



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 assistant

in DG BUDG of the European Commission

Job title: Administrative Agent

Domain: Budget, Finances and Contracts

Where: Unit R1 - Corporate financial and accounting systems, Brussels/

Function Group: FG II

Contract Type: 3b

Express your interest until: 26.07.2024 - 12.00 (Brussels time)

WE ARE

BUDG R1 is the unit of DG Budget, responsible for the design and implementation of the new Corporate Financial & Accounting Information System, called "SUMMA". The new system is built on SAP S/4HANA technology and will replace the current ABAC. SUMMA will be a modern and integrated system, bringing substantial benefits like improved flexibility, enhanced information quality, modernised real-time reporting, risk and cost reduction, higher business processes efficiency and automation, just to name a few. SUMMA is already "live" with four Pilot Agencies and being used by the Commission for specific processes (Financial Asset and Debt Management, budget planning), and the project is now in the phase preparing the full rollout of SUMMA to the Commission. After which it will be rolled out to all other EU entities (around 50) using the Commission financial system.

The unit leads, monitors and governs the SUMMA programme implementation, in close cooperation with internal and external partners, and in line with DG Budget strategic objectives. SUMMA is also a key component of the Commission's digital strategy and the unit cooperates very closely with other Commission services to ensure synchronisation and integration of SUMMA in the Corporate IT landscape.

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 R1, Corporate Financial and Accounting Systems, of DG Budget is seeking to hire an Administrative Agent.

The unit is in charge of the implementation of the future financial system of the Commission (called SUMMA).

The position consists of managing the secretariat of the unit, assisting the Head of Unit as well as



the other members of the Unit's management team, in the administration of the unit's activities.

The main tasks will include:

- Coordinate and provide support in the preparation of meetings, workshops, and other events.
- Provide general and specific administrative support to the projects teams, including support in contracts management and administration, and related financial operations.
- Monitoring deadlines and workflows. Contributing to administrative quality checks and preparation of files for the Head of Unit for approval/signature.
- Agenda management and meetings organisation.
- Monitor of budget execution and budgetary reporting, in support to budget manager.
- Management of mission's organisation for the Head of Unit and members of the Unit's management team.
- Management of incoming and outgoing official correspondence (Ares), and units' mailboxes

Depending on the selected candidate's profile and background, the position could also extend to tasks of Programme Management assistance.

WE LOOK FOR:

We are looking for a dynamic and organised colleague, with experience in managing administrative tasks and in providing assistance and support to management teams. Experience in the financial domain and IT literacy will be an advantage for this position.

The selected candidate will be a quick learner, who will be able to integrate the European Commission's work environment and become operational swiftly.

Previous work experience of at least 2 years in a similar role or related domain is required. High autonomy, sense of initiative, flexibility and service-oriented approach will also be essential characteristics. Prior experience in the European Commission will be an advantage. Excellent written and spoken knowledge of English is essential, as well as mastering the main office tools like Word, Excel, PowerPoint, Outlook. Good working knowledge of French is highly desirable.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.



2. 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 Vincenzo.CURIALE@ec.europa.eu indicating the call for interest reference BUDG/GFII/278739 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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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.

³ Therefore, candidates who did not pass already a CAST on the level Function Group [II], should register their profile at this [address](#).



2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG II**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **contract will be of 1 years**. Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

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\(2017\)6760](#) on policies for the engagement and use of contract 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.