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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](#).



Finance and Contracts Officer

DG HR of the European Commission

Selection reference: HR/COM/2024/376

Domain: Finance and contracts officer - Budget and contractual support - Public procurement

Where: Unit F.2.002 - Procurement, contracts and internal control, Brussels

Staff category and Function Group: Temporary agent 2b/2d - Administrator

Grade: AD5/AD7

Publication deadline: 08/03/2024 - 12.00 (Brussels time)

WE ARE

HR.F.2 is a central support unit in DG HR. The unit, in charge of procurement, contracts and internal control, covers a wide range of services that are delivered to DG HR, EPSO/EUSA and the IAS.

The main activities of the unit related to Public Procurement are:

- Support for running procurement procedures.
- Legal advice and assistance on questions that relate to public procurement and contract management. The legal issues covered by the team relate to a variety of policies ranging from data protection to access to markets and competition law.
- Technical support related to the use of some internal IT platforms such as PPMT, eTendering, My Workplace, etc.
- Organisation and management of:
 - 1) DG HR's Procurement Board, an advisory body comprising senior management and
 - 2) The Groupe d'Analyse des Marchés Administratifs (GAMA), and advisory body comprising representatives from the DGs and Offices in DG HR's administrative family.

The Internal Control and Financial Reporting Sector's work focuses on:

- The management of the internal control systems and reporting on its effective implementation.
- Liaising with the main audit and control bodies to help ensure that queries and recommendations are properly handled.
- Performing accounting and financial transparency system duties and ensuring that financial empowerment decisions are enacted appropriately and that financial circuits are properly implemented.

The unit has around 15 members of staff. The working environment is friendly, and we promote participatory leadership and innovation.

Staff are encouraged to use their individual skills and talents, to work collaboratively and, most importantly, to enjoy their job.



WE PROPOSE

The HR.F.2 procurement sector deals with between 30-40 public procurement procedures above 60,000 euro per year. It is made up of a professional, dynamic and dedicated group of 7 colleagues who maintain good working relations, with staff and managers from both DG HR and other Commission service providers, notably EPSO and EUSA.

The jobholder will:

- Offer support to operational services of DG HR for public procurement in general. We offer closer guidance accompanying the operational services for the high value procedures above the procurement threshold. The support we offer ranges from publishing contract notices, to offering guidance and legal advice, e.g., when drafting tender specifications, and preparing the evaluation reports.
- Our procurement procedures are increasingly digitalised and thus the team offers support for using a range of eProcurement IT tools.
- Contribute to the modernisation and the improvement of our procedures, management of procurement as well as good communication with our clients.
- Be responsible for coordinating horizontal tasks and ad hoc projects linked to activities of the unit and notably the running the secretariat of the DG's procurement board and the inter-DG administrative family procurement group (GAMA).

Staff in the procurement sector also provide training and guidelines for operational directorates, for DG HR's internal control and Procurement Community (FINOP) and for DG HR's Contract and Procurement community (COPRO). They also participate in working groups on procurement.

All staff in the unit are committed to learning, to quality and to customer satisfaction. Our key objectives relate to providing reasonable assurance as regards to sound financial management in DG HR. We are committed to developing a more efficient process-oriented administration, a paperless work environment and effective communication.

WE LOOK FOR

The ideal candidate should be highly responsible and autonomous, motivated, well-organised and proactive.

She/He should:

- Have a legal background.
- Have a good knowledge of the relevant parts of the Financial Regulation.
- Have previous experience in public procurement and/or legal matters.
- Be able to work both as part of a team and autonomously.
- Have a good sense of responsibility and be able to take initiative while taking account of the associated risks.
- Be rigorous and committed to respecting quality standards and deadlines.



- Have very good drafting and communication skills in English. A very high level of French is also needed. Good knowledge of Dutch and/or Italian would be an asset, as this is the language of many tenderers.
- Be customer-oriented with great readiness to listen to our clients, to understand them and to analyse their needs.
- Autonomously organise and coordinate the high-level advisory bodies on procurement (GAMA and Procurement Board).
- Be resilient, able to prioritise and cope with multiple demands and strict deadlines.
- Be able to quickly adapt to the developing IT platforms in the field of procurement.

Experience in working in collaborative platforms like Teams and Sharepoint, as well as in giving presentations and training would be considered an asset.

If you want to join our team and you want the opportunity to show us why you are the candidate we are looking for, please follow the steps to express your interest.



HOW TO EXPRESS YOUR INTEREST?

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 erik.boersma@ec.europa.eu indicating the selection reference DG/COM/2024/376 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 EU¹
- 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.

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).



➤ **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 applicants².

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 French.

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(b)/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.

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



The duration of the **1st 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.