



## **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](https://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 Agent

## in PMO of the European Commission

**Job title:** Administrative Agent to the Head of Unit

**Domain:** Remuneration, rights and obligations

**Where:** Unit PMO.2 "Pensions" - Brussels

**Function Group:** FG II

**Contract Type:** 3a

**Express your interest until:** 29.07.2024 - 12.00 (Brussels time)

### WE ARE

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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.2 Pensions Unit** (with around 80 persons) consists of two sectors:

- The "Pensions" sector is responsible for fixing and paying out the pension rights (retirement, invalidity and survivor's pensions) and family allowances of officials and other servants.
- The "Pension Transfers & unemployment allowances" sector, composed out of 3 sub-teams: one is responsible for the transfer IN of pension rights; one is responsible for the transfer OUT of pension rights accumulated within the EU and one team is in charge of the unemployment benefits and family allowances for staff who end their contract with the European institutions.

### WE PROPOSE

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We propose a position of administrative agent to assist the Head of Unit. His/her tasks will be to:

- Provide individualised administrative assistance to the Head of Unit by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and outlook calendar, organise meetings, take, transcribe and prepare notes.
- Monitor deadlines and workflows for the Head of Unit.
- Coordinate and contribute to administrative quality checks on files for signature of the Head of Unit.
- Support to the Head of Unit in tasks linked to HR management for the Unit. Act as back-up for the Unit's HR correspondent.
- Coordinate the organisation of social activities and trainings for the Unit.
- Record and route incoming correspondence, finalise and transmit outgoing correspondence, using archiving software (ARES) whenever necessary and ensure follow up and respect of deadlines. Act as back-up to the Unit's Document Management Officer.
- Act as back-up for the Unit's communication correspondent.

(Reference: Call for interest EC/2024/PMO/454369)



Above responsibilities shall be carried out in accordance with the Staff Regulations, respecting the deadlines set for carrying out these activities and the related quality standards.

## **WE LOOK FOR**

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This publication aims to fill 1 position.

The ideal profile for the job is a candidate with:

- Relevant experience of at least 3 years with administrative tasks or secretarial support.
- Good knowledge of ethical standards.
- Proficiency with basic administrative applications of Microsoft Office and M365 services such as Word, Excel, PowerPoint, Outlook, OneDrive, Teams and SharePoint Online.
- Previous working experience with the administrative applications of the European Commission such as SYSPER and ARES will be considered an asset.
- Basic knowledge of the statutory rules concerning pension rights would be an asset.

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

- **Organising and Coordinating:** Well organised and focussed, capable of keeping deadlines and following up on files, coordinating input from different colleagues and aggregating contributions.
- **Teamwork and Independence:** Capable of working both as part of a team and independently, performing tasks and prioritizing according to service requirements.
- **Problem-Solving:** Able to bring a solutions-oriented and positive attitude to her/his diverse responsibilities.
- **Language Skills:** Proficient in French and English; knowledge of other Community languages would be an asset for communicating with all stakeholders.
- **Flexibility and Proactivity:** Adaptable to manage urgent tasks and proactive in day-to-day work.
- **Communication:** Able to clearly convey information to different stakeholders.

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?**

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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 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: [PMO-PUBLICATIONS-AC@ec.europa.eu](mailto:PMO-PUBLICATIONS-AC@ec.europa.eu) indicating the call for interest reference **EC/2024/PMO/454369** 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 EU<sup>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>1</sup> 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).

<sup>2</sup> 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>).



➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database<sup>3</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best 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.

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<sup>3</sup> Therefore, candidates who did not pass already a CAST on the level Function Group [III], 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(a) 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.

For contract agents under Article 3(a) the first contract will be 1 year. The contract might be extended in the interest of the service. If a second extension of the contract is in the interest of the service, the contract will be for an indefinite duration.

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.