



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](#).



Head of Sector –
Data Migration, Reporting and Master Data
Governance for SUMMA
DG BUDG of the European Commission

Selection reference: BUDG/COM/2024/1050

Domain: Budget and Finance/Economics, Finance and Statistics

Where: Unit C5.002 - „Financial Reporting, Data Management“, Brussels

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

Grade: AD 5- AD7

Publication deadline: 31/05/2024 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Budget (DG BUDG) is the central service of the European Commission in charge of the management of the EU budget throughout the annual and multiannual cycle; from the preparation of the draft budget and Multiannual Financial Framework to its implementation and the final discharge by the European Parliament. DG BUDG is also responsible for the legal framework applicable to the implementation of the EU budget by the different institutions, agencies and Member states, and it plays a key role in promoting sound financial management and a performance culture that focuses on maximizing the results of public expenditure on the ground.

The Unit BUDG.C.5 "Financial Reporting" is the central reporting unit of the DG Budget, responsible for preparing reports required by the Financial Regulation and the Budget Authority, as well as management reports and other ad-hoc reports for internal and external stakeholders. It is also responsible for developing corporate financial reporting tools.

This unit manages the Central ABAC Data Warehouse, provides technical support and guidance for reporting requests, and ensures the quality of data. As the Business Process Owner/Expert for analytics, data migration, budget framework, and master data governance, the unit is currently implementing a new financial system, SUMMA, for the European Commission and other EU bodies. This project, which will continue for several years, will provide a more robust, efficient, and effective financial system.

The financial reporting unit is undergoing a modernisation process, which includes improving data visualisation, supporting data-driven decision making, reinforcing its corporate financial reporting role, and ensuring data quality and governance. This modernisation will result in the unit becoming the centre of competence for financial reporting for the European Commission and its agencies.

Our unit operates on a matrix-based structure and works collaboratively across teams. We are a friendly, dynamic, and supportive team of 23 colleagues located in Brussels.

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 C5 of DG BUDG is seeking to hire one Head of Sector.

The position will consist of leading the reporting team in designing operational, management and legal reports for both the Commission and its Executive agencies, using the new SUMMA Business Warehouse. Drive the migration team of DG BUDGET to ensure the seamless transfer of data in the new financial system. Guide the Master Data Governance team for the timely preparation of SUMMA master data and synergies with migration efforts. Supervise the adaptation of the NGEU liquidity tool to the new NGEU SUMMA liquidity management solution.

EVALUATION and QUALITY MANAGEMENT

- Contribute to the development of a Data Quality Management System that will include a quality policy, organisational set-up, quality management processes and procedures (methodologies, checklists, tools, indicators and practices for quality assessment and control) the quality plans and the collection and dissemination of comparable quality related information.
- Maintain the Data Quality Management System and produce regular reports on Quality activities.
- Prepare orientations and guidelines in order to assure that changes in processes and future developments in the ABAC Information system comply with data quality assurance.

PROGRAM / PROCESS / PROJECT MANAGEMENT

- Propose appropriate metrics for measuring data quality, monitor activities against the action plan and provide regular reports to the hierarchy.
- Propose a strategy and a programme with an elaborated action plan for moving from a reactive data governance state within the DG to a more controlled state.

HORIZONTAL COORDINATION

- Follow institution-wide initiatives and decisions concerning corporate data and information management, disseminate developments within DG BUDG and ensure related internal activities are streamlined such corporate policies and objectives.
- Carry out gap analyses and propose actions towards the alignment of DG BUDG with corporate policies on data management and monitor the implementation of such actions.
- Represent DG BUDG in interservice working groups tasked with the definition of action plans and with monitoring implementation of corporate policies in the domain of data and information management.

HORIZONTAL COORDINATION

- Propose an accountability framework for data owners with respect to their responsibility in the creation of master data, its change/update and deactivation/elimination.
- Contribute to the definition of the appropriate organisational set-up that will bear the



responsibility and authority to manage and govern data produced by the SUMMA Information System and an ownership assignment process and the resolution of data issues.

- Identify the appropriate stewards, key stakeholders and owners of data and define their roles and responsibilities.

WE LOOK FOR

We are looking for a Head of Sector.

We are looking for a highly motivated candidate with a proven capacity to prioritize and organize work and with a strong sense of responsibility. He/she should be able to work pro-actively with a sense of initiative and responsibility and be quickly operational. He/she should have excellent written and oral communication skills. The candidate should have experience in managing leading teams with team members from different units. At least 3 years experience in SUMMA is considered an advantage.

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-C05@ec.europa.eu indicating the selection reference BUDG/COM/2024/1050 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) 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.