



## **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 positions 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 Sweden<sup>1</sup>. 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://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](#)

---

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



# Financial Agent

## Directorate-General REGIONAL AND URBAN POLICY (DG REGIO) of the European Commission

**Selection reference:** REGIO/COM/2025/2048

**Domain:** Support Staff

**Where:** REGIO.DDG Deputy Director-General for Programme Implementation, Brussels

**Staff category and Function Group:** Temporary agent 2b/2d – Administrative

**Grade:** AST/SC 1-2

**Publication deadline:** 22/10/2025 - 12.00 (Brussels time)

### WE ARE

---

The office of the Deputy Director-General (DDG) is responsible for the supervision and coordination of activities in Directorates D, E, F and G of the Directorate General for Regional and Urban Policy, for the better implementation of Cohesion Policy (through the direct supervision of Unit 02 “Coordination of Programmes”), for the development and promotion of urban, territorial and social inclusion (through the direct supervision of Unit 03 “Inclusive Growth, Urban and Territorial Development”), and for the Cyprus settlement support programme (through the direct supervision of Unit 04 “Cyprus settlement support”).

The office of the DDG consists of the Deputy Director-General and a small team of policy and administrative assistants. There is a solid team spirit with colleagues supporting each other and promoting good practice. The Deputy Director-General is the Authorizing officer by sub-delegation (AOSD) for payments from the three units mentioned above. Unit 04 manages a significant budget under direct management, which requires strong financial support to the DDG.

The office of the DDG works very closely with the office of the Director-General and is involved in meetings and exchanges at high level, both within and outside the European Commission.

### WE PROPOSE

---

A challenging position as Financial agent to the Deputy Director-General. The chosen person will coordinate all financial operations in the office of the DDG according to applicable rules and procedures (shared management and direct management).

The main priorities of the Assistant will be to:

- Verify financial operations, to be validated in SUMMA by the Deputy Director-General.
- Check contracts and all related financial transactions for technical assistance.
- Verify completeness of submitted Mission orders, Mission expenses before the DDG's authorisation.



- Co-ordinate mission budget monitoring and reporting for the Deputy Director-General and entities under their direct supervision.

The selected candidate will also provide administrative and organisational support to the DDG, including to:

- Co-ordinate the attribution requests for briefing notes, speeches, etc. to the service(s) concerned, ensure their follow-up, and control their quality (mainly but not exclusively in BASIS).

- Manage the DDG's missions (e.g. schedule meetings, prepare mission orders, book travel and hotels) (in MIPS+).

- Verify, filter, and prioritise files submitted to the DDG and assist him/her and their team in organisational matters.

- Keep agenda and assist in monitoring deadlines and workflow, manage incoming mail, route mail to appropriate individuals and keep mailing lists up to date (incl. in ARES).

- Prepare weekly meetings between the DDG and the implementing directors in DG REGIO.

The successful candidate will work closely with other administrative staff in the DDG's office. The post will involve contacts with other services of DG REGIO and the Commission, as well as with external actors.

## **WE LOOK FOR**

---

A highly motivated and well-organised colleague, with sound judgement, an eye for detail and a strong sense of responsibility and precision. Emotional intelligence, strong interpersonal skills, and the ability to meet the diverse needs of hierarchy and staff in a multicultural environment, while remaining calm, collected and service-oriented, are essential qualities the ideal candidate would have.

The candidate should have a good knowledge of standard Commission IT tools (particularly ARES, Basis, MIPS and Sysper), and an excellent knowledge of its financial management system (SUMMA workflow) and of financial rules, proven by attendance at relevant training courses, or equivalent competence acquired through experience. Being responsible for these files implies a high degree of autonomy and the ability to organize work and respect deadlines.

At least 3 years' experience within the European Institutions is required.

A very good command of English and good understanding of French are required. Additional language skills are an asset



## **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 [REGIO-DDG-HR@ec.europa.eu](mailto:REGIO-DDG-HR@ec.europa.eu) indicating the selection reference REGIO/COM/2025/2048 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 post-secondary education attested by a diploma, or
- 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. 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 EU<sup>2</sup>
- 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.

---

<sup>2</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).



### ➤ **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 priority<sup>3</sup>. 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 in **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 AST/SC.**

### ➤ **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

---

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



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 AST/SC1. The maximum recruitment grade is AST/SC2, which may be granted based on the 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 the duration of the candidates' previous appropriate professional experience.

The duration of the **1<sup>st</sup> 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.