



## **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](#).



# Head of Sector for Budget, Finance and Contracts

## European Selection Personnel Office (EPSO)

**Selection reference:** EPSO/COM/2024/2504

**Domain:** Budget, finances, contracts and internal control/Selection and Recruitment

**Where:** EPSO.05.02 – Finance and contracts, Brussels

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

**Grade:** AD5-AD8

**Publication deadline:** 10/01/2025 - 12.00 (Brussels time)

### WE ARE

The European Personnel Selection Office's core mission is to provide a professional staff selection service on behalf of the Institutions of the European Union, by attracting and selecting talented individuals from across the EU through effective and fair selection procedures. EPSO is currently deepening its client orientation and sharpening its reach in order to target the right audiences and improve the diversity of the talent pool (gender, nationality, profiles, competencies, backgrounds, etc.) with precision, agility and speed.

Unit 05.CORP is responsible for corporate services applied to EPSO. Within the unit (composed of ± 18 staff), the sector EPSO.05.002 manages, coordinates and monitors EPSO and EUSA (European School of Administration) budget and financial activities. The team also provides an internal support to operational units to manage contracts, service level agreements (SLAs) and Memoranda of Understanding (MoU) with suppliers, internal/external clients and partners. The sector is also in charge of internal control and risk management.

### WE PROPOSE

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Unit 05 of EPSO is seeking to hire one Head of Sector for Budget, Finance and Contracts.

We offer a position of head of sector, responsible for a team of approximately 8 staff, dealing mainly with budgetary, financial and contract management activities.



#### Budget:

- Preparation and execution of budget (SAP-based system 'SUMMA')
- Preparing briefing notes for the hierarchy
- Internal monitoring and reporting on budget execution

#### Financial management:

- Financial circuits and workflows (including missions and candidates' expenses)
- Ex-post controls
- Financial initiation agents and financial verification agents roles
- Recovery orders and charge back.

#### Contracts, SLAs and MoUs:

- Maintain standards and templates, adapted to EPSO's needs
- Establish SLAs and MoUs with clients i.e. EU Institutions, bodies and agencies.

#### Procurement:

- Liaise and coordinate with DG HR (Directorate-General for Human Resources) for the sound implementation of the SLA covering procurement services.
- Manage in close cooperation with operational services very-low and low-value procedures.

Internal control and risk management: regular follow-up and update.

General: • Represent EPSO in various corporate meetings (mainly with DG BUDG).

### **WE LOOK FOR**

We are looking for a Head of Sector - a result-driven, proactive, autonomous and motivated colleague, with an eye for detail, who can inspire and lead a team and deal with work under pressure calmly and pragmatically.

The candidate should demonstrate the ability to implement sound financial management rules, circuits and standards. S/he should possess excellent planning and reporting capabilities and liaise efficiently with other actors and stakeholders.

Experience in the management of financial transactions, internal control and public procurement rules is considered as an advantage.



## **HOW TO EXPRESS YOUR INTEREST?**

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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 [Ingrid.Balthazart@ec.europa.eu](mailto:Ingrid.Balthazart@ec.europa.eu) indicating the selection reference EPSO/COM/2024/2504 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 EU<sup>1</sup>

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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).



- 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.

### ➤ **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 applicants<sup>2</sup>.

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**.

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<sup>2</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



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.

The duration of the **1<sup>st</sup> 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.