VACANCY NOTICE - CONTRACT AGENT

Job title	**Finance and Contracts Assistant – Financial management**
Reference	**EC-2026-REGIO-393704**
Application deadline	18.11.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Regional and Urban Policy
Unit	REGIO.A.3 “Budget and financial management”
Place of assignment	Brussels
Domain	Economics, finance and statistics
Contract type and Function Group	Contract Agent 3b FG III

About us

Unit REGIO.A3 is the Budgetary and Financial Management unit of DG REGIO. Our primary mission is the transparent management of the budget at the disposal of the DG. Our unit is organised in five sectors, in charge of the (1) budget, (2) shared management programmes, (3) technical assistance - legal and financial procedures, (4) technical assistance – strategy and (5) Cyprus settlement and financial instruments.

This vacancy is in the Technical Assistance - Legal and Financial Procedures (LFP) sector. DG REGIO manages budget (approx. EUR 120 million per year) for Technical Assistance (TA) at the initiative of the Commission. This is a very important tool to support the implementation of the regional development and cohesion programmes. TA is implemented either through direct or indirect management. The LFP sector plays an essential role in ensuring compliance with the legal, financial and procedural rules for grants, procurement procedures, contribution agreements, expert contracts, prizes etc. It works very closely with the other technical assistance sector, which is responsible for the establishment of the TA strategy and for the preparation of the TA Financing Decisions.

About the role

The new colleague will assist the operational/geographic units of DG REGIO to make the best use of the technical assistance budget by proposing and advising on solutions within the legal framework. (S)he will be part of the LPF team that oversees all financial and formal procedures related to the implementation of the TA. This includes the Financial Initiating Agent (FIA) role for these procedures, as well as coordination and administration activities throughout the lifecycle of the TA actions. The team members will be expected to work independently, but also with a high degree of cooperation, collaboration and mutual assistance with the other team members when needed.

The Finance and Contracts Assistant will be allocated specific units and will be responsible for the procurement, experts, grant and indirect management procedures needed by these units. This implies constructive and continuous cooperation with these other units. The successful candidate will also have some horizontal responsibilities to support the team.
The Finance and Contracts Assistant will be involved in the introduction and application of all corporate IT tools used (or to be used) in DG REGIO for management of procedures and contracts (SUMMA, e-procurement, e-grants, e-experts, MAPP etc).

Qualifications, experience and skills

We are looking for a reliable and well-organised Financial Assistant. We are interested in candidates who offer:

- Experience in finance, contracts and procurement in the EU Institutions, in private sector, international organisation or other public administration.
- Knowledge and experience with SUMMA, eGrants and eProcurement IT tools, as well as ability to work with short and demanding deadlines would be an asset.
- A collaborative approach, with the capacity to work independently when needed.
- Service-oriented attitude, paying attention to the needs of the operational/geographic units, so that he/she could offer a suitable solution while ensuring the respect to the rules.
- ability to perform duties with accuracy, independently and in a flexible way.
- Proficiency in English is essential. Proficiency in French is an asset.

How to express your interest?

You should send your documents in **one single pdf** in the following order:

1. Your CV 2. Completed application form

Please send these documents by the publication deadline to REGIO-A3-SECRETARIAT@ec.europa.eu indicating the selection reference EC-2026-REGIO-393704

Eligibility, recruitment steps, contract and working conditions

Please consult the pdf document at the end of this page