



## **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, languages and cultures make the Commission a vibrant and inclusive working place.

### **WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:**

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

### **We recruit from a wide range of backgrounds:**

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

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 often recruits non-permanent staff. 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](#).



# **Administrative Support Agent - Contracts Management Support in DG ECHO of the European Commission**

**Job title:** Administrative Support Agent - Contracts Management Support

**Domain:** CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID

**Where:** Unit ECHO.E.5 - „IT Solutions“, Brussels

**Function Group:** FG I

**Contract Type:** 3a

**Express your interest until:** 16.07.2025 - 12.00 (noon, Brussels time)

## **WE ARE**

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We are the IT Solutions unit of DG ECHO (European Civil Protection and Humanitarian Aid Operations). The unit develops and maintains information technology tools that address the business requirements of more than 3.000 end-users spread all over the world, including staff in the headquarters, experts in the field, ECHO partners, Member States, citizens. Furthermore, the unit provides dedicated user support and training for the Information Systems developed internally. Concerning the ICT Infrastructure the unit provides and coordinates the ICT services for the field offices in order to develop a coherent & harmonized network throughout the field network. In terms of reporting and analytics, the unit provides enhanced analysis capabilities and data quality. The unit's document management sector ensures an efficient processing of information and documents.

## **WE PROPOSE**

A position of a CA FG I administrative agent in a unit composed of around 65 members (22 statutory and 43 external service providers), which provides IT Solutions for DG ECHO. The work consists of contractual, administrative and secretarial support to the Head of Unit and the unit as a whole. The successful candidate is expected to monitor the contracts of service providers, the corresponding invoices and respective deadlines under the supervision of an official/temporary agent. Furthermore, he/she will support the processing of extensions, amendments and creation of service providers contracts, using the tools SUMMA and ABAC (IT systems for financial management and accounting) and liaise with the other ECHO colleagues on financial and contractual processes and procedures. She/he will support the unit secretary and act as her backup when needed. In that role he/she will provide administrative and logistical support for the organisation of meetings and events, and ensure the organisation, preparation and follow-up of meetings. As a backup she/he will also attribute, follow up and file documents and mail, apply the document management rules, monitor deadlines, ensure calendar planning, follow-up interservice consultations assigned to the unit, welcome newcomers to the unit (keeping the organigramme and the intranet pages of the unit up to date) and be the first line of contact with visitors/external



stakeholders. The successful candidate will help to maintain an effective information flow and communication within the unit and towards other services and external contacts. In particular: prepare documents and notes, assist with the HR IT tool Sysper and recruitments, ensure document filing, arrange videoconferences, and organise missions. He/she would be given a broad range of contractual support tasks and administrative responsibilities as well as a high degree of flexibility in the organisation of the work in accordance with the priorities of the unit and under the supervision of an official/temporary agent.

## **WE LOOK FOR**

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We look for a motivated, dynamic, flexible, friendly, proactive, service-oriented and open-minded colleague. The successful candidate should have sound organisational skills, an eye for the detail, be able to prioritise tasks to keep the overview about payments and contracts and their deadlines, handle high workload and sensitive information with the necessary discretion. Written and spoken fluency in English is a requirement. Knowledge of Commission procedures and administrative rules, and 2 years of experience in administrative support is desirable. Furthermore, at least 1 year of experience in accounting/handling of invoices and contracting is desirable. An asset would be the previous experience with Commission IT tools. Suitable candidates must be able to communicate effectively, demonstrate good judgement, adapt to a range of circumstances, and proactively tackle issues. We offer an interesting, dynamic, and rewarding job in a friendly, positive and motivating work environment, with a strong sense of team spirit evident among the colleagues in the unit.

An excellent knowledge of English (written and oral) is required, and the knowledge of French is an asset.

## **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. completed application form.

Please send these documents by the publication deadline to [ECHO-E5-APPLICATIONS@ec.europa.eu](mailto:ECHO-E5-APPLICATIONS@ec.europa.eu) indicating the call for interest reference EC/20205/ECHO/493236 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:

Successful completion of compulsory education

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://europa.eu/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.

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.

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<sup>3</sup> Therefore, candidates who did not pass already a CAST on the level Function Group [I], 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 I**. 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.

For contract agents under Article 3(a) the first contract will be 1 year. The contract might be extended in the interest of the service. If a second extension of the contract is in the interest of the service, the contract will be for an indefinite duration.

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\(2017\)6760](#) on policies for the engagement and use of contract agents.

All new staff have to successfully complete a 6-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.