VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**Administrative Assistant – Team Leader Subrogation**
Reference	**PMO/COM/2026/2397**
Application deadline	03.12.2026 - 12.00 (Brussels time)
Directorate-General (full name)	Paymaster Office (PMO) of the European Commission
Unit	PMO.3 – Sickness Insurance I
Place of assignment	Brussels
Grade range	AST1/3
Domain *	REMUNERATION, RIGHTS and OBLIGATIONS
Contract type	Temporary Agent 2b

About us ("We are")

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 almost 190.000 beneficiaries. The other two units are in Luxembourg and Ispra. Unit PMO.3 is located in Brussels and consists of four sectors: (i) Tariffication; (ii) Accidents and Occupational Diseases Insurance; (iii) Service to JSIS members, (iv) Medical Authorisations, for a total of some 120 persons.

Sector PMO.3.002 "Accidents and Occupational Diseases" deals, amongst other topics, with the management of cases with reference to the legal basis of Article 73 and Article 85 a of the Staff Regulations at an interinstitutional level. It comprises 20 colleagues supervised by 3 team leaders.

About the role ("We propose")

PMO.3 is seeking to hire one Administrative Assistant – Team Leader Subrogations in the “Accident and Occupational Diseases” sector PMO.3.002.

The position will consist of:

- The management of the Subrogation Team;
- The analysis of the legal basis of the rules concerning accidents, occupational disease and subrogation, (article 73 and 85 a of the Staff Regulations and applicable common rules);
- Handling the succession rights in the different national legislations;
- Analysing the different national prescription rules;
- Liaising with the Legal Service and external law firms;
- The analysis and updating of the (legal) documents of the sector;
- The follow up of litigation cases;
- The management of sensitive, difficult and complicated files.

The team leader will also deal with:

- The information and assistance to insured staff;
- The management of deadlines;
- Acting as case handler for subrogation files;
- The calculation of indemnities or amounts to be recuperated from third parties.

The work is varied and highly enriched in human and intellectual terms.

This post offers the opportunity to take concrete action to improve the services offered to our members and therefore to be an essential element in improving the positive image of PMO. You will play an essential role in ensuring compliance, simplification and harmonisation of the rules and procedures governing accidents, occupational disease and subrogation.

We will provide the necessary training and promote continuous training.

Qualifications, experience and skills (“We look for”)

We are looking for an Administrative Assistant - Team Leader.

The ideal profile for the job should demonstrate the following :

- Experience in legal matters or legal background/education would be an asset;
- Good knowledge of the rules and regulatory framework regarding accidents, occupational disease and subrogation would be an advantage;
- Good computer skills (Word, Excel, PowerPoint, Outlook), and willingness to invest in acquiring sufficient knowledge of the Commission administrative procedures;
- Good command of written and spoken French and English is required.

In view of the nature of the tasks and the geographical scope of the responsibilities, knowledge of any other EU language will also be considered as an asset.

Additionally, the selected candidate should demonstrate the following personal qualities:

- Dynamic, faithful and motivated;
- Team spirit with a strong service culture and client orientation;
- Capacity to establish and maintain a good relationship with colleagues and other services, feeling comfortable working in a team and collaborating positively with colleagues inside and outside PMO;
- High level of resilience, service orientation, discretion, flexibility, and professional conscientiousness;
- Solid understanding of the strict rules on medical secret;
- Ability to adapt and embrace a multipurpose approach to work (depending on service needs and priorities);
- Excellent analytical, organisational and problem-solving skills, with high capacity to prioritise daily tasks, pay attention to details;
- Proven ability to be flexible, pro-active, take initiatives and propose pragmatic solutions;
- Ability to listen, understand complex matters and respond in an open and constructive manner, ability to work under pressure when necessary.

Please note that the PMO places great importance on customer service. The selected candidate is expected to be client oriented and is susceptible of being called for other positions and/or to provide support when needed by the service.

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

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 PMO-EPSO-PUBLICATIONS@ec.europa.eu indicating the selection reference **PMO/COM/2026/2397** in the subject.

No applications will be accepted after the publication deadline.

Eligibility

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