VACANCY NOTICE - CONTRACT AGENT

Job title	**Administrative Agent – Secretary to the Head of Unit**
Reference	**EC-2026-PMO-240097**
Application deadline	04.12.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	The Paymaster Office
Unit	PMO.3
Place of assignment	Brussels
Domain	REMUNERATION, RIGHTS and OBLIGATIONS
Contract type and Function Group	Contract Agent 3a FG II
Other useful information (contract duration, other ...)	Available as from 01/02/2027 The duration of the first contract will be 1 year. The contract may be renewed in the interest of the service for a definite duration. If a second renewal of the contract is in the interest of the service, the contract will be for an indefinite duration.

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).

Unit PMO.3 “Sickness Insurance I” is one of the three units responsible for managing the Joint Sickness Insurance Scheme (JSIS), which has around 190.000 beneficiaries (in activity or under the pension scheme). The other two units are in Luxembourg and Ispra. Unit PMO.3 is located in Brussels and consists of four sectors: (i) Tarification; (ii) Accidents and Occupational Diseases Insurance; (iii) Service to JSIS members, (iv) Medical Authorisations, for a total of some 120 persons.

About the role

Under the supervision of the Head of Unit, the selected colleague will execute general secretarial tasks and deal with the documents related to the Brussels Settlement Office, the JSIS and its members.

More specifically, the selected colleague will assist the Head of Unit in the organisation of the work of the Unit:

- Receiving telephone calls and providing general information to the interlocutors;
- Manage and keep track of the Head of Unit's agenda;
- Manage the JSIS functional mailbox, replying to enquiries and forwarding requests to PMO.3 sectors or to other PMO services;
- Take, transcribe and prepare notes, drafting minutes of meetings, regular correspondence, presentations and other texts necessary for the service's activities in general;
- Manage the signature chain and assignment flow in Ares for all incoming and outgoing notes and mails;
- Support the Head of Unit with the validation of leaves and absences in Sysper - HR Management tool;
- Keep track of deadlines and developments in the workflow;
- Organise meetings for the Unit: monthly Unit meetings, weekly KERN - management meeting with Heads of Sectors and Team Leaders, meetings of the Head of Unit with PMO.3 and PMO colleagues, or with external stakeholders, different social events of the Unit;

Provide secretarial assistance to colleagues in the Unit

Qualifications, experience and skills

This publication aims to fill one position of Secretary to the Head of Unit.

The selected candidate will have a good analytical approach to problems and will be interested in providing good customer service.

Strong communication skills, a good team spirit and willingness to cooperate with colleagues of the unit and from other PMO units.

The ideal candidate will demonstrate the following knowledge and skills:

- Secretarial experience;
- Listening, analysing and problem-solving skills;
- Discretion and an excellent respect of confidentiality in the performance of their duties;
- Be proactive;
- Knowledge of the rules of the Staff Regulations governing the Joint Sickness Insurance Scheme (JSIS) and accident and occupational disease insurance or the ability to quickly learn these rules will be an asset;
- Ability to adapt to tasks and priorities according to service requirements;
- Ability to adapt and be part of a multi-purpose approach to work (depending on the needs and priorities of the service).

The person chosen must be methodical and rigorous, oriented towards the quality of the service and demonstrate autonomy and excellent team spirit.

If candidates do not have the required knowledge and/or skills, they will be called upon to demonstrate their successful experiences in similar areas.

The working languages are French and English. Operational knowledge of French or English is essential, and a good knowledge of the other language is a strong advantage. Knowledge of other EU official languages is an asset.

PMO is working towards full alignment of the Joint Sickness Insurance Scheme across sites. Your functions and job content are likely to evolve as a consequence of these endeavours.

Candidates may be required, when needed by the service, to provide support to other Sectors.

How to express your interest?

You should send your documents in **one <u>single</u> pdf** in the following order:

1. Your CV 2. Completed application form

Please send these documents by the publication deadline to PMO-EPSO-PUBLICATIONS@ec.europa.eu indicating the selection reference EC-2026-PMO-240097

Eligibility, recruitment steps, contract and working conditions

Please consult the pdf document at the end of this page