



VACANCY NOTICE - CONTRACT AGENT

Job title	Finance and Contracts Assistant
Reference	EC/2026/OIB/525312
Application deadline	30/10/2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	OIB
Unit	LS.002
Place of assignment	Brussels
Domain	Buildings and Supplies (including logistics)
Contract type and Function Group	Contract Agent 3a FG III

About us

OIB's mission is to ensure a functional, safe and comfortable workplace for Commission staff and to provide high-quality support service. The mission of the Office for Infrastructure and Logistics in Brussels (OIB) is to carry out all activities relating to the accommodation of staff, the management of the Commission's social infrastructure and logistics in Brussels and the social infrastructure on the Ispra site. The LS Department is responsible for logistics and services.

It consists of 4 operational units (3 in Brussels and 1 in Ispra) and employs around 500 people:

- LS.1, Historical Archives, Mail Services and Visual Creation and Printing,
- LS2 Transport, Mobility and Logistic Services,
- LS3 Social Infrastructure in Ispra,
- LS4 Catering.

There are also two sectors directly attached to the Head of Department, LS: LS.001 for budget and finance and LS.002 for purchase contracts and procedures. Within the LS department, the mission of the LS.002 sector is:

- ☐ For three operational units of the department, provide ex-ante verification of procurement files (below and above the threshold of the Directive)
- ☐ For the catering unit, purchase supplies for the office using a dynamic purchasing system.

The proposed post concerns sector LS.002 "Contracts & purchasing procedures", which consists of 20 staff.

The sector is very important for the management of the contracts of the LS Department operational units located in Brussels.

The team is made up of highly motivated and competent colleagues. The work covers several different areas of activity and therefore offers a variety of, interesting and stimulating work, based on a customer-centred approach, in an environmentally friendly and cost-effective manner.



About the role

We propose a post of Finance and Contracts Assistant in the 'Public Procurement' team.

The chosen person will assist the Head of sector in the functions of coordinating and planning the procurement of goods and services for the LS department, and will be in charge of managing, together with other colleagues, procurement procedures.

The main tasks are:

- Contribute to the coordination of the quadrennial programming of the sector's procurement procedures and assist in all stages leading to the award of contracts;
- For contracts above the threshold of the Directive, ensure the necessary registrations (PPMT) for coordination with the central procurement unit at the OIB; for contracts below the threshold, management of the entire procurement procedure;
- Support the OIB LS units in the interpretation of contacts and amendments;
- Contribute to the various reports on procurement procedures.

This post involves numerous contacts/relations with OIB operational units, potential tenderers, agencies and other European institutions. The working languages are French and English.

Qualifications, experience and skills

We are looking for a dynamic, enthusiastic, autonomous employee who is ready to invest in a function for which a sense of responsibility is essential.

A service-oriented colleague with excellent planning and organisational skills and a good team spirit.

At least three years' experience in procurement and contract management is essential. The ideal candidate will have a great analytical ability as well as an eye for detail.

A proactive approach, the ability to structure thinking, conceptualise problems and propose solutions as well as communication and drafting skills are also required.

Good knowledge of Excel and Word.

A written test may be foreseen to establish the level of the candidate's drafting skills.

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

OIB-VACANCIES@ec.europa.eu indicating the selection reference EC/2026/OIB/525312.



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