



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-Salaries in PMO of the European Commission

Selection Reference: PMO/COM/2024/1710

Domain: REMUNERATION, RIGHTS and OBLIGATIONS

Where: Unit PMO.1.003 - Rights and Salaries “, Brussels

Staff category and Function Group: Temporary Agent 2b Administrator

Grade: AD5-AD8

Publication deadline: 16.09.2024 - 12.00 (Brussels time)

WE ARE

The mission of the PMO (Paymaster Office or Office for the administration and payment of individual entitlements) is to provide a high-quality and user-friendly service to beneficiaries by promptly and accurately managing, determining and paying individual rights and expenses (e.g. salaries, pensions, sickness insurance reimbursements and mission expenses).

PMO.1 is responsible for:

- Determining and managing the individual financial rights of around 45 000 employees when they first start working for an EU institution or body, and whenever a life or other event changes those rights;
- Ensuring payroll for approximately 55000 employees, working for 61 legal entities (European institutions, agencies and other bodies) who receive their monthly salary and other benefits.;
- Addressing queries and complaints from staff about their salaries and their rights

The Unit works in teams, each of which is responsible for different processes falling under the Unit's responsibility (e.g. calculation of Salaries, Establishing Rights on entry into services, Family Allowances, Dependent Child Allowances, Allowances received from other sources, Helpdesk).

Each team is led by a Team Leader under the supervision of a Head of Sector.

There are about 110 employees split across three Sectors. The Unit aims to provide high quality and in-time services to staff, the Commission, other Institutions, Agencies and bodies in a transparent and customer-oriented way, so that Institutions and their staff can get on with their work.



WE PROPOSE

Unit PMO.1 is seeking to hire one Head of Sector – Salaries.

We propose a challenging and stimulating **AD position as Head of Sector – Salaries** in the sector PMO.1.003 in charge of the payroll.

The successful candidate will lead and coordinate the Sector ‘Salaries’, which is composed of **35** staff organised within **4 teams**. You will work in close cooperation with the Head of Unit of PMO Rights and Salaries, the Head of sectors, the other Units in PMO, the Human resources and the financial units. You will be responsible for payroll activity to make sure transactions are correctly executed and at the same time you will lead reflections to keep the payroll activity in tune with the technological developments, including challenges and opportunities linked to AI.

You will, inter alia:

- Lead and coach the payroll teams.
- Provide support to the Head of Unit on all matters relating to human resources management.
- Contribute to the definition of the unit’s overall strategic objectives, work programme and specific objectives in the areas covered by the Sector.
- Contribute to the reporting obligations of the Unit.
- Participate in conceptual reflections and assist in elaborating strategic documents and new approaches. Lead reflections for the area of your responsibility.
- Ensure the provision of information, data, and statistics on the activities of the Sector.
- Extract and disseminate best practice and facilitate exchange of experience, including preparation and conduction of internal training seminars.
- Implement principles of Internal Control and follow-up audit recommendations in the Sector.
- Develop and maintain procedures, rules and common approaches for activities and tasks assigned to the Sector; ensure their coherence and monitor the quality of their implementation.
- Contribute to the definition of the overall approach and elaboration of guidelines and make proposals for simplification and amendment of administrative procedures.
- Coordinate, analyse and evaluate the Sector’s needs in relation to IT systems to support procedures, methods, and processes.
- Subdelegation: Act as Appointing Authority for all matters relating to salaries, including transfer of parts of salaries, debt letters, pre-information letters, seizures, and advances.
- Work with the Team Leaders to allocate tasks and responsibilities to the Sector’s staff.
- Delegate the work to the team leaders and some files handlers, where possible (quality standards, timeliness, business continuity, communication, procedures, improvement of the processes, use of IT tools etc.).
- Maintain interactive communication within the sector salaries, with the other sectors and units to break the silos with the involvement of Team Leaders and the salary officers.



WE LOOK FOR

We are looking for a Head of Sector-Salaries - a highly motivated and pro-active candidate who should:

- Have a previous experience of at least 5 years performing at least 5 of the tasks mentioned under *We Proposed*.
- Lead by example and empower staff to constantly improve performance.
- Have capacity to develop and implement strategies and give clear directions.
- Think in terms of processes, systems, in view of their continuous improvement.
- Have strong organisational and negotiation skills.
- Be familiar with audit and internal control matters.
- Be familiar with HR IT systems.

Additionally, the selected candidate will demonstrate the following personal qualities:

- Ability to communicate in a clear manner technical matters to hierarchy/stakeholders.
- Managerial self-awareness and eagerness to develop management skills,
- Resilience and flexibility to deliver results under strict deadlines with important volume of transactions.
- Personal integrity, respect of confidentiality and due attention to personal data protection.

We expect the candidate to demonstrate very good oral and written communication competencies in English and French. C1 level in both is required.

The pre-selected candidates will be invited to an interview and written test soon after the closing date for application.

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: PMO-PUBLICATIONS-AC@ec.europa.eu indicating the call for interest reference **PMO/COM/2024/1710** 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.