



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, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Latvia, Luxembourg, Malta, Poland, 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.



TEAM LEADER – GLOBAL ENVELOPE

Directorate-General BUDGET (DG BUDG) of the European Commission

Selection reference: BUDG/COM/2026/692 (+ the number of vacant posts for similar profile in case of a group publication)

Domain: Budget and Finances

Where: Unit BUDG.A.5 - „Administration“, Brussels

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

Grade range: AD6

Publication deadline: 06.05.2026 - 12.00 (Brussels time)

WE ARE

DG BUDG is the central service of the European Commission in charge of the management of the EU budget throughout the annual and multiannual cycle, from the preparation of the draft budget and the Multiannual Financial Framework (MFF) to its implementation and the final discharge by the European Parliament. DG BUDG is also responsible for the legal framework applicable to the implementation of the EU budget by the different institutions, bodies, agencies and Member states. DG BUDG plays a key role in promoting sound financial management and a performance culture that focuses on maximising the results of public expenditure on the ground.

Within DG BUDG, the mission of Directorate A 'Expenditure' is to prepare the annual draft budget and secure from the budgetary authority - the European Parliament and the Council - the resources needed to implement the Union's policies. The Directorate follows closely the annual budgetary procedure promoting a constructive dialogue between the institutions and contributing to a smooth completion of the related decision-making process.

The mission of Unit BUDG.A.5 "Administration" is to ensure that the Commission requests and obtains the necessary administrative and human resources in the annual budgetary process for the Commission services to properly implement the EU policies, while at the same time fostering the efficient and effective use of budgetary resources, in accordance with the principles laid down in the Financial Regulation. Responsibilities of the Unit include the preparation of the allocation of human resources in the Commission and the executive agencies (in cooperation with HR and SG), assessment of the requests of other institutions and overall coordination of the implementation and budgeting of the administrative heading. Our central role provides the team with the opportunity to have a full overview of the Commission's activities but also build strong links with the other EU institutions. We work closely with all DGs to examine their needs during the hearings and prepare the Draft Budget, which we present and defend in front of the European Parliament and the Council. The unit also ensures the interinstitutional coordination on budgetary matters in the field of administration. The unit plays a key role in formulating and defending the Commission's



ambitious proposal for the future Heading 4 – Administration of the MFF 2028-2034. We are a unit of sixteen people, and we put teamwork, and the fostering of positive and professional relations at the centre of our daily work.

WE PROPOSE

We are offering a great opportunity to join a well-functioning team as Team Leader for the Global Envelope team. As Global Envelope Team Leader, you will be responsible for:

- Coordinating the team responsible for Global Envelope (2 other colleagues).
 - Providing strategic analysis of the staffing and financing needs of the Global Envelope in the context of the Commission priorities and policies.
 - Coordinating, preparing, and following up on the allocation of both human resources and administrative budget to the DGs in the context of the Global Envelope; contributing to the effective assessment and monitoring of the staff and financial resources covered with assigned revenues.
 - Participating in the preparation of the annual budget and the allocation of human resources, contributing the accompanying documents.
 - Contributing to the technical preparation for the implementation of the post-2027 MFF, including setting up the detailed budgetary nomenclature and the corresponding impact on the internal rules and the Commission's way of working.
 - Assessing the needs of the services based on research and consolidated information.
 - Ensuring the appropriate attribution of these resources among the Commission DGs and follow up quickly on requests to adjust these allocations within the budgetary rules and framework.
 - Ensuring close cooperation and open flow of information with the HR and financial teams of the unit.
 - Coordinating the unit's input and feed-back towards responsible units regarding the key IT tools.
- You will be part of a friendly and hard-working team, mixing experience with a fresh approach to delivering our work. We offer a supportive and inclusive environment, with full respect of appropriate work-life-balance.

WE LOOK FOR

We look for a motivated, experienced and efficient team player who likes to collaborate with others and can deliver successfully within tight deadlines.

We would welcome a colleague with excellent organisational and communication skills, a passion for figures and applying analytical skills in a highly political context, and the ability to react fast in a positive manner. Excellent knowledge of Excel and SAP is required, while knowledge of the budgetary procedures and rules will be considered a strong advantage. Previous leadership or project management experience would also be a clear asset. Proficiency in English is essential. Good knowledge of French would be 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 BUDG-MAILBOX-A05@ec.europa.eu indicating the selection reference BUDG/COM/2026/692 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.

➤ 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.

For temporary agents under Article 2(a) of the [Conditions of Employment of Other Servants](#), the post is published directly on the EPSO website, without mandatory prior internal publication.

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.

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 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\(2025\)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 up 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.