



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.



Administrative Support Agent – for the Unit and the Head of Unit DG BUDGET of the European Commission

Selection reference: BUDG/COM/2025/2090

Domain: Economics, Finance and Statistics

Where: Unit B.4 – „Revenue inspections, control and enforcement “, Brussels

Staff category and Function Group: Temporary agent 2b – SC (Secretary/Clerk)

Grade range: SC1-SC2

Publication deadline: 20.10.2025 - 12.00 (Brussels time)

WE ARE

Unit BUDG.B4 works on the revenue part of the EU budget with the objective of making sure that the Member States duly collect and timely make available the traditional own resources (mainly customs duties) and VAT based own resources to the EU budget.

To do so, BUDG.B4 implements an annual plan of on-the-spot inspections in Member States. In addition, BUDG.B4 ensures that Member States comply with the Court of Auditors' recommendations related to TOR, in the context of the annual Declaration of Assurance or in relation to special reports. BUDG.B4's work informs the Budgetary Authority and the European Court of Auditors about the performance of the Authorising Officer for the revenue part of the budget (TOR). Furthermore, B4 provides support to the candidate countries to upgrade their administrative capacity as needed to meet the EU standards for TOR.

BUDG.B4 manages the Advisory Committee for Own Resources on TOR and VAT that meets, respectively, twice a year with representatives from all Member States to examine horizontal issues regarding TOR/VAT and examine the inspection reports. BUDG.B4 also represents the Commission as appropriate in the Committee on Budgets and the Committee on Budgetary Control of the European Parliament.

The unit also coordinates with the statistical office of the European Union (Eurostat) the financial aspects of the control of the statistical based own resources – Gross National Income (GNI) and plastic.

BUDG.B4 designs and manages the IT systems that support the reporting by Member States to the Commission of cases of fraud and irregularities exceeding EUR 10.000 and of cases for which they consider they can refrain from making available amounts not recovered (WOMIS).

BUDG.B4 works closely with DG TAXUD, which is in charge of customs, and with OLAF, which is in charge of the fight against fraud, and with ESTAT.

The main outputs of BUDG.B4's work are the following:

1. Enhanced protection of the financial interest of the EU.



2. Balanced distribution of the financial burden between Member States so that weaknesses identified in a Member State do not affect other Member States.
3. Improved level playing field for Member States and companies regarding the kinds of own resources under the responsibility of the unit; Positive Declaration of Assurance for the revenue part of the budget.

WE PROPOSE

An interesting position providing an administrative support to the unit B4 - a dynamic team of 24 persons with varied work portfolio. The work consists of administrative support to the unit, the head of unit and the inspectors and is done together with the other unit assistant. The work will also include assistance with human resources and recruitment. The right candidate will enjoy a job with responsibility and many contacts within units, directorate, other DGs and Member States administrations and possibility for further grow in her (his) career.

WE LOOK FOR

We are looking for an administrative assistant.

The ideal profile for the job is a competent and motivated colleague with organisational skills, a good sense of initiative and the ability to work in a team. She/he should be well organized, able to supervise deadlines and have good computer skills. Familiarity with the Commission's administrative procedures and applications (Poetry, Basis, Ares, Webdor, CIRCABC, MIPS) would be an asset. The job also requires a high team spirit, as well as an aptitude for coordination. Our working language is mainly English, knowledge of French would be useful.

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-MBX-B04@ec.europa.eu indicating the selection reference BUDG/COM/2025/2090 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?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

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).



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 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/SC.**

➤ 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.

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



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.