



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 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 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 Agent

In the Paymaster Office (PMO) of the European Commission

Job title: Administrative Agent – Individual entitlements

Domain: Remunerations, Rights and Obligations

Where: Unit PMO.1.001 - Rights and Salaries, Brussels

Function Group: FG II

Contract Type: 3a

Express your interest until: 17.04.2026 - 12.00 (noon, 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.1 is responsible for:

- Determining and managing the individual financial rights of more than 50 000 EU staff from the recruitment until retirement;
- Calculating and paying their salaries and allowances every per month;
- Answering queries from staff about their salaries and their rights

The Unit works in 3 sectors, divided in several teams, each of which is responsible for different processes falling under the Unit's responsibility (e.g. entry into service, family allowances, salaries, and customer services). Each sector is led by a Head of Sector and several Team Leaders. There are above 110 staff members in the unit.

The Unit aims to provide high quality and in-time services to staff, the Commission, other Institutions, Agencies and bodies in a transparent and customer-oriented way, so that Institutions and their staff can get on with their work.

WE PROPOSE

PMO.1 is seeking to hire **6 Administrative Agents** (file managers) managing family and education allowances (individual entitlements).

Working under the supervision of a Team Leader, the Administrative Agent will:



- Analyse declarations made in SYSPER (integrated information system for HR management in the European Commission) and determine what rights the agent should be accorded.
- Encode the corresponding rights in SYSPER.
- Process files in accordance with the rules, procedures and guidance applicable to the allowances.
- Process any other administrative requests for the files managed.
- Deal with the questions and requests from the clients.
- Provide general administrative support in different business areas of PMO, depending on absences, work picks, or service needs.

Candidates with no experience with EU institutions are encouraged to apply. PMO will provide the necessary induction training, enabling new colleagues to become operational in a short period of time.

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

WE LOOK FOR

We are looking for **6 new colleagues** who can help with the file handling in widely understood area of individual entitlements. Our job requires direct contact with clients.

The ideal profile for the job is somebody who has:

- At least 2 years professional experience relevant to the duties outlined in the vacancy notice;
- Excellent organisational skills, an eye for details and a critical thinking;
- Genuine motivation to join us (please avoid standard motivation letters);
- Ability to explain complex issues in a clear and simple way;
- High sense of diplomacy, discretion and confidentiality;
- Team spirit and collaborative attitude;
- Good ability to work independently, sometimes under pressure/tight deadlines;
- Flexibility and openness to new requirements, procedures, technologies;
- Empathy and a strong customer-service orientation.

Additionally, the following elements are strong assets:

- Knowledge of annex VII to the Staff Regulations of Officials ² ;
- Experience working with payroll or allowances services (in private or public organisations);
- Experience of working in a client-oriented service and with personal files;
- Ability to understand and to be understood, strong drafting and organisational skills;
- Great attention to detail/accuracy and good analytical capability;
- Familiarity with payroll or social benefits systems in Member States.

² [EUR-Lex - 01962R0031-20210101 - EN - EUR-Lex](#)



- Knowledge of IT tools used in the European Commission, like the Human Resources Management system tool (Sysper), the Payroll Management tool (NAP), the Customers Service tool (ServiceNow), and the Advanced Records System (ARES).

Operational knowledge of either French or English is essential, and good knowledge of the other language is a strong advantage. The unit handles documents drafted in all EU languages. However, it lacks staff proficient in the following languages especially: Bulgarian, Croatian, Danish, Estonian, Finnish, Hungarian, Irish, Latvian, Lithuanian, Maltese, Polish, Slovenian and Swedish. Therefore, a passive knowledge of one or more of these languages would be considered an asset.

In line with PMO's commitment to achieving gender balance, applications from men are particularly encouraged for this position.

HOW TO EXPRESS YOUR INTEREST?

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 [PMO EPSO PUBLICATIONS](#) indicating the call for interest reference EC/2026/PMO/356592 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:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU³
- AND have a satisfactory knowledge (minimum level B2)⁴ of a second official language of the EU, to the extent necessary for the performance of the duties.

³ 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).

⁴ For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

The selecting unit chooses from [the EPSO database](#)⁵ 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.

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 II**. 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.

The duration of the **first contract will be 1 year**. The contract may be renewed in the interest of the service for a definite duration. If a second renewal of the contract is in the interest of the service, the contract will be for an indefinite duration.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group II must successfully complete a 9-month probationary period.

⁵ Therefore, candidates who did not pass already a CAST on the level Function Group II, should register their profile at this address: <https://eu-careers.europa.eu/en/Cast-Permanent>



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.