



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. 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 contracts assistant

in DG Human Resources & Security of the European Commission

Job title: Finance and contracts assistant

Domain: Procurement and contract management

Where: Unit HR.DS.5 Security Horizontal tasks, Brussels

Function Group: GFIII

Contract Type: 3b

Express your interest until: 05.05.2025 - 12.00 (noon, Brussels time)

WE ARE

The mission of the Directorate-General for Human Resources and Security (DG HR) is to promote excellence in the practice of human resource management and in ensuring internal security for the European Commission. The values of DG HR are notably a commitment to honest, fair and ethical practice, a commitment to providing quality services to our staff, management and stakeholders and the provision of an environment that encourages recognition of accomplishments. The Security Directorate of DG HR pursues this mission by ensuring the security of staff, property, activities and information at all places of employment.

Unit DS.5 “Security Horizontal tasks” is part of DG HR’s Security Directorate (HR.DS): we are a very friendly and dynamic Unit composed of 3 sectors and ±25 staff members. We work in a very nice team ambiance with a customer- oriented culture providing support to the Directorate in the fields of the 3 sectors: Contract management and finance; Legal advice; and Training and communication.

The Contract management and finance Sector comprises ±12 staff members working in small teams. The Sector is in charge of all aspects related to the budget, the financial transactions, the public procurement procedures and the contracts’ management for the operational units of the Directorate. The work is varied and comprises contacts with colleagues from HR.DS, other DG HR Units or other Directorates-General.

WE PROPOSE

If you enjoy contract management, if you like both teamwork and autonomous work, if you are organised and good at managing several files in parallel, and, especially, if you like working in a service-oriented environment, then apply for this post of Finance and contracts assistant.

As member of a very friendly team, the Finance and contracts assistant will be in charge of contract management, and work on procurement and finances, for the whole Security Directorate (DG HR.DS).

(Reference: Call for interest EC/2025/HR/255079)



The Finance and contracts assistant will notably:

- Act as operational initiating agent (OIA);
- Take care of initiation operations, follow-up and contacts linked to offers and contracts for the DG HR.DS units;
- Liaise with the contractors in relation to financial and contractual management;
- Verify invoices and ensure their follow-up;
- Contribute to budget implementation monitoring and financial planning;
- Participate in and contribute to HR.DS' procurement procedures;
- Ensure compliance with the Financial Regulation and the internal guidance, including the internal rules of DG HR and HR.DS.

You will work under the supervision of the Head of the Financial and Contract Management Sector, you will be notably part of the team of "OIA" colleagues, and you will interact with the colleagues from the different Security Directorate's Units.

WE LOOK FOR

A curious and thorough colleague with contract management experience and a very good sense of organisation who likes both teamwork and autonomous work.

The candidate should have:

- Relevant background and/or professional experience in the field of contract management;
- Good problem solving skills;
- Good analytical skills and detailed oriented;
- Good inter-personal skills, positive attitude and flexibility;
- The ability to work in a confidential manner;
- The ability to work under pressure and time constraints;
- The ability to carry out tasks individually but also to work in a team;
- The ability to work and interact in English and in French (B2 level minimum in one of the two languages, C1 level in both languages an advantage).

Would be a strong asset:

- Knowledge of the EU institutions' financial regulations and/or public procurement rules;
- A customer-service oriented profile.

Would be an asset:

- Professional experience as contracts manager and/or financial assistant in the European institutions;
- Knowledge and/or experience of procurement in the European institutions;
- Knowledge of the Dutch language (B2 level);
- Experience in the field of security.



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.
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 HR-DS5@ec.europa.eu indicating the call for interest reference EC/2025/HR/255079 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 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.

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>).



➤ **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 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.

³ 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 checkup carried out by the Commission. Candidates will be required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ 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 3b 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 1 year**. 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](#) 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.