



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 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

DG BUDG of the European Commission

Selection reference: BUDG/COM/2025/1371

Domain: Budget and Finance / Economics, finance and statistics

Where: Unit BUDG.C.4.002 – „Revenue Collection and Recovery of Debts“, Brussels

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

Grade range: AD 5-8

Publication deadline: 17/07/2025 – 12.00 (Brussels time)

WE ARE

Unit BUDG.C.4 is responsible for the revenue collection and the recovery of debts for the Commission. Our mission is to ensure that all amounts due to the EU, other than own resources, are paid and appropriately entered in the accounts. The unit exercises due diligence to ensure that the Union receives its revenue and ensure that the Union's rights are safeguarded.

We have extensive contacts with the Legal Service, OLAF, other services of the Commission, and with debtors across the world. The unit includes 26 colleagues organised into three sectors, four teams.

The vacancy is in the team dealing with the management and recovery of debts which have not been voluntarily paid by the due date. The team consists of 9 members. The unit has a total of 26 staff members.

The unit is currently revising its working processes as well as the organisation and effectiveness of the recovery processes across the Commission. The unit values colleagues with a collaborative attitude within and across teams.

Our work is stimulating and multi-faceted. It is framed by deadlines and legal and financial procedures which require an eye for detail and a high level of diligence but requires a creative and flexible approach. DG BUDG is committed to offer equal opportunities, foster a rich, diverse and equal and inclusive working environment.

WE PROPOSE

We offer you a challenging job with a strong management focus as the Head of Sector of the dunning team. As Head of Sector, you will be part of the management team of the unit. You will actively contribute to the organization of the unit, HR management and the efficient flow of information. You will be able to optimise the internal and external working procedures of the unit and to assist in the design, development and implementation of financial and accounting



procedures for budget execution.

You will lead a team of nine colleagues in charge of following up debts unpaid after their deadline. Each file presents specific challenges and different levels of complexity, including enforcement by legal means, dealing with insolvencies and assessing financial viability requests for payment in instalments. The scope of responsibility covers not only debts managed by the Commission (the general budget, the EDF and the Mutual Insurance Mechanism - MIM) but also Executive Agencies and other EU bodies under the responsibility of the Accounting Officer of the Commission. The team currently manages a debt portfolio of about 2500 recovery files

In addition to managing the team, ensuring that the follow up process meets its objectives, you will lead or contribute to new initiatives, relevant at the corporate level, intended to structurally change the way in which the recovery process is managed across the Commission and focused on irregularities and fraud related recoveries. You will be able to communicate, discuss and negotiate with authorising DGs throughout the Commission as well as those most concerned by the recovery process (Legal service and OLAF).

You will be encouraged to develop your skills and gain experience beyond your day-to-day scope of activity so that you can personally develop, become an expert in areas of your interest and support colleagues across the unit when necessary.

WE LOOK FOR

We look for a new member of our management team to bring positive energy, strong organisational skills and team leadership capacity to this post. You should be able to lead, motivate and inspire the team to reach their full potential, providing regular feedback, acknowledging success and where necessary the need for improvement. You should also empower the teams to adapt to new ways of working.

We look for a colleague who can plan the work of the team, ensuring timely delivery and business continuity and who will also support the colleagues in their day-to-day work. You should be able to ensure efficient exchange of information and flow of communication within the sector, with the other teams of the unit and hierarchy and other interlocutors within DG BUDG, the Commission and beyond.

You should be forward looking, open, diplomatic and have a flexible and dynamic approach to new challenges. We appreciate a pragmatic problem-solving approach.

We look for a colleague eager to prove and develop her/his management skills as well as his/her capacity to define and implement effective solutions at the corporate level.

The ideal candidate is a highly motivated team player with a strong sense of accuracy and responsibility, good analytical and drafting skills, a sense of initiative, commitment and work ethic. He or she will actively identify opportunities to cooperate with other teams to achieve the unit's common goals and be always mindful of professional and personal development of the team members.



You should have a solid financial background. Accounting / legal knowledge and experience and an excellent command of English, including drafting skills, are essential. Experience in the Commission financial community and the use of the various financial IT tools would be an advantage. A certain openness to acquire such experience is however indispensable.

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 BUDG MAILBOX C04 indicating the selection reference BUDG/ COM/2025/1371 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)/2(d) 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 similar competitions in the field that have been recently published or already planned. Otherwise, recruitment will be at the level of AD5. The Authority authorised to conclude Contracts of Employment ('ACE') may grant a grade AD6 or AD7 based on an assessment of the needs of the service, notably 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.