



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](#).



Policy Officer

DG for Economic and Financial Affairs (ECFIN) of the European Commission

Selection reference: ECFIN/COM/2024/797

Domain: Economics, Finance and Statistics

Where: Unit R4 - Control and Evaluation, Brussels

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

Grade: AD5-7

Publication deadline: 07.05.2024 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Economic and Financial Affairs (DG ECFIN) strives to improve the economic wellbeing of EU citizens. It has been assigned several major new responsibilities under Next Generation EU and the 2021 – 2027 Multi-annual Financial Framework (MFF) to support the recovery from the Covid-19 crisis. A key instrument for achieving that goal is the Recovery and Resilience Facility (RRF), offering financial support to Member States for investments and reforms linked to EU priorities. DG ECFIN is implementing this ambitious and fully novel instrument, having the lead as the Authorising Officer by Delegation, together with SG Recover.

Within DG ECFIN, Unit ECFIN R4 is responsible for audit and control. The unit provides assurance for the Director General (Authorising Officer by Delegation – AOD) and the Commission at large. In addition to the audit work, the unit is notably responsible for coordinating DG ECFIN's Strategic Planning and Programming cycle and the design and implementation of the internal control systems. To this end, the unit coordinates the Annual Activity Report, the Annual Management Plan as well as the annual risk management exercise and provides the secretariat of the Internal Control Management Group. The unit also coordinates the DG's activities with the Internal Audit Service and the European Court of Auditors, as well as the discharge process. Finally, the unit deals with matters of anti-fraud and relations with OLAF.

WE PROPOSE

The jobholder will be part of the horizontal team of Unit ECFIN R4. S/he will be responsible for and coordinate DG ECFIN's Strategic Planning and Programming (SPP) cycle and contribute to the design and implementation of the internal control systems in DG ECFIN. More particularly, the job holder will carry out the following main tasks: coordination and contribution to the drafting of the Annual Activity Report, the bi-Annual Report to the Commissioner, the Management Plan and Strategic Plan as well as the coordination of the annual and mid-term risk management exercise in ECFIN. S/he will

(Reference: Selection reference ECFIN/COM/2024/797)



also coordinate the DG's activities with the Internal Audit Service (IAS), being the interface with the IAS, coordinating DG ECFIN's reply to the IAS audit plan and coordinating the audit work done by the IAS in DG ECFIN.

WE LOOK FOR

We are looking for a dynamic, well organised and highly motivated candidate, capable of working both independently and as part of a team. Applicants should have a structured, but flexible and adaptable approach to work, excellent analytical skills and the ability to organise and coordinate work ensuring that deadlines are met.

The candidate must possess a service-oriented approach, given that the job will require close co-operation and co-ordination with a number of units within DG ECFIN as well as colleagues from the Commission central services. Experience in Internal Control and Strategic Planning and Programming is a strong asset for this position.

Excellent oral and writing skills in English are a prerequisite, given that the job implies co-drafting DG ECFIN's Annual Activity Report, which is published on the Commission's website; the jobholder will also play an active role in different networks and working groups (SPP network, Internal Control Coordinators network (ICCnet), Internal Control Management Group) and acting as an interface with the IAS.



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 ECFIN-HR-APPLICATIONS@ec.europa.eu indicating the selection reference DG/COM/2024/797 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.**

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.