VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title	**Legal Assistant - Procurement and Grant procedures and support - Legal advice**
Reference	**ESTAT/COM/2026/2035**
Application deadline	11.12.2026 - 12.00 (Brussels time)
Directorate-General	EUROSTAT
Unit	Budget and Financial Management (ESTAT.A.4)
Place of assignment	Luxembourg
Grade range	AST1 – AST3
Domain	Economics, finance and statistics
Contract type	Temporary Agent 2b

About us ("We are")

Eurostat Unit A4 is a core enabling unit at Eurostat, in charge of budget and financial management. We are responsible for the financial initiation of contracts for the directorate and payments across all of Eurostat. In addition, Unit A4 verifies all Eurostat expenditure procedures and transactions, as well as the planning and follow-up of budgetary execution.

We also provide dedicated operational support (guidance, training, and helpdesk) to operational Directorates and participate in projects supporting the achievement of the Directorate General's strategic and operational objectives.

The Unit has a friendly and cooperative working atmosphere, with 38 highly dedicated and technically competent staff members working across different teams. The working languages are English and French.

About the role (“We propose”)

The future colleague will join a dynamic and highly collaborative team within the unit, interacting closely with all unit teams and Eurostat at large, with a strong focus on central financial support, helpdesk coordination, user guidance, and training activities.

Main responsibilities include:

- Helpdesk and guidance: Managing and coordinating replies for the Central Financial Helpdesk in the areas of procurement and grants, delivering clear, precise, and practical advice to operational units across the Directorate General.

- Training and capacity building: Preparing, updating, and leading internal training modules on financial and budgetary procedures, with a strong emphasis on corporate procurement and grant IT tools.

- Documentation and proofreading: Drafting, proofreading, updating, and streamlining standard templates, user manuals, and operational guidelines, leveraging corporate resources to ensure consistent guidance.

- Tool support and navigation: Actively assisting operational units and end-users in navigating, troubleshooting, and effectively using corporate financial IT tools.

- Operational Continuity: Acting, when required, as a back-up for other teams in the unit to ensure business continuity and compliance with applicable rules.

Qualifications, experience and skills (“We look for”)

We are looking for a dynamic, service-oriented, and highly motivated colleague with proven hands-on experience in financial management, public procurement, and grant procedures within a public administration or international organisation, particularly through the advanced use and support of corporate IT tools.

The ideal candidate should possess:

- Technical and tool expertise: Solid, practical working knowledge and hands-on experience with corporate financial, procurement, and grant IT tools (including procurement planning and monitoring tools, e-procurement and e-tendering platforms, grant management and call submission systems, electronic contract management systems, and Microsoft 365).

- Didactic and communication skills: Demonstrated ability to convey complex procedural and technical information clearly and pedagogically through training sessions, written guidance, and daily helpdesk interactions.

- Analytical and drafting abilities: Strong organizational and proofreading skills, with a keen eye for detail when drafting guidelines, templates, and instruction manuals.

- Soft skills: Ability to work autonomously as well as part of a supportive team, a flexible yet methodical approach, a strong sense of priorities, and high initiative under tight schedules.

- Language Skills: Very good knowledge of English (oral and written) is required. Good knowledge of French 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 ESTAT-HR-APPLICATIONS@ec.europa.eu indicating the selection reference ESTAT/COM/2026/2035 in the subject.
No applications will be accepted after the publication deadline.

Only candidates selected for the next step of the selection phase will be notified.

Eligibility

Please review this page to ensure that you are eligible before you apply.