



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

The Publications Office of the European Commission

Selection reference: OP/COM/2024/2103

Domain: Economics, Finance and Statistics

Where: Unit OP.A.3 - „Digital Solutions and Process Efficiency“, Luxembourg

Staff category and Function Group: Temporary agent 2b/2d – Administrative Assistant

Grade: AST 1-4

Publication deadline: 29.11.2024 - 12.00 (Brussels time)

WE ARE

The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies, and agencies. As such, it is the central point of access to EU law, as well as to publications, open data, research results, procurement notices and other official information. The Office thereby plays a central role in making it known to the public what the EU does and means for them, and in unlocking the power of data. Its mission is to support EU policies as a recognized competence centre for information, data and knowledge management, and to ensure that this broad range of information is available to the public as accessible and reusable data to facilitate transparency, economic activity and the diffusion of knowledge. The Publications Office publishes in all the official languages of the European Union and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence).

Unit A.3 manages the portfolio of Information Systems of the Publications Office. Our unit consists of highly qualified Digital Transformation Experts who provide technical expertise and manage the operation, development, and evolution of our systems. The unit applies service management methodologies to assist the operational units, helping them to define their IT needs and carrying out a constantly evolving work program while reporting to the management on the state of the projects. It elaborates and maintains OP's multi-annual IT plan and, in collaboration with the OP Governance unit, ensures efficiency and harmonisation of OP's IT architecture, in alignment with the Commission Digital Strategy, in particular the corporate reusable solutions and Dual-Pillar Approach.

The units budget team manages the Publications Offices budget for IT expenditure and supports comprehensively all internal and external stakeholders through a wide range of services.

WE PROPOSE

OP.A.3 is seeking to hire one Administrative Assistant. The position will cover the following tasks:

- ensure the administrative follow-up of acquisition and procurement procedures in close



contact with IT Project Managers and the Publications Office's Finance unit;

- provide support to the IT Project Managers regarding the administrative procedures and processes required by the specific files (commitments, decommitments, specific contracts);
- monitor and ensure compliance with financial and contractual rules, procedures and with deadlines (including call for tenders and projects);
- provide support for the preparation of the annual budget;
- assist the Head of Sector and the IT Project Managers in budget monitoring and reporting;
- provide support to IT Project Managers in using the services of OP and non-OP framework contracts: find relevant provisions, create/monitor requests/order forms/specific contracts, etc.;
- contribute to contract and procurement management;
- provide support to launch and manage calls for tenders;
- monitor the execution of framework contracts used by the members of the sector, including organisation of progress meetings, steering committees, review of progress reports and KPIs.

WE LOOK FOR

We are looking for an Administrative Assistant. An appropriated professional experience of 2 years is required. The ideal profile for the job is:

1. Skills:

- excellent prioritisation and organisational skills;
- flexibility, versatility, accuracy, attention to detail and patience;
- ability to work autonomously and proactively;
- ability to work as part of a team, and availability to provide back-up support when needed;
- very good interpersonal and communication skills;
- service-oriented approach and high sense of accountability for delivering results;
- knowledge of office IT tools such as Word, Excel, Outlook, Adobe Acrobat, MS Teams, Sharepoint, etc. and ease in learning to master new IT tools;
- good financial and numeracy skills;
- good understanding of contracts, ability to provide support in interpreting contractual provisions when requested.

2. Assets:

- knowledge of Commission procurement, finances and document management IT applications (eRequest, Ares, etc);
- knowledge of the Financial Regulation;
- good drafting skills.

Experience in a similar position in the European Commission or other European Institution would be a strong plus.

3. Knowledge of languages:

- English: minimum level C1 (sound knowledge) spoken and in writing;
- knowledge of French is an asset.



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 OP-DIR-A-SECRETARIAT@publications.europa.eu indicating the selection reference OP/COM/2024/2103 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 **Luxembourg**.

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.**

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.