



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.



IT Service Assistant- Data Scientist

In the Paymaster Office (PMO) of the European Commission

Selection reference: PMO/COM/2025/2359

Domain: Remunerations, Rights and Obligations

Where: Unit PMO.6 – “Digital Solutions” – Brussels

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

Grade range: AST1-3

Publication deadline: 13/11/2025 - 12.00 (Brussels time)

WE ARE

The mission of the PMO (Paymaster Office or Office for the administration and payment of individual entitlements) is to provide a high-quality and user-friendly service to beneficiaries by promptly and accurately managing, determining and paying individual rights and expenses (e.g., salaries, pensions, sickness insurance reimbursements and mission expenses).

PMO.6 – Digital Solutions, based in Brussels, provides services, solutions, guidance and expertise in the areas of data and reporting, IT security, IT application coordination and infrastructure. Consequently, the unit supports the operational and strategic activities of the PMO with the aim to improve efficiency through information and knowledge sharing, interoperability, integration and standardisation. The support team provides support to users on any IT issues related to the IT applications underpinning all the business processes in PMO: salaries and the payroll system, missions, reimbursement of medical expenses, reimbursement of candidates and experts' expenses. In addition to the support of the systems, the team is responsible for the management of access rights for the applications.

WE PROPOSE

PMO.6 is seeking to hire an IT Service Assistant with strong expertise in data delivery and analytics. Working under the supervision of an official or a temporary agent, your responsibilities will be multiple and varied. You will contribute to the design, implementation, and continuous improvement of data services that support the activities of the PMO. You will ensure that high-quality, reliable and consistent data is delivered to colleagues and stakeholders across institutions, agencies and post-active services.

Your main responsibilities will include:

1. Analysing, validating and documenting business and data requirements, in close cooperation with stakeholders across the HR domain and other services.
2. Designing, extracting and integrating data elements from different sources, ensuring consistency, traceability and high quality of delivered data for analysis and investigation purposes.



3. Developing and maintaining dashboards, indicators, and drafting analytics reports, ensuring they meet user needs and provide actionable insights.
4. Systematically monitoring data quality and incidents, performing root-cause analysis, and implementing corrective and preventive measures.
5. Contributing to project-related activities for the data delivery processes and related PMO IT systems such as MIPS: elaboration of project strategies and planning, definition of tasks and review of deliverables, testing, validation and continuous improvements, identification of risks, reporting and organization of change control of.
6. Supporting the implementation of data governance processes and the evolution of data-driven services within the PMO, in line with corporate standards.

This work is crucial for the efficient management of the financial and medical reimbursement services for which the PMO acts as provider, ensuring that the underlying data and reporting are reliable, consistent and accessible. It is carried out in close cooperation with business experts, project managers, data specialists in other IT sectors of PMO.6, and with the Directorate-General for Digital Services (DIGIT).

The selected colleague might also be requested to work elsewhere in the PMO depending on the needs of the service.

WE LOOK FOR

We are looking for a structured and precise professional, with strong data expertise, excellent analytical skills and a client-oriented mindset. The ideal profile should demonstrate:

- Relevant professional experience in data delivery, data integration, reporting and analytics.
- Good scripting and programming skills (e.g. Python, SQL) for data processing, modelling and analytics.
- Proven ability to gather requirements, model data and translate complex needs into concrete solutions.
- Knowledge of the regulatory framework (Staff Regulations, JSIS, GIPs) would be an asset.
- Familiarity
- Excellent command of English (oral and written) is required; knowledge of French is an asset.
- Familiarity with ticketing tools (e.g. JIRA, ServiceNow) with experience working in agile environments.
- Familiarity with PMO IT systems such as MIPS is an asset.
- Knowledge of dashboards and reporting tools like QlikSense, SAP BO, etc is an asset.

In addition, the selected candidate should demonstrate the following personal qualities:

- Proactivity and ability to respect priorities and deadlines, including working under pressure during peak periods.
- Team spirit and ability to collaborate effectively with diverse stakeholders.
- Methodology, thoroughness, responsiveness and a strong sense of client service.



- Willingness and capacity to acquire new knowledge, especially in the fields of data delivery and IT systems, and to leverage previous experience in similar domains.

The candidates are susceptible when needed by the service to provide support to other Sectors.

The pre-selected candidates will be invited to an interview and written test soon after the closing date for application.

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 PMO-PUBLICATIONS-AC@ec.europa.eu indicating the selection reference PMO/COM/2025/2359 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 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.

➤ What about the selection steps?

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).



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/French and possibly in another 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 groups AST.**

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\(2025\)4716](#) 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 calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the Commission Decision C(2025)4716. Higher grades may be granted exceptionally.

The duration of the **1st contract will be of 1 to 4 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service, in accordance with [Commission Decision C\(2025\)4716](#) 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.