



## **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 GREAT JOBS AND GREAT WORKING CONDITIONS:**

- 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 or move between different policy areas 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](https://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](#)



# Deputy Head of Sector Administration and Finance

**in the Office for Infrastructure and Logistics in Brussels  
of the European Commission**

**Job title:** Administrative/Finance Assistant

**Domain:** Buildings and Supplies - Printing and Paper Publishing

**Where:** OIB - LS.1.003 - Brussels

**Function Group:** FG III

**Contract Type:** 3a

**Express your interest until:** 03/04/2025 - 12.00 (noon, Brussels time)

## **WE ARE**

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The Office for Infrastructure and Logistics in Brussels (OIB) is responsible for carrying out all activities relating to the accommodation of staff, the management of the Commission's social infrastructure and logistics in Brussels and social infrastructure at the Ispra site. The mission of the OIB is to ensure a functional, safe and comfortable work environment for Commission staff and to provide high-quality support services, based on a customer-focused approach, in an environmentally respectful and cost-effective manner.

Within OIB, the LS Department is responsible for logistics and services. The OIB.LS.1 Unit "Historical Archives, Mail and Reproduction" consists of 3 operational sectors: the "Historical Archives" sector, responsible for managing the Commission's archives with a view to their preservation and opening to the public; the "Mail Services" sector, responsible for receiving, processing and distributing all the Institution's mail, including the diplomatic bag; and the "Visual Creation and Printing" sector, responsible for creating visual materials, for printing documents and large-format products, and for the signage and decoration in the Commission's buildings.

## **WE PROPOSE**

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This post is for the Sector of OIB.LS.1.003 "Visual design and print". This sector has 3 teams: Visual Design, Print Production and Signage for a total of 35 people working mainly in the Da Vinci building (DAV1) in Brussels (Evere).



We are looking for a dynamic and efficient Deputy Head of Sector who will directly assist the Head of Sector. The future colleague will perform the following tasks:

- Follow-up of the administrative, financial and human resources files related to the sector's activities (i.e.; coordinate the sector's financial activities, with a close eye on the budgetary and financial procedures);
- Provide technical expertise in the definition of the annual budget, the purchase operations and the procurement procedures;
- Develop or propose improvements to the financial/budgetary/contract management procedures;
- Contribute to the sector's projects and to the management of the day-to-day sector's activities
- Provide clear, well-structured reports, briefings, notes, etc.
- Ensure back-up in the absence of the Head of Sector.

Please note that the deputy to the Head of Sector is expected to be present in the office at least 4 days per week as most staff are present every day.

## **WE LOOK FOR**

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### **1. Essential**

- Either a degree in the field of Finance, Economics or Accounting with minimum 3 years experience in one of these domains OR a minimum of 6 years professional experience in the financial and/or contract management domain.

### **2. Desired**

- Previous experience in team management would be a plus.
- Expert knowledge of financial/budgetary rules and/or public procurement procedures.
- Excellent knowledge of IT tools (Excel, Word, Outlook).
- Knowledge of the general organisation of the Commission would be an advantage.

### **3. Qualities required and assessed during the interview**

- Ability to conceptualise problems, to identify, and to implement solutions;
- Dynamism and strong organisational and communication skills, as well as a heightened sense of responsibility;
- Excellent drafting skills;
- Excellent interpersonal skills;
- Tact and discretion in the management of day-to-day matters / sector's files;
- Perseverance and resilience.

### **4. Languages:** A good knowledge of French and / or English would be an advantage

## **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 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.
2. You should send your documents in a single pdf in the following order:
  1. your CV
  2. duly filled in application form.Please send these documents by the publication deadline to [OIB-VACANCIES@ec.europa.eu](mailto:OIB-VACANCIES@ec.europa.eu) indicating the call for interest reference EC/OIB/2025/471356 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.

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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 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.

The duration of the **first contract will be 2 years**. The contract may be renewed in the interest of the service for a definite duration. If a second renewal of the contract is in the interest of the service, the contract will be for an indefinite duration.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group III 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.