



VACANCY NOTICE - CONTRACT AGENT

Job title	Finance and Contracts Assistant - Ex-ante advice and control on Grants and Procurement
Reference	EC-2026-EMPL-269696
Application deadline	30.10.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	DG Employment, Social Affairs and Inclusion
Unit	EMPL.G.4: « Financial Implementation and Procurement Centre »
Place of assignment	Brussels
Domain*	EMPLOYMENT-BUDGET, FINANCE, CONTRACTS and ACCOUNTING
Contract type and Function Group	Contract Agent 3b FG III

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

About us

The mission of Directorate EMPL.G is to coordinate the use of the Funds managed by the DG as effective instruments to deliver a critical mass of investment to support the implementation of the European Pillar of Social Rights, especially with a view to a green, digital, resilient and inclusive recovery from the socio-economic crisis caused by the COVID-19 pandemic.

To this end, the Directorate coordinates the implementation of the European Social Fund Plus (ESF+) for the 2021-27 programming period, the European Globalisation Adjustment Fund for displaced workers (EGF) as well as the Social Climate Fund (SCF) and supports the use of financial instruments in the areas covered by DG EMPL.

The Directorate also promotes the social economy to foster the EU's job creation, social inclusion and sustainable development goals through the development of both policy and funding support. It coordinates and supports the evaluation and impact assessment activities of the DG with a view to implementing the Commission's Better Regulation Guidelines in the DG. The Directorate also ensures a consistent implementation of financial procedures, in line with Commission rules.

The mission of Unit EMPL.G.4 "Financial Implementation and Procurement Centre" is to contribute to the sound and efficient management of the financial resources of DG Employment, Social Affairs and Inclusion in direct and indirect management. The unit is composed of 47 staff members in charge of financial activities, from the approved Financing Decision to the final payment, for both, procurement, grants shared and indirect management.



About the role

We propose a dynamic position of **Finance and Contracts Assistant - Ex-ante advice and control on Grants and Procurement** in a team dealing with several Funding programmes under the responsibility of DG Employment, Social Affairs and Inclusion.

The colleague will provide financial advice and support to the Directorate-General operational units for the preparation of calls for proposals for Grants, invitations for application under indirect management and of calls for tender for Procurement procedures.

He/she will be in charge of ex-ante control before publication and before award of the different procedures in application of the Financial Regulation and the applicable internal rules and of monitoring the launch of calls until grant agreements or of procurement procedures till contract signature. In addition, the colleague will provide technical support to the operational units by answering specific questions related to budget implementation in the field of grants, contribution agreements and procurement.

The colleague will assist with the monitoring of data on financial implementation via SUMMA dashboards and other reporting tools and deliver reports on financial implementation as well as provide practical training in the field of grants, procurement or contribution agreements tailored to the specific needs of the various actors in DG EMPL.

Qualifications, experience and skills

We are looking for a colleague with some experience in budget, finance, contracts and accounting demonstrating:

- a good knowledge of preparing/assessing proposals for projects, call for proposals and/or call for tenders in public procurement;
- experience in data analysis on financial implementation, working with big data sets and preparing reporting tools of financial data and visualisation will be an asset;
- a pro-active attitude towards problem resolution; excellent networking and client-orientation skills;
- eye for detail and analytical capacities;
- a strong sense of responsibility and the capacity to work autonomously whilst at the same time being a good team player;
- very good knowledge of English, written and spoken; knowledge of French will be an asset;
- knowledge about financial rules and procedures;
- experience with the use of IT tools for grants/procurement management in the Commission will be 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 EMPL-G4-APPLICATION@ec.europa.eu indicating the selection reference **EC-2026-EMPL-269696**

Eligibility

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