



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 jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout 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 Sweden¹. 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](#)

¹ Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



Head of Sector – Procurement and Indirect Management

Directorate-General Justice and Consumers (DG JUST) of the European Commission

Selection reference: JUST/COM/2025/449

Domain: Economics, Finance and Statistics

Where: Unit JUST.H.3 – “Budget, Programmes and Financial Management”, Brussels

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

Grade range: AD5-AD8

Publication deadline: 12.06.2025 - 12.00 (Brussels time)

WE ARE

We are the ‘Budget, Programmes and Financial Management’ Unit of DG Justice and Consumers. In collaboration with the policy units, we ensure the management of two funding programmes – the Justice programme and the Citizens, Equality, Rights and Values programme – covering the areas of civil and criminal justice, judicial cooperation, gender-based violence against women and children, EU citizenship, the rule of law, democracy, fundamental rights, antidiscrimination and equality, Union values and citizens engagement. In particular, the unit is in charge of:

- Coordinating within DG JUST the exercise of the preparation for the next Multi-annual Financial Framework (MFF);
 - Preparing the work programmes for our DG’s two funding programmes: the Justice programme and the Citizens, Equality, Rights and Values (CERV) programme and managing calls for proposals addressed to civil society organisations, public administrations, the judiciary, equality bodies, research institutes, etc.;
 - Preparing grants agreements and following-up projects until the final payments;
 - Implementing procurement activities for the Justice and CERV programmes, as well as for the consumer and company and contract law part of the Single Market programme;
 - Planning, executing, following up, monitoring the budget and following up budgetary procedures, ensuring the achievement of policy and financial targets and objectives;
 - Ensuring the ex-ante control procedures and verification for all DG Justice and Consumers transactions, in order to provide assurance on their regularity and correctness;
 - Coordinating the relations with the executive agency EACEA, partly in charge of the CERV programme execution;
 - Managing the financial aspects of four decentralised agencies: EUROJUST, EIGE, FRA and EPPO;
- Ensuring the efficient and effective management of administrative credits and the overall financial resources of DG Justice and Consumers.



WE PROPOSE

The successful candidate will head the procurement and indirect management sector, composed of 9 people. The sector deals with the financial and contractual procedures related to both DG JUST programmes, notably with procurement files, payments and implementing the accounting quality recommendations.

The successful candidate will be responsible for:

- Ensuring the timely and efficient planning and follow-up of the procurement activities of the Directorate-General in order to ensure full budget implementation in close cooperation with management, and policy units.
- Ensuring the respect of Financial Regulation and financial rules, as well as high quality standards in the execution of files.
- Contribute to the standardisation and harmonisation of practices and working methods, in close cooperation with the Budget and ex-ante verification sector and ensure a smooth transition towards the new IT financial corporate tools e-procurement and SUMMA.
- Providing expertise on procurement issues and help finding solutions to possible issues, including through analytical work and in line with the financial rules and procedures.
- Allocating tasks amongst colleagues in the sector and supervising the work done and respect of deadlines.
- Managing human resources within the sector, in close cooperation with the Head of Unit and the Deputy Head of Unit.
- Providing statistics and contributing to the different financial reporting of the unit (e.g. Authorising Officer by Sub-delegation report, Annual Activity Report).

All members of the sector are very skilled, motivated and able to work independently in a convivial and experience-sharing spirit.

WE LOOK FOR

We are looking for a dynamic, service- and result-oriented colleague with a high sense of responsibility and prior knowledge of the Commission's financial rules and budgetary processes, notably those related to procurement (e.g. Financial Regulation, vademecum and other guidance).

The ideal candidate is able to take initiatives and to coordinate closely with other sectors in the unit, management and other units in the Directorate-General. Prior experience in managing people and tasks is essential (e.g. distributing tasks, setting objectives and priorities, monitoring implementation and deadlines etc.) as well as strong organisational and planning skills.

The candidate must be familiar working with statistics and reporting tools. Knowledge and/or prior experience using the Commission's IT tools used in finances such as SUMMA and PPMT or e-procurement would be a strong asset.



The job requires strong communication skills in English (both written and spoken); a good knowledge of French would be an advantage.

HOW TO EXPRESS YOUR INTEREST?

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 JUST-H3@ec.europa.eu indicating the selection reference **JUST/COM/2025/449** 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 for 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 EU²
- 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.

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).



➤ **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 priority³. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form 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 **Brussels**.

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants](#), in function group AD.**

³ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



➤ **Grade**

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents and with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be that of a new published competition or already planned in the field. If there is none, recruitment will be at the level of AD5. The Authority authorised to conclude Contracts of Employment ('AACE') may grant a grade AD6 or AD7 based on an assessment of the needs of the service, including without limitation the nature of the profile sought, the level of responsibility to be exercised or the labour market conditions for the profile in question, and on the duration of the candidates' previous appropriate professional experience. The maximum recruitment grade is AD8, which may be granted under very exceptional circumstances.

The duration of the **1st 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.