



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](#).



Budget Officer

DG for Economic and Financial Affairs of the European Commission

Selection reference: ECFIN/COM/2024/2525

Domain: Budget and Finance

Where: Unit ECFIN.R.2 – “Finance”, Brussels

Staff category and Function Group: Temporary agent 2b - Administrator

Grade: AD 5-8

Publication deadline: 18.12.2024 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Economic and Financial Affairs (DG ECFIN) is the Commission department responsible for EU policies promoting economic growth and recovery, higher employment, stable public finances and financial stability while supporting the green and digital transitions. With the responsibility for the Resilience and Recovery facility (RRF), DG ECFIN has in recent years become the biggest “spending DG” of the Commission.

Unit R.2 Finance supports DG ECFIN to achieve its policy objectives through sound financial management and efficient procedures. Unit ECFIN.R.2 ensures the financial initiation and verification of all the financial transactions of DG ECFIN. Furthermore, the Unit coordinates the DG's contribution to the annual budgetary procedure and ensures follow-up of budget implementation. It also provides legal advice and support on various financial management aspects related to procurement, grants and indirect management.

WE PROPOSE

Unit ECFIN.R.2. of DG ECFIN is seeking to hire one Budget Officer.

The job offers a unique opportunity to follow-up a complex, highly visible and politically sensitive portfolio of funding programmes that includes the Recovery and Resilience Facility and REPowerEU. The Budget Officer will coordinate the budgetary procedure cycle by ensuring the collection, analysis, assessment and consolidation of operational units' assumptions and requests. She/he will also monitor the budget implementation at DG ECFIN. In addition, the Budget Officer will draft and coordinate the preparation and adoption of DG ECFIN's annual work programme and financing decision. S/he will draft notes and procedures in the area of control.



WE LOOK FOR

We look for a candidate with strong interest in EU financial and budgetary affairs.

Specialist skills and experience:

- Two years of experience on the EU budget lifecycle, the financial rules and procedures applicable to the EU budget;
- Excellent numerical and drafting skills;
- Good knowledge of accounting systems based on SAP technology.

Personal qualities:

- Dynamic, proactive and result-oriented official;
- Client-oriented approach to provide clear advice and support to others;
- Strong team player with the capacity to build and maintain a constructive working relationship with colleagues in DG ECFIN and other DG's;
- Strong ability to work autonomously and with resilience in a high-pressure environment;
- Excellent analytical, communication and negotiation skills as well as proven capacity to coordinate work with a myriad of actors across the DG and the Commission;
- Structured, rigorous but flexible and adaptable approach to work, balancing adequately operational and control needs.

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

ECFIN-R2-RECRUITMENT-TA-CA@ec.europa.eu indicating the selection reference ECFIN/COM/2024/2525 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 4 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)/2(d) 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.