VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Administrative Agent (SC1/SC6)**
Reference	**BUDG/COM/2026/2387**
Application deadline	11.12.2026 - 12.00 (Brussels time)
Directorate-General (full name)	
Unit	BUDG.E.2 Financial Rules: Direct Management, CFS Helpdesk, Training and RUF
Place of assignment	Brussels
Grade range	AST/SC 1 – AST/SC 2
Domain *	Budget and Finance
Contract type	Temporary Agent 2b

About us ("We are")

DG BUDG is responsible for managing the budget of the European Union and a central role in achieving the Commission's political priorities. As domain leader on financial management, DG BUDG has a growing strategic role at the heart of the Commission. Working in DG BUDG is not just about figures, you actually get to see the bigger picture of what is happening across the whole Commission and how the budget contributes to achieving the EU objectives.

Directorate BUDG.E — the Commission's Central Financial Service is the lead service for legal matters on the EU budget and its implementation, particularly the Financial Regulation, its application and interpretation. It also promotes the active sharing of knowledge on financial, operational and budgetary matters within DG BUDG and the Commission, as well as with EU institutions, bodies and agencies.

Unit BUDG.E2 "Financial Rules: Direct Management, CFS Helpdesk, Training and RUF" has a team of around 28 colleagues. We are responsible for several politically important and sensitive files. We develop and advise on the financial rules for implementing the EU budget, in particular with respect to directly managed EU programmes (research, defence, space, transport, health, etc.), EU public procurement, grants, prizes, association agreements with third countries, e-Governance (corporate digitalised contracts and procedures), Brexit legal matters,

and related budgetary issues. The unit participates in the drafting, negotiation and interpretation of the EU Financial Regulation and of other financial rules that apply across sectors and institutions, in particular the sectoral programme regulations under the Multiannual Financial Frameworks (MFF). In addition, the unit hosts the Central Financial Service Helpdesk, training activities and the Finance Community Network (RUF). The unit is intensively involved in the preparation of the post-2027 MFF.

About the role ("We propose")

An exciting and diverse position as an Administrative Assistant in the area of EU budget implementation, one of the Commission's core responsibilities. You will join a great team of highly motivated and friendly colleagues.

You will provide administrative support, including document and information management, and human resources matters. You will work in close contact with the other colleagues of the unit and directorate, other BUDG units as well as with other services.

We offer:

- An extensive set of tools to drive your career, including a broad learning and development offer for job specific and soft skills;
- Mentoring and on-the-job coaching upon joining DG BUDG;
- A friendly and collegial atmosphere where teamwork and flexibility are key to the success of the DG.

Qualifications, experience and skills

A highly-motivated, well-organised and proactive colleague, who is a team player and can demonstrate the ability to contribute to the Unit's mission.

The ideal candidate would have:

- Experience with administrative/secretarial support and/or document management;
- Experience in handling legal or budget/finance matters would be an asset;
- Strong sense of initiative and the ability to work with little guidance;
- Ability to communicate clearly and convincingly in English, orally and in writing;
- Willingness to learn and develop continuously;
- Digital/IT skills related to administrative/secretarial work.

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 BUDG-MAILBOX-E02@ec.europa.eu indicating the selection reference **BUDG/COM/2026/2387** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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