



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, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to try several areas of move between different policy your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

We recruit from a wide range of backgrounds and actively promote diversity and inclusion:

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.



To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

For more information ec.europa.eu/work-with-us

STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission offers **non-permanent** positions. 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](#)



Finance and contract assistant & Reporting in DG INTPA of the European Commission

Job title*: Finance and Contracts Assistant

Domain:** Finance and Contracts & reporting

Where: Unit A.6 – „Finance and Contracts” – DG INTPA, Brussels

Function Group: FG III

Contract Type: 3b

Express your interest until: 22.01.2025 18:00

WE ARE

The main task of the Finance and Contracts Unit (INTPA/A6), as defined in the document [Main missions of INTPA Directorates & Units](#), is to ensure the sound financial management of the actions for Sub-Saharan Africa.

INTPA A6 is the Finance and Contracts unit of Directorate A (EU-Africa Relations). It works with over 40 Delegations of the European Union in Sub-Saharan African countries.

The unit is composed of the following teams:

Sector " EUTF, Reporting & Budget"

Reporting & Budget

Budget correspondent for Directorate A.

Coordination of the ABM/SPP cycle for DIR A: Annual Management Plan.

EUTF: Approval of Decisions, contractual and financial operations of the Trust Fund (TF) Initiation (GESTFIN) and financial verification (RESFIN) of decisions, as well as of contracts including authorisation of payments and clearance centralised at Headquarters.

Sector "Non Devolved Operations"

Financial and contractual operations for non-devolved projects, including the management of calls for tender and calls for proposals.

Sector "Actions & Decisions"

Coordinate and monitor the annual planning of funding decisions for Directorate A

Sector "African Support"

Help-desk: support to delegations in financial, contractual and human resources matters (floaters, mission support, coaching).

Management of pre-litigation issues and potential disputes.

Sector "Controls & Supervision"

(Reference: Call for interest EC/2025/INTPA/49351)



Acting as the Directorate's interface with the audit and control bodies for financial audits (Court of Auditors, IAS, etc.);

Follow-up of DAS exercises with R3 and the Delegations;

Managing and coordinating relations with the services of the Anti-Fraud Office (OLAF) in collaboration with Unit R3 as OLAF contact point for DIR A and the Delegations.

WE PROPOSE

Are you interested in EU cooperation with third countries? A challenging and rewarding post, where you can really help make a difference. A strong command of English and French as well as a willingness to improve and learn are prerequisites.

You will be part of a highly experienced team that will guide you in this new professional challenge. (adapt according to JD).

The position will consist of:

We are recruiting a financial assistant who will be required to carry out the financial initiation tasks as part of the mission of the INTPA A6 unit. In particular, he/she will ensure that the transactions for which he/she is responsible comply with the principles of sound financial management, the relevant regulations and the contractual provisions.

In this role, he/she will be expected to meet strict deadlines while ensuring that quality standards are met.

Under the supervision of Head of Sector, he/she coordinates all the reporting for the Directorate A (EAMR, AMP etc.), consolidates the forecasts of contracts and payments of the Directorate A and Sub-saharan Africa Delegations. When necessary, he/she takes charge of financial initiation and follow-up of files in accordance with Financial Regulation. He/she acts as back-up for the financial and budgetary planning.

The colleague may also be required to evolve within the unit, according to service needs, and to provide general and/or specific assistance to colleagues in the unit and the FCA network, if necessary.

WE LOOK FOR

We are looking for a dynamic, well-organized and motivated colleague.

He/she must be proactive, flexible and have a strong sense of responsibility.

Good analytical and communication skills and the ability to work fluently in English and French are required.

The position requires a high degree of teamwork, initiative, flexibility, and good writing and communication skills.

The candidate will be able to organize and execute his/her work both independently and in a team and has the ability to work under pressure when necessary.

The ideal profile for the job is:

- 2 years of experience related to the desired profile

- An ability to work autonomously and proactively.

- An ability to manage emergencies and prioritize tasks,

- Good basic computer skills (Word, Outlook, sharepoint),

(Reference: Call for interest EC/2025/INTPA/49351)



Advanced knowledge in Excel,
A strong team spirit
Writing skills

A good knowledge of the EU's financial procedures and the main software for document processing and for the implementation of external actions within the Commission (ARES, CRIS, OPSYS, ABAC, SUMMA, etc.) and mastering databases would be an asset.

Personal qualities required and assessed during the interview:

Ability to analyze a situation, identify and implement solutions

Ability to communicate in a structured manner

Stress management and prioritization of tasks

Ability to work in a team

Languages:

A good knowledge of English and French is essential for this position (at least English or French level C1 and second language level B2)

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.
1. You should send your documents in a single pdf in the following order:
 1. your CV
 2. completed application form.

Please send these documents by the publication deadline to INTPA-A6-RECRUITMENT@ec.europa.eu copy to John.RAMAROJAONA@ec.europa.eu indicating the call for interest reference **[SURNAME NAME - INTPA A6 - Post 49351](#)** in 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>).

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



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.



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 III**. 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 3b] The duration of the first **contract will be of 1 year**. 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.