



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](#).



Administrative Support Agent

DG BUDG of the European Commission

Selection reference: BUDG/COM/2024/1318

Domain*: Budget and Finance/Support Staff

Where: Unit D1 – „Coordination, partnership with Member States, EDES“, Brussels

Staff category and Function Group: Temporary agent 2b – Administrative Agent

Grade: AST/SC 1-SC 2

Publication deadline: 09.07.2024 - 12.00 (Brussels time)

WE ARE

DG BUDG is responsible for managing the budget of the European Union and plays a central role in achieving the Commission's political priorities. As domain leader on financial management, DG BUDG has a growing strategic role at the heart of the Commission. Working in DG BUDG is not just about figures, you actually get to see the bigger picture of what is happening across the whole Commission and in key EU-wide policies and how the budget contributes to achieving the Commission's objectives.

Within DG BUDG, Directorate D – also known as the Central Financial Service – is composed primarily of lawyers, auditors, economists, trainers and communicators who all play a key role in governance. Within Directorate D, Unit D1 is a team of around 20 colleagues responsible for a number of very important and highly sensitive files related to the protection of the EU budget against fraud and conflicts of interests and other rule of law deficiencies. Our work involves coordinating horizontal and crosscutting issues for the Directorate, in close cooperation with units 01 and 03. More broadly, D1 represents DG BUDG in the Commission-wide “country teams” and also operates the Early Detection and Exclusion System (EDES).

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 D1 of DG BUDG is seeking to hire one Administrative Support Agent.

The job we propose consists mainly in helping D1's team with setting up and implementing good document management practices to preserve the unit's knowledge and know-how, as well providing logistics, administrative and other support. The successful candidate will also act as back-up for the Directorate's legislative coordinator and, in part, for the Director's secretariat. He/She will also be providing administrative and secretarial support to the Principal Adviser of the DG.

Our work is interactive and exciting, carried out in a friendly and collegial atmosphere, which will



make for a rewarding experience for the right candidate. You will also be supported by the Head of Unit who has a modern management style and believes in fostering professionalism and mutual trust.

WE LOOK FOR

We are looking for an Administrative Support Agent.

If you have experience in document and knowledge management (ideally in the legal field) and are service-oriented with great organisational and communication skills, this could be the perfect job for you! If selected, you will be joining a really friendly team, where you will be offered lots of autonomy and the opportunity to take initiatives. You will also be given opportunities to learn and develop through mentoring and on-the-job coaching and also through more formal trainings.

You will need to be proficient in English, and ideally French too, both orally and in writing. If you have experience in handling legal files, this would be an additional asset, but is not essential. Also, previous experience with the main applications used at the European Commission would be considered an asset.

If you think you might be interested, pick up the phone and speak to us - [Simone Donzelli](#) or [Giovanna Pisani](#) who would be only delighted to tell you what it's like to work in DG BUDG and what the job entails in more detail. You should also check out DG BUDG's website where you can find lots of information about what we do.

We offer:

- Extensive set of tools to drive your career, including a broad learning and development offer for job specific and soft skills;
- Mentoring and on-the-job coaching upon joining DG BUDG;
- A friendly and collegial atmosphere where teamwork and flexibility are key to the success of our unit and DG and colleagues are highly motivated and committed.

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-D01@ec.europa.eu indicating the selection reference BUDG/COM/2024/1318 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
- 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 AST/SC.**

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.