VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Finance and Contracts Agent – Grants and Procurement**
Reference	**EMPL/COM/2026/2297**
Application deadline	25.11.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Employment, Social Affairs and Inclusion
Unit	G.4 Financial Implementation and Procurement Centre
Place of assignment	Brussels
Grade range	SC 1-2
Domain *	Budget and Finance
Contract type	Temporary Agent 2b

About us ("We are")

The mission of Directorate EMPL.G "Funds, programming and implementation" 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 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, shared and indirect management. The unit is composed of 46 staff members in charge of financial activities, from the approved Financing Decision to the final payment, for both procurement and grants and financial transactions in structural funds management.

About the role ("We propose")

The successful candidate will assist in the implementation of various financial transactions in direct management mode. As Financial Agent, she/he will assist the team to prepare grant agreements with milestones and deliverables, taking into account potential changes in the application requested by the evaluation committee, respecting the financial regulation, basic act and the sound financial management principles.

The colleague will also support the team in assessment of payment requests and entering data necessary to process payments, acting as one of the data entry/financial initiating

agents in the unit. He/she will be ensuring the correctness of the information necessary to process implementation financial processes related to grants (commitments, pre-financing, final payment requests, de-commitment and recovery orders, etc.).

The positive and dynamic working relationships both within the unit and between the unit and the internal and external stakeholders will contribute in making the job enriching and motivating. Over time, there will be also opportunities for further professional development in the unit, working in other financial implementation modes as procurement or Indirect and Shared management transactions.

Qualifications, experience and skills ("We look for")

The ideal candidate should have a professional experience of at least one year in the field of budget, finance and/or contracts management.

We are looking for candidates meeting the following requirements:
- a good knowledge of rules related to EU Calls for proposals and grants management, including the IT systems used in the Commission to implement those would be an asset.
- a good experience or eagerness to learn how to control or manage grants in conformity with EC Financial Regulation.
- good capacities in
i) analysing and solving problems;
ii) capacity to communicate technical (financial/legal) information
iii) delivering quality and results in a rigorous way;
iv) ability to work in a team and share knowledge;
- very good knowledge of English and good command of French.

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 **EMPL/COM/2026/2297** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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