



VACANCY NOTICE - CONTRACT AGENT

Job title	Finance and Contracts Assistant - Finance and Procurement
Reference	EC-2026-DGT-528566
Application deadline	31.10.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Directorate General for Translation
Unit	DGT.R.2 for Budget and Finance
Place of assignment	Brussels
Domain	Finance and Contracts Assistant
Contract type and Function Group	Contract Agent 3b FG III
Other useful information (contract duration, other ...)	Initial contract duration: 3 years

About us

Unit DGT.R2 "Budget and Finance" is in charge of the budgetary, procurement, and financial procedures in DGT as well as the set up and implementation of internal control systems, both in Brussels and in Luxembourg.

Our unit:

- Ensures that DGT's interests are served throughout the budget preparation procedure, that its financial and procurement operations are carried out in compliance with legal requirements and sound financial management criteria and recorded in line with the Commission's accounting rules;
- Ensures that accurate information on the management of DGT financial resources is made available to support decision making;
- Supports the implementation of effective internal control systems and contribute to the implementation of the ABM cycle within DGT.

We apply regular working hours/flexibility and maintain a very good work/life balance environment.

About the role

The role of the Finance and Contracts Assistant is to support the sector in all areas related to procurement. This will be particularly relevant for the coordination of events organized by DGT in Brussels and Luxembourg but also by Field Officers at the EU MS Representations, among other tasks (see job description).

The role involves delivering on deadlines, cooperating with colleagues in the sector, with other units, Field Officers, and frequent communication with suppliers.

This position allows you to directly apply your experience with procurement, project management, planning, and ensuring the consistent quality of delivery. The



role involves contributing to the unit's diverse portfolio, which is a central point of reference for the whole DG on procurement issues. You will implement internal DGT procedures in line with the Financial Regulations, Internal Rules, and guidance of DG BUDG and IAS.

Qualifications, experience and skills

We are looking for an experienced professional with a strong sense of responsibility. Proven ability to **manage procurement processes** best also involving input from multiple stakeholders **for at least 2 years is essential**.

An advantage is at least 1 year of direct experience with procurement management tools, like Summa and/or ABAC, PPMT and e-procurement suite (European Commission's financial tools).

You should be a proactive self-starter, able to collaborate effectively with colleagues within the team, across the unit, and with various internal and external partners of DGT.

The position requires excellent problem-solving abilities, strong analytical and communication skills, flexibility and versatility, and commitment to deliver results. You need to have the ability to take initiative and work autonomously as well as being part of a team.

A very good command of English is essential; knowledge of French is an advantage.

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 DGT-R-2-SECRETARIAT@ec.europa.eu, indicating the selection reference EC/2026/DGT/528566.

Eligibility, recruitment steps, contract and working conditions

Please consult the pdf document at the end of [this page](#)