VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	**Administrative agent**
Reference	**BUDG/COM/2026/2429**
Application deadline	**11.12.2026 - 12.00 (Brussels time)**
Directorate-General	**BUDGET**
Unit	**BUDG/A/3 Internal policies**
Place of assignment	**Brussels**
Grade range	**AST/SC 1 – AST/SC 2**
Domain	**Budget and Finances**
Contract type	**Temporary Agent 2b**

About us ("We are")

DG BUDGET is the central service responsible for budgetary matters, playing a crucial role in the functioning of the activities and programmes of the Commission.

Directorate BUDG/A – Expenditure prepares the annual draft budget and secure from the budgetary authority - the European Parliament and the Council - the resources needed to implement the Union's policies, allocate them among Commission departments, contribute to sound financial management of EU funds and monitor budget implementation.

BUDG A3 'Internal Policies' is a small unit composed of 16 colleagues, plays a leading role within the Commission in the field of internal policies (single market, innovation, digital, resilience and values, migration and border management, security and defence) on a variety of issues:

- Contribute to the preparation of the new generation of programmes in the next Multiannual Financial Framework 2028-2034, including the follow up of the legislative procedure, the coordination of the preparation of the new work programmes, the new financial programming;
- Participate in the development of new legislative initiatives;
- Prepare the Cost Benefit Analysis for the new generation of Executive Agencies;

- Prepare the annual Draft Budget of programmes, decentralised agencies, executive agencies and other bodies, in close collaboration with the corresponding Directorates General;
- Monitor the sound financial management of resources through continuous follow-up of the implementation of programmes;
- Assess and reply to interservice consultations, parliamentary questions, queries from other Directorates and other queries internal or external (from the Cabinet, the Spokesperson, individual citizens, etc.);
- Represent the Commission in the Council Budget Committee during the procedure for adopting the annual Draft Budget, any amending budgets and budgetary transfers;
- Facilitate the preparation of all documentation for the information needs of the budgetary authority;
- Prepare recommendations and proposals to amend the funding decisions of the Commission;

We have a wide range of contacts with horizontal and sectoral services. Unit BUDG/A3 is in contact with 25 Directorates General and it is responsible for 6 executive agencies and 32 decentralised agencies.
The members of the team have high visibility with other services as well as with senior management in the DG.

About the role ("We propose")

If you are service-oriented, have great organisation and coordination skills, if you like to take responsibility and grow in the job beyond the administrative tasks, this job could an excellent opportunity. In this position, you would support the work of the Head of Unit as well as of the entire team. The position is crucial in facilitating the work of the entire unit, such as:
- Organise, prepare and ensure the follow-up of meetings and of budgetary hearings;
- Ensure effective coordination on horizontal tasks;
- Manage the attribution of tasks, the contributions to inter-service consultations;
- Monitor deadlines and keeping the team agenda/calendars updated;
- Apply the document management rules;
- Keep documents and folders well organised and all communication timely delivered to the internal/external parties;
- Manage HR needs in the unit (leave request, planning holiday, etc.) and ensure the liaison with the HR department (recruitment procedures, trainees, etc.);
- Coordinate with other secretariats and ensure the back-up of unit BUDG/A4 (External policies) assistant in case of absence.

If selected, you are guaranteed a stimulating and varied job content in a fast-moving unit where priorities can change quickly. This is an interesting position

thanks to its variety of tasks and its large degree of autonomy. This is also a great opportunity to further enlarge your knowledge and skills.
Working alongside friendly and dedicated colleagues, you will be supported by a modern management style and colleagues who enjoy an excellent working atmosphere. In BUDG/A3 professionalism, trust and mutual support are amongst our primary values.

Qualifications, experience and skills ("We look for")

We are looking for a person with proven organizational and planning skills. The person should have preferably an experience of secretarial nature. The candidate has to be proactive, dynamic, able to take initiative and be able to work autonomously. S/he should also be able to support proactively the good functioning of the unit. The candidate is expected to have good computer skills (Word, Excel, Powerpoint, Outlook, Teams). Being familiar with the European Commission's applications and tools would be an asset. Good knowledge of English and French is required, and further knowledge of other languages would be an advantage.
More generally, we are looking for a colleague who has a pronounced sense of responsibility, team attitude and a strong commitment to maintaining high standards of service and business continuity. The person would ideally become a key pillar of the team quickly.

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-A03@ec.europa.eu indicating the selection reference **BUDG/COM/2026/2429** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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