



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.



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](#).



Coordinator for inter-institutional Relations

in DG BUDG of the European Commission

Job title: Coordinator for inter-institutional Relations

Domain: External relations

Where: Unit BUDG.03 – „Discharge procedure“, Brussels

Function Group: FG IV

Contract Type: 3b

Express your interest until: 08.03.2024 – 18.00 (Brussels time)

WE ARE

The mission of DG BUDG.DDG1.03 is to pave the way for the Commission's annual budgetary discharge by ensuring good inter-institutional cooperation with the European Court of Auditors (ECA), the European Parliament (in particular the Committee on Budgetary Control), the Council and other institutions, and promoting a positive appreciation of the Commission's financial management, on both compliance and performance aspects.

Unit 03 also acts as the Commission's central point of contact with the European Court of Auditors for issues of a corporate nature, and provides the necessary steer, support and guidance to all Commissions services in their dealings with both the ECA and the discharge authority.

WE PROPOSE

Unit 03 of DG BUDG is seeking to hire one Coordinator for inter-institutional Relations.

The position will consist in ensuring effective management of the relations with the European Parliament's Committee on Budgetary Control (CONT), the European Court of Auditors (ECA) and other institutions involved in the discharge procedure, paving the way for the annual discharge of the Commission on the implementation of the EU budget.

Your daily tasks will consist of:

- Prepare, participate in and follow-up meetings with other institutions involved in the discharge process, in particular the CONT Committee meetings and adversarial procedures with the European Court of Auditors
- Coordinate the Commission's input to CONT Committee meetings and requests.
- Monitor the discharge procedure for the Commission, including the preparation of some discharge hearings.
- Monitor the discharge procedure for Agencies and Joint Undertakings and liaise with all Commission services concerned as appropriate.
- Advise other Commission services and other units in DG BUDG on European Court of Auditors and discharge related issues.



- Coordinate the preparation of Commission replies to the annual and special reports of the European Court of Auditors with all relevant Commission services. Organizing the adversarial procedures for ECA audit reports. Handle consultation processes for ECA reviews.
- For ECA audits and reviews involving DG BUDG, provide appropriate support to other Units in DG BUDG throughout the process.
- Monitor relevant policy developments in the European parliament that may affect the discharge procedure.
- Prepare regular reporting to the DG BUDG senior management on such relevant policy developments.

WE LOOK FOR

We are looking for a coordinator for inter-institutional Relations.

We are seeking a highly motivated and experienced individual to join our team and play a key role in managing our relations with the European Parliament and the European Court of Auditors in the area of the discharge procedure. The ideal candidate has experience of matters related to the EU Budget and/or in the fields of interinstitutional relations and inter-services coordination.

Excellent written and oral communication skills in English.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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 BUDG-MAILBOX-U03@ec.europa.eu indicating the call for interest reference EC/2024/BUDG/441153 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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of education which corresponds to completed university studies of at least three 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

¹ 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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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 provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG IV**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **contract will be of 1 year**. Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

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\(2017\)6760](#) on policies for the engagement and use of contract agents.

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

³ Therefore, candidates who did not pass already a CAST on the level Function Group [IV], should register their profile at this [address](#).



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.