



## **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](#).



# Team Leader – Budget Policy Coordination

**Directorate-General for “Education, Youth, Sport and Culture”  
(DG EAC) of the European Commission**

**Selection reference: EAC/COM/2024/543**

**Domain:** European Public Administration

**Where:** Unit EAC.R.2 – “Budget, Planning and Reporting”, Brussels

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

**Grade:** AD 5-7

**Publication deadline:** 25.03.2024 - 12.00 (Brussels time)

## **WE ARE**

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The unit manages horizontal processes related to the preparation, programming and implementation of DG EAC’s activities and budgetary resources and is responsible for strategic planning, performance reporting, data analytics and data governance, performance evaluation and assessment of its programmes and policies.

In addition, the unit ensures central performance reporting for DG EAC, bearing the responsibility for reporting to corporate services, producing management and ad-hoc reports for internal and external stakeholders, and ensures developments of monitoring, reporting and data analytics tools.

The unit is in addition responsible for data analytics platforms, and to provide support and guidance to internal and external users for the preparation of National Agencies’ and management’s reports, as well as for governing MFF data within EAC funding programmes.

The unit is composed of around 25 colleagues and works with a team of 12 external consultants (developing reporting, statistical and data analytics solutions).

## **WE PROPOSE**

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A position of Team Leader to lead the work of the team on budget policy coordination and Multiannual Financial Framework (MFF), including Institutional Affairs, as well as to coordinate and report on policy budgetary aspects, financial decisions and budget performance.

Do you have solid experience in budget implementation/financial management (at least 5 years)? Do you enjoy finding solutions to practical problems, providing interpretation on complex financial and budget issues, making engaging presentations and explaining procedures clearly? If yes, you may like working with us!

(Selection reference EAC/COM/2024/543)



You would be in charge of managing and supervising the work on budget policy coordination and MFF, dealing with a wide array of questions from our corporate clients. You would give strategic steer, contributing ideas to enhance the clients' satisfaction, develop smooth coordination and contribute to knowledge-building across units in the DG, as well as Budget Units in the Commission and Agencies.

As part of your role, you would work on answering the most complex questions; you would guide your team on the answers to be provided and review the quality and timeliness of replies. You would share your experience and contribute to an accurate understanding of the budget rules for our corporate clients across the DG and our executive Agency (EACEA). This post offers a unique opportunity to have a global view of the application of the budget policy coordination and the new MFF.

## **WE LOOK FOR**

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A motivated and proactive colleague, who enjoys working in a service with high visibility, reaching out to many colleagues across the budget community in the EU Institutions.

The qualities we most value for this job are:

- excellent budgetary, economic analytical skills and the capacity to offer pragmatic and sound solutions to concrete questions/situations
- solid and documented experience of at least 5 years with EU budgetary rules and management, especially in the field on budget policy coordination and Multiannual Financial Framework
- familiarity with financial systems and procedures would be an asset
- a very good understanding of the Commission's budget, financial and operational issues and a flair for sensitive political and confidential issues
- proven ability to manage teams and projects, often working under tight deadlines
- the capacity to motivate, engage and involve staff
- openness to adapt to new organisational procedures due to changing working modes and working environments
- excellent drafting and communication skills in English (knowledge of French is an asset);
- excellent oral communication skills and the capacity to give trainings to a wide series of audiences, with different expertise
- ability to cooperate and develop smooth coordination and networking across Units in the DG, as well as other DGs
- determination to provide qualitative and timely service in response to clients' needs
- digital skills
- team spirit, a sense of responsibility and a service culture are essential.



## **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 [EAC-R-CANDIDATURES@ec.europa.eu](mailto:EAC-R-CANDIDATURES@ec.europa.eu) indicating the selection reference EAC/COM/2024/543 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(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.

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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.