertaken by EU staff away from their usual place of work) and other administrative activities, including:

- Advise mission officers, line managers and authorising officers on the organisation of missions and authorised travel;
- Create and manage visa chains as required by the DG;
- Where applicable, check mission orders/authorised travel orders and declarations of expenses against the rules, before approval by the authorising officer;
- Manage and monitor in MIPS (IT tool for management of missions details, costs and spending) the budget allocations for missions;
- Prepare and disseminate reports and statistics on missions and authorised travel (volume, typology, budget, etc.) in order to meet the needs of the DG;
- Coordinate with DGs on business travel and missions, providing staff with guidance and training on applicable procedures and promoting environmentally friendly travel choices.
- Take part in and contribute to internal training sessions on missions;
- Assisting and advising direct superiors and heads of sector;
- Carry out ex ante controls on mission files;
- Make proposal on improvement of mission files handing following ex ante control findings;
- Draft procedures to harmonize/clarify issues on mission files.

The selected candidate may be susceptible, when needed by the service, to provide support to other teams/sectors.

Qualifications, experience and skills

This publication aims to fill 1 position.

We are looking for a dynamic and motivated colleague. The ideal candidate will demonstrate very good organisational skills. He/she will be required to provide customer service with due regard for confidentiality. A sense of teamwork and collaboration is also essential as well as a strong ability to adapt to different situations. The ideal profile for the job has:

- good knowledge of the rules on administrative and budgetary management;

- knowledge of internal control rules;
- good organisational and planning skills;
- ability to provide excellent customer service;
- proven ability to take initiatives and propose pragmatic solutions;
- at least two years of job-related experience
- autonomy and pro-activity;
- good ability to communicate clearly and in a structured manner both orally and in writing with rigour and precision;
- ability to work under pressure when necessary;
- flexibility with regard to new requirements, procedures, technologies;
- capacity to represent the unit in meetings related to the field of activity;
- potential to contribute to trainings and workshops for the sector / unit.

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

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-PUBLICATIONS-AC@ec.europa.eu indicating the selection reference **EC-2026-PMO-530497** in the subject.

Eligibility

For eligibility please consult this page with all the information needed.