



## **MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION**

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

### **WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:**

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

### **We recruit from a wide range of backgrounds:**

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information [ec.europa.eu/work-with-us](https://ec.europa.eu/work-with-us).



## **STAFF RECRUITED ON CONTRACTS**

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



# Budget Officer

## DG JRC of the European Commission

**Selection reference:** JRC COM/2023/3239

**Domain:** Economics, Finance and Statistics

**Where:** Unit JRC.A.1 - Human Resources and Budget, Brussels

**Staff category and Function Group:** Temporary agent 2d – Budget Officer

**Grade:** AD5/AD12

**Publication deadline:** 11/01/2024 - 12.00 (Brussels time)

### WE ARE

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The Joint Research Centre provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

The vacancy is in Directorate JRC.A - Strategy and impact - its mission is to steer the JRC strategic repositioning with the European Commission, and its engagement with partner DGs, but also with the member countries, international partners and the other stakeholders. The Directorate focuses on the implementation of this strategy in order to lever increased JRC impact through reporting and evaluation, resource planning and inter-institutional activity. The Directorate provides support and advices in terms of legal affairs and hosts the corporate Central IP Service. The Directorate also hosts the JRC HR Correspondent team, responsible for establishing an HR strategy directly supporting the JRC strategy. The Directorate also steers activities aiming to improve the efficiency, effectiveness, quality and impact of the organisation.

Specifically the vacancy is in JRC.A.1 - Human Resources and Budget - its mission is to propose and implement a strategic Annual and multi-annual planning of the overall JRC budget, for human resources as well as for general, scientific and ICT infrastructure.

The unit is preparing the yearly draft budget, the annual budget allocation for the JRC and the financing decisions in coordination with DG Budget. The unit is responsible for the planning of the human resources, the validation of recruitments and the reporting on HR issues. It also coordinates internally and with DG BUDG all major construction files that are subject to a building procedure.

Unit A.1 with the HR Correspondent Team supports JRC's management in defining an HR strategy, supporting staff career development efforts, contributing to local talent management initiatives, supervising efficient and effective HR administration by liaising with the "HR for JRC" Unit (at DG HR) and promoting staff well-being, diversity, team-building and learning initiatives across the organisation.

### WE PROPOSE

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The Human Resources and Budget Unit of DG JRC proposes an interesting and challenging position as Budget Officer. This job provides the unique opportunity to participate directly in the preparation



of the multi-annual programmes (Multi-annual Financial Framework) and to be involved in the preparation of annual budget discussion in EP and Council.

## **WE LOOK FOR**

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We are looking for a highly motivated, proactive, reliable, flexible, stress-resistant, dynamic colleague with a positive attitude, a high sense of responsibility, an eye for detail, and the ability to complete tasks within tight deadlines.

The successful candidate will also need to demonstrate very good writing skills, excellent (C2 level) command of English is essential as well as very good command of another EU official language.

Previous experience in dealing with the legislative/budget process with the Council and the European Parliament as well as with Member States is essential.

A previous experience in conceptualising complex issues and being able to interact with internal and external stakeholders and all levels of hierarchy will be an advantage.

Experience with the European budget/funding especially in the research programmes of the Commission as well as with the multiannual funding schemes is desired.

A background in Economics or Public finances would be an advantage.



## **HOW TO EXPRESS YOUR INTEREST?**

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

1. your CV      2. motivation letter      3. duly filled in application form.

Please send these documents by the publication deadline to [HR-JRC-OFFICIALS-TEMPORARY-AGENTS-SELECTION@ec.europa.eu](mailto:HR-JRC-OFFICIALS-TEMPORARY-AGENTS-SELECTION@ec.europa.eu) indicating the selection reference COM/2023/3239 in the subject.

**No applications will be accepted after the publication deadline.**



## ANNEX

### 1. Selection

#### ➤ Am I eligible to apply?

#### **You must meet the following eligibility criteria when you validate your application:**

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

#### General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

#### Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

#### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>1</sup>
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>1</sup> The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



### ➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants<sup>2</sup>.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

## **2. Recruitment**

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

### ➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

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<sup>2</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1<sup>st</sup> contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.