



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 OFFICER

Directorate-General for Mobility and Transport (DG MOVE) of the European Commission

Selection reference: MOVE/COM/2024/751

Domain*: Economics, Finance and Statistics

Where: Unit SRD.3 - „Budget and financial management“, Brussels

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

Grade: AD 5-7

Publication deadline: 15/05/2024- 12.00 (Brussels time)

WE ARE

Unit SRD.3 – Budget and Financial Management, is part of the Shared Resource Directorate of DG Mobility and Transport and DG Energy. Our unit is in charge of 4 poles of activity organised in three teams: budget, financial management and supervision of decentralised agencies and joint undertakings.

The mission of the unit is to ensure optimal allocation of the financial resources, sound financial management and legality and regularity of financial transactions (excluding the domain of nuclear energy). The unit provides support and guidance to operational services in budgetary and financial matters, coordinates budget negotiations with central services, coordinates the resources supervision of EU agencies and Joint Undertakings under the responsibility of DG Mobility and Transport and DG Energy.

The budget sector is in charge of the preparation and the management of the budget for both directorates-general, including programmes such as Connecting Europe Facility, LIFE, the Renewable Energy Financing Mechanism, and research programmes. It also ensures the appropriate allocation of the administrative budget financing external staff, missions and meetings.

WE PROPOSE

The successful candidate will participate directly in the preparation of the draft annual budget and will monitor the budget programming and implementation, coordinating as appropriate with operational units, central services, other Commission DGs and the executive agency CINEA. Under the supervision of the Head of Sector, s/he will undertake the necessary actions to ensure the appropriate budgetary allocation and yearly execution within DG MOVE and DG ENER. S/he will also be in charge of coordinating the budget for pilot projects and preparatory actions, as well as decentralised agencies.

S/he will provide legal advice on budget and financial management to other units, including legal



basis, implementation modes and rules and procedures. S/he will analyse and respond to inter-service consultations and will follow up interinstitutional negotiations on the annual budgetary procedure and the MFF. S/he will prepare financing decisions and follow up the legislative procedure until adoption. S/he will provide advice to policy units during the preparation of legislative proposals having an impact on resources and support them in the preparation of legislative financial statements.

He or she will represent DG Mobility and Transport and DG Energy when required in internal and inter-service meetings, as well as with external stakeholders on issues of relevance to the work of the Unit, such as other EU institutions.

This post offers a unique opportunity to work at the crossroads of DG MOVE and DG ENER, serving the policy priorities of the European Green Deal and REPowerEU. It offers visibility and career development opportunities and provides a global view of the activities of both DGs through regular contacts with operational units.

WE LOOK FOR

We look for a motivated, flexible and proactive colleague with the capacity to work under pressure and to respect tight deadlines. Experience in budget and financial management and a legal background are essential. Good analytical, coordination, drafting and communication skills are required. Very good knowledge of English or French is also required. Knowledge of the other language would also be an asset. The ideal profile for the job is:

- Educational background in economy, finance, political science or law (University level)
- Legal background, with at least 2 years of relevant professional experience
- Proven track record in EU budget management, with at least 2 years of relevant professional experience
- Solid knowledge of the EU Financial Regulation, the Commission's Internal Rules and the Commission's legislative procedures
- Good coordination and interpersonal skills
- Sound judgement and ability to identify concrete solutions and to implement them
- Excellent drafting and communication skills



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 move-ener-srd3@ec.europa.eu indicating the selection reference **MOVE/COM/2024/751** 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 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.**

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.