



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](#).



Budget Assistant

DG BUDG of the European Commission

Selection reference: BUDG/COM/2024/707

Domain*: Budget and Finance

Where: Unit A.1.001 – „Budgetary procedures and execution, relations with the budget Committees“, Brussels

Staff category and Function Group: Temporary agent 2b

Grade: AST 1-AST 3

Publication deadline: 03/05/2024 - 12.00 (Brussels time)

WE ARE

Within Directorate A (Expenditure), Unit BUDG A.1 is in charge of coordinating the preparation of the Commission's Draft Budget and of following up the Budgetary procedures and execution, including relations with the Budget Committees of the Council and European Parliament.

The unit is also responsible for monitoring the implementation of the budget and reporting to the budgetary authority, coordination of preparation and adoption of amending budgets, transfers and carry-overs.

As a result, the Unit offers a great opportunity not only to understand how the budget contributes to reaching the main EU's political priorities and how it can react to rapid developments and unforeseen events, but also to contribute to this process. We are a relatively small team of dedicated and experienced colleagues who get on really well together, work hard but have fun as well.

Following the 2021 staff survey and Commission-wide awards, DG BUDG is recognised for its staff engagement, quality of its Middle Management and greening efforts. Ensuring staff engagement remains high on our agenda, which is why we are keen to provide support for career development, specialised training and ensure smooth newcomers' integration

WE PROPOSE

Unit A.1 of DG BUDG is seeking to hire one Budget Assistant.

The position will consist of a very interesting job as a Budget Assistant at the heart of the budgetary process with high learning, visibility and growth potential. This work involves notably the collection, preparation and analysis of budgetary text and data relevant for analytical work and for the preparation of specific budgetary documents in close cooperation with colleagues and sector/unit management. It also includes project coordination tasks and gives a high degree of autonomy at work.



In particular, as part of the sector "Budgetary systems, processes and documents", the colleague will fulfil the following objectives:

- Follow up of the preparation and overview of the amendment of the Annex 1 of the Internal Rules (IR) that allows defining the responsibilities per budget lines.
- Coordination of the BUDG A contributions in the context of the change of year exercise in particular with respect to master data and budget inscriptions.
- Provide technical assistance relating to the annual budget procedure to colleagues within the Commission as well as to the European Parliament and the European Council.
- Develop and maintain specific templates supporting the preparation and quality control of the documents to be published.
- Develop and manage specific reporting on budget implementation including monitoring of appropriations and transfers.
- Duties of analytical and business support for the main IT applications and tools including the future accounting tool.

The job offers a wide variety of tasks, which could be adapted according to the skills and interest of the job holder and involves interactions with colleagues in DG BUDG and other DGs as well as with colleagues from other Institutions.

The Unit offers a friendly and stimulating working atmosphere. Budget Assistants are given a high degree of autonomy and responsibility. Discussions and exchange of opinions are encouraged.

WE LOOK FOR

We are looking for a Budget Assistant.

The ideal profile for the job is a dynamic and motivated person with strong analytical skills and interest in handling figures/statistics and in data reporting and monitoring. Experience in using IT tools and very good data processing skills with Excel are required - at least 2 years of relevant professional experience is essential.

Experience with data warehouse environments and knowledge of the EU annual budgetary procedure would also be considered as assets.

We look for a team player, with initiative, ready to accept responsibility, and who is eager to learn and join a dynamic unit with a result-oriented attitude, open mind and very friendly atmosphere. The candidate should be able to draft clearly and concisely and express themselves clearly in English. Knowledge of other EU languages would be an asset.



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 BUDG-MAILBOX-A01@ec.europa.eu indicating the selection reference BUDG/COM/2024/707 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 either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

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

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).



- 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.

➤ **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 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) of the [Conditions of Employment of Other Servants](#), in function group AST.**

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



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.

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.