



## **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, 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](#)



# Finance and Contracts Agent

## in DG MOVE – European Commission

**Job title:** Finance and Contracts Agent

**Domain:** Transport policies and Energy policies

**Where:** Unit SRD.2, “Digital Solutions, Data and Information Management”, Brussels

**Function Group:** FG II

**Contract Type:** 3b

**Express your interest until:** 27.07.2026 - 12.00 (noon, Brussels time)

### WE ARE

The European Commission's Directorate-General for Mobility and Transport (DG MOVE) and Directorate-General for Energy (DG ENER) shape the digital future of our transport and energy sectors. DG MOVE and DG ENER Shared Resource Directorate is a common service whose mission is to contribute to the operations of both Directorates-General through management and support on audit, internal control and assurance; budget and financial transactions, supervision of decentralised agencies; IT systems and security, and management of information resources.

Unit SRD.2 - Digital Solutions, Data and Information Management is responsible for developing secure information systems for DG MOVE and DG ENER-Brussels, aligning with strategic goals, legislation, and Commission rules. The unit is also leading the digital transformation towards a data-driven administration per the EC Digital Strategy. Additionally, the unit manages security, business continuity, and document and information management for DG MOVE and DG ENER Brussels.

### WE PROPOSE

As Finance and Contracts Agent, you will play a key operational role in keeping the unit's procurement activities for external service providers running smoothly and on time. You will be the organisational backbone of a busy team managing multiple processes — from the preparation and follow-up of contracts to the coordination of recruitment panels, for which you will act as secretariat.

Your main responsibilities will include:

- Provide administrative support in the full lifecycle of procurement and contract management activities: preparing and checking documents, following up on offers received from suppliers, handling correspondence with external providers, processing invoices, and



maintaining accurate and up-to-date contract records.

- Draft, format and track contracts and related administrative documents, ensuring consistency, completeness and compliance with applicable procedures.
- Act as secretariat for recruitment panels and other internal committees: organising and coordinating meetings, preparing agendas and supporting materials, taking minutes, circulating documents and following up on action points.
- Assist with the coordination of multiple recruitment processes running in parallel, ensuring that deadlines are met, documents are in order, and all parties are kept informed at each stage.
- Liaise with internal and external stakeholders — including suppliers, candidates and colleagues across the unit — handling administrative exchanges with accuracy and professionalism.
- Use the unit's IT tools and administrative systems to register, track and report on procurement and administrative activities.
- Support in budget preparation and follow-up of its implementation

## **WE LOOK FOR**

We are looking for a well-organised, reliable and detail-oriented colleague with a strong sense of responsibility and the ability to manage several tasks simultaneously without losing precision or oversight.

The successful candidate would be expected to have:

- Experience in providing support for administrative procedures related to procurement or contract management, including the preparation and verification of administrative documents and the processing of invoices.
- Familiarity with financial and resource planning IT systems and standard office tools, with the ability to learn new administrative platforms quickly.
- Proven experience in administrative support, secretariat functions or office administration or coordination activities, including organising meetings, taking minutes and following up on action points.
- Strong organisational skills and the ability to coordinate several processes under time pressure, maintaining accuracy and attention to detail throughout.
- A proactive and dependable approach, with the ability to anticipate needs, flag issues early and follow through on commitments without requiring close supervision.
- Good interpersonal and communication skills, with the ability to liaise professionally with a range of internal and external contacts.
- Proficiency in English is essential; knowledge of French is advantageous.

## **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 MOVE-ENER-SRD2-JOB-APPLICATIONS@ec.europa.eu indicating the call for interest reference **EC/2026/MOVE/518804** 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 EU<sup>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

#### ➤ What about the selection steps?

The selecting unit chooses from [the EPSO database](#)<sup>3</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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<sup>1</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).

<sup>2</sup> 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>).



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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 a second official language.

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<sup>3</sup> 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>



## **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(b) 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**. Subject to the interest of the service, the contract may be renewed one or more times, up to a maximum duration of 6 years.

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.

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.