**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 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[[1]](#footnote-1). 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://commission.europa.eu/about-european-commission/organisational-structure/people-first-modernising-european-commission/people-first-working-european-commission_en)

**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**](https://epso.europa.eu/en/selection-procedure/how-apply) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
* [**contract agents**](https://epso.europa.eu/en/selection-procedure/how-apply) 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](https://epso.europa.eu/en/eu-careers/staff-categories#tab-0)

**Finance and Contracts Agent**

**in DG Environment of the European Commission**

**Job title\*: Finance and Contracts Agent**

**Domain\*\*: ENVIRONMENT and its PROTECTION**

**Where**: Unit **ENV.B.1** - „**Circular Economy, Sustainable Production & Consumption**)“, Brussels

**Function Group**: FG II

**Contract Type**: 3b

**Express your interest until**: 31.05.2025 - 12.00 (noon, Brussels time)

**WE ARE**

Directorate ENV.B is in charge of supporting the transformation of the European economy into a Circular Economy by keeping the value of resources and materials in the economy for as long as possible while minimising waste.

Unit ENV.B.1 “Circular Economy, Sustainable Production & Consumption” is a dynamic team of 25 colleagues contributing to the development of the circular economy agenda and the new Bioeconomy Strategy 2025. We promote stakeholders’ involvement through the Circular Economy Stakeholders Platform. We implement the EU plastics strategy and the Single-use Plastics Directive. We promote new rules to combat greenwashing and promote solid green claims and the use of the Environmental Footprint methods. We also promote a number of voluntary tools on sustainable consumption and production, such as the EU Ecolabel that rewards environmental excellence for several categories of products and services; EMAS (the EU eco-management and audit scheme) which assists companies and organisations in improving their environmental performance or Level(s) which assists the building professionals to develop sustainable buildings.

**WE PROPOSE**

# We propose the position of a Finance and Contracts Agent who will provide administrative, secretarial and logistical support to the financial and contract management of the actions for ENV.B1 and ENV.B4 and support the Heads of Unit in the elaboration, implementation and monitoring of the Annual Management Plans.

# This entails:

# BUDGET, FINANCE, CONTRACTS and ACCOUNTING

# • Support of the elaboration of the Annual management plans of two units, in particular with regard to the administrative and operational budget

# • Support in the elaboration of the Annual risk review, the Annual Activity Report, Commission work programme

# PROCUREMENT and CONTRACT MANAGEMENT

# • Coordinate the implementation of contracts, commitments and payments for ENV.B1 and ENV.B4 units

# • Guide and support desk officers in managing contracts and finance and liaise with ENV Financial unit

# • Provide administrative support to calls for proposals or calls for tenders; ensure the technical follow-up and monitoring of grants or procurement resulting from the calls

# • Prepare and manage administrative arrangements; ensure the follow up and monitoring of the administrative arrangements

# • Provide administrative support to drafting of technical annexes, selecting contractors and monitoring of contracts and operational budget & contracts (financial procedures/calls for tender), supervising follow and ensure contracting rules and procedures

# • Manage contractual payments

# POLICY

# • Contribute to the achievement of the overall objectives of the DG, the Directorate as well as the ENV.B1 unit as defined in the AMP

**WE LOOK FOR**

# We look for an experienced, reliable, a highly motivated, well-organised, result-oriented, with a strong sense of responsibility and initiative colleague, who can work independently (including in a remote setting) as well as being part of two units in the same Directorate.

# The knowledge on EU contractual procedures and financial management is essential. At least five years of experience in financial/procurement/ contract management is desirable. Professional experience as contracts manager and/or financial assistant in the European institutions would be an asset.

**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](https://eu-careers.europa.eu/en/job-opportunities/open-for-application). 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. completed application form.
Please send these documents by the publication deadline to ENV-B01-ARES@ec.europa.eu indicating the call for interest reference **EC/2025/ENV/473404** in the subject.

**No applications will be accepted after the publication deadline.**

# ANNEX

# *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](https://eu-careers.europa.eu/en/job-opportunities/open-for-application) data base.

## Qualifications:

1. Have a level of post-secondary education attested by a diploma OR
2. 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[[2]](#footnote-2)
* AND have a satisfactory knowledge (minimum level B2)[[3]](#footnote-3) 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 database[[4]](#footnote-4) 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.

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.

# *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](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501)**, in function group FG II.** General information on Contract Agents can be found at this [link](https://epso.europa.eu/en/eu-careers/staff-categories#tab-Contract%20staff).

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](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) laying down the criteria applicable to classification in step on engagement.

The duration of the**firstcontract will be 1 years.** Subject to the interest of the service, the contract may be renewed one or more times, up to a maximum duration of 6 years.

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](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group II must 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](https://epso.europa.eu/en/eu-careers/benefits#tab-Work/Life%20Balance). |

For information related to Data Protection, please see the Specific [Privacy Statement](https://ec.europa.eu/dpo-register/detail/DPR-EC-02054.3) 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.

1. Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time. [↑](#footnote-ref-1)
2. 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). [↑](#footnote-ref-2)
3. 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). [↑](#footnote-ref-3)
4. Therefore, candidates who did not pass already a CAST on the level Function Group II, should register their profile at this [address](https://epso.europa.eu/en/job-opportunities/open-for-application). [↑](#footnote-ref-4)