



## **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 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](#)

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<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.



# Profile

## Chief Risk Officer Unit – CRO.01 of the European Commission

**Selection reference:** BUDG/COM/2026/652

**Domain:** Budget and Finances

**Where:** CRO.01 Unit Brussels

**Staff category and Function Group:** Temporary agent – Secretary

**Grade range** SC1/SC2

**Publication deadline:** 26/05/2026 - 12.00 (Brussels time)

### WE ARE

The mission of unit CRO.01 is to support the Chief Risk Officer, who serves as the second line of defence for the financial risk management of the Union financial operations i.e. borrowing and debt management, assets under management, lending operations and budgetary guarantees.

The unit works under the steer of the Chief Risk Officer and provides full support to ensure sound governance and effective risk management and oversight of the Union's financial operations. The Unit works for the Chief Risk Officer in the design of the financial risk framework, including the High-Level Risk and Compliance Policy and the thematic risk policies to ensure that financial risks related to EU financial operations are appropriately managed and controlled. The unit supports the Chief Risk Officer in monitoring that the risk policies are implemented in a comprehensive and consistent manner. The unit is in charge of developing and running modelling tools to support the risk analysis of the second line of defence. The unit assists the Chief Risk Officer in the preparation of its recommendations, opinions and risk reports. The unit acts as the secretariat of the Risk and Compliance Committee. The unit works closely with the Directorates-General in charge of implementing the Union's financial operations as a first line of defence in carrying out its mission.

### WE PROPOSE

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The unit CRO.01 is seeking an Assistant (SC) to provide general administrative support to the Head of Unit and the Chief Risk Officer (as a back up to the assistant of the CRO) and manage the Unit's secretariat including the coordination of briefings and administrative procedures of the Unit and document management. Provide administrative support to the team of CRO unit where required, ensuring smooth coordination and communication. You are expected to adapt quickly and contribute from the start in a modern, digital working environment using tools such as Teams, OneNote, and SharePoint. Your responsibilities will include managing agendas and meetings, preparing documents, summaries and correspondence, supporting contract management and procurement procedures, acting as backup for Initiating Agent tasks, monitoring deadlines and renewals, maintaining contract files, and ensuring compliance with procedures. You will also support budget follow-up, coordinate



communication within the unit and with stakeholders, manage documentation and filing systems, and assist with unit activities and events.

## **WE LOOK FOR**

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We are looking for an experienced administrative professional, ideally with a background in an EU institution or a similar environment.

You should have solid experience in secretarial and administrative support, including contract management assistance.

You are comfortable using corporate administrative systems (such as ARES, DECIDE, BASIS, Sysper, and MIPS) and have advanced proficiency in Microsoft Office tools (Word, Excel, PowerPoint, Outlook, Teams, OneNote, and SharePoint).

Experience with electronic document management and workflow systems is required, as well as the ability to draft clear, structured documents and reports. Experience supporting management and monitoring budgets is considered an asset.

You are highly organised, detail-oriented, and able to manage multiple priorities and deadlines effectively. You work independently while also contributing positively to a team. You are adaptable, proactive, and capable of resolving administrative issues efficiently, even in a fast-paced environment.

Excellent command of English is required. Very good knowledge of French is an advantage, and additional EU languages are a plus.

We are seeking a proactive, solution-oriented mindset, with a strong sense of responsibility, adaptability to change, and the ability to remain calm and efficient under pressure in a challenging environment with activity peaks.

## **Functions and duties**

### BUSINESS MANAGEMENT and PLANNING

- Assist the Chief Risk Officer and the Head of Unit in organizational matters of the Unit and its overall management
- Serve as a back up to the assistant of the Chief Risk Officer - CRO
- Carry out administrative tasks such as managing the HoU's agenda, telephone calls, filing and ordering of office supplies for the CRO and the CRO unit.
- Work with the assistant of the CRO for the organization of the meetings of the Risk and Compliance Committee (Rooms and equipment, travel, accommodation, conference calls, catering, security and access requests).



## OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Act as the CRO and CRO Unit legislative coordinator (Decide).
- Perform various administrative tasks such as managing the calendar, screening phone calls, filing documents, and stocking office supplies.
- Organise weekly meetings between the CRO and the CRO unit management meetings; take minutes and circulate for information to staff.
- Maintain close contacts with the HoUs of the relevant services of the Directorate-Generals falling under the CRO scope of risk oversight.
- Organise meetings, including meetings of the interservice working groups: logistic support (rooms and equipment, travel, accommodation, conference calls, catering, security and access requests), updating contact databases, assistance with the agenda/invitations/ presentations.
- Manage and organise missions (MIPS), including transport and record absences (Sysper2) for the HoU and the team members.
- Manage briefing requests, attribution and registration in Basis.
- Manage the functional mailboxes of the CRO Unit and the CRO as a back-up.
- Monitor deadlines and workflows, provide weekly updates of briefing requests, correspondence and procedures.

## HORIZONTAL COORDINATION

- Contribute to improving internal communication and knowledge sharing within the CRO unit, ensure the standardization of procedures.
- Ensure that the unit delivers briefings on time (in coordination with the unit leader and the sector head/deputy head)

## INFORMATION and DOCUMENT MANAGEMENT

- Manage correspondence, attribution, transmission and registration in Ares.
- Document and knowledge management: Implement corporate management rules for Ares; develop and implement knowledge management systems in the unit for shared drives and collaborative spaces.
- Mentor other staff in the Unit in relation to document management procedures, particularly Ares

## HUMAN RESOURCES MANAGEMENT

- Assist the Head of Unit with personnel administration (e.g. HR issues, training requests, leaves and time management, job descriptions, etc.)
- Assist the Head of Unit in the performance of human resources management such as organisation of interviews and contact with candidates, mission planning, holidays and other personnel administration processes.
- Create job descriptions and vacancy notice, participate in panels as panel member or secretary of the panel, write reports



## **HOW TO EXPRESS YOUR INTEREST?**

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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-CRO@ec.europa.eu](mailto:BUDG-MAILBOX-CRO@ec.europa.eu) indicating the selection reference BUDG/COM/2026/652 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.

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<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.

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 AST/SC.**

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<sup>3</sup> 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 **1<sup>st</sup> 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.