



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.



Profile

Directorate-General Middle East, North Africa and the Gulf (DG MENA) of the European Commission

Selection reference: MENA/COM/2026/1802

Domain: External Relations

Where: Unit MENA.01 – Resources Management and Internal Control, Brussels

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

Grade range: AD5-7

Publication deadline: 06.10.2026 – 12.00 (Brussels time)

WE ARE

The Unit Resources Management and Internal Control aims at ensuring the effective management and development of the human and financial resources of DG MENA, comprising of staff in Brussels and in EU Delegations in the MENA region. The Unit comprises of five teams, dealing with strategic HR management, budget, IT support, internal control and audit, and document management.

WE PROPOSE

We offer a Budget Officer's position within a unit of highly motivated and committed colleagues at the heart of the newly established DG MENA. Under the direct supervision of the Team Leader, you will steer the financial lifecycle of operational and administrative funds, overseeing their preparation, planning, execution, and reporting. You will actively engage with other Commission services and EU Institutions to ensure the resources are fully aligned with the strategic objectives of the 2024-2029 Commission's mandate. This role requires highly specialized knowledge of the Union's external relations and our internal financial systems. You will champion teamwork and seamless coordination with staff across DG MENA headquarters, EU Delegations, service providers, DG BUDG, and partner Directorates-General. Your contribution will be pivotal in translating the EU's geopolitical ambitions for the Middle East, North Africa, and the Gulf into concrete action. By ensuring sound financial management, performance-based resource allocation, and rapid responsiveness to emerging challenges, you will directly empower the EU to foster stability, economic resilience, and mutual prosperity across the region, anchoring the successful delivery of the new Pact for the Mediterranean. We offer a stimulating working environment with room for initiative, a focus on simplification, and a strong culture of result orientation and delivering together.



WE LOOK FOR

We are looking for a dynamic, highly responsible, and motivated colleague ready to take on operational responsibility. To help drive DG MENA's strategic objectives and ensure agile financial stewardship, the ideal candidate should possess the following profile:

- Experience: At least 3 years of job-related experience in a similar position is essential. Experience in the EU's External Relations in headquarters or in an EU Delegation is also essential.
- Advanced knowledge of specialised Commission IT tools for budget and financial management is a must, particularly SUMMA, OPSYS and Badgebud, with a readiness to act as the unit's SUMMA champion. Proficiency in Dashboards and Excel/Pivot tables is also required.
- A solid understanding of the EU's Financial Regulation, Internal Rules, procedures for budgetary allocations, monitoring and reporting is required. Familiarity with the External Action dimension of the Multiannual Financial Framework and HR budget allocation is highly advantageous.
- A strong capacity to plan, manage resources, and deliver in a structured way to meet tight deadlines. This must be paired with rigorous attention to detail and accuracy.
- Excellent drafting and negotiation skills, as well as capacity to communicate specialised and technical information effectively during meetings and inter-service consultations.
- High stress resistance and perseverance to remain flexible and open to new demands in a dynamic environment. The candidate must be able to act proactively and autonomously while sharing knowledge and collaborating as part of a team.
- A proficient command of English and French are required.



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 MENA-01@ec.europa.eu indicating the selection reference MENA/COM/2026/1802 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 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 group 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.