



EUROPEAN COMMISSION
OFFICE FOR ADMINISTRATION AND PAYMENT OF INDIVIDUAL ENTITLEMENTS

ADMINISTRATIVE OFFICER - HORIZONTAL AND STRATEGIC ISSUES

Vacancy: COM/2023/133

Function group: AD

Where: PMO.1, Brussels

Publication: from 18/01/2023 to 31/01/2023 until 12.00 hours noon Brussels time

There is currently an open vacancy in PMO.1 According to Article 29 of the Staff Regulations, the applications from officials of the Institutions and laureates of competitions have precedence over applications from other categories of persons. The post is therefore also published internally in the Commission and inter-institutionally, and it is also brought to the attention of competition laureates via the appropriate channels. However, should no suitable candidate be found among the aforementioned categories, it will be possible to consider other candidates, for a temporary agent position.

For these reasons, any person fulfilling the selection requirements may express his/her interest for the post.

We are

The mission of the PMO (Office for the administration and payment of individual entitlements, or Paymaster's Office) 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). We work in a multicultural environment, value diversity, and create equal opportunities for our staff members.

Unit PMO.1 'Rights and Salaries' is responsible for providing the following services to staff in active employment in the Commission and in the other EU Institutions and bodies that have delegated these functions to the PMO:

- calculating and paying salaries (including allowances) for approximately 50 000 people per month;
- determining and managing the individual financial rights of staff upon entry into service and whenever a life or other event changes those rights;
- addressing queries and complaints from staff about their salaries and their rights.

The Unit works in teams, each of which is responsible for different processes falling under the Unit's responsibility (e.g. Payment of Salaries, Establishing Rights on entry into services, Family Allowances, Dependent Child Allowances, Allowances received from other sources, Helpdesk). Each team is led by a Team Leader under the supervision of a Head of Sector. There are about 105 staff members split across three Sectors.

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

An Administrator (AD) post that will have an overview of all the Unit's activities.

The successful candidate will take the lead on cross-cutting issues and the Unit's input into the HR Transformation process, in addition to supporting the Head of Unit and Heads of Sector on other strategic issues affecting the Unit and its activities.

The successful candidate will lead and manage the following activities:

- Coordination of efforts to simplify processes and create synergies between sectors and with other units, DGs and Services;
- Coordination of knowledge management within the unit, representing the unit in the on-going activities on this issue in PMO;
- Coordination and animation of the Unit's input into the HR Transformation Process;
- Acting as back-up to the Heads of Rights Sectors in case of longer absences and in their role as Appointing Authority by Subdelegation for files linked to the establishment of individual financial rights and salaries;
- Preparation of briefings and reports for the hierarchy.
- As of 2024, coordination of the Unit's contributions in areas of strategic planning, risk management and internal control.

This position requires excellent language skills (oral and written) in French and English and the ability to explain complex issues and tasks in a clear and simple way.

Although this position does not involve people management, it will provide the successful candidate with opportunities to develop their people management skills.

Please note that the pre-selection panel will be organised a few days after closure of this publication.

We look for

Someone with:

- a genuine interest in people and process and change management;
- experience in the development, review and simplification of procedures;
- a quick learning capacity and aptitude to get to grips with the specialised knowledge required to do the job;
- leadership skills (or potential), and the openness and ability needed to work together with others;
- experience in the development, review and simplification of procedures;
- ability to explain complex issues in a clear and simple way;
- excellent planning, organisation and problem-solving skills;
- advanced negotiation skills;
- excellent oral and written communication skills, and very good knowledge of written and spoken French and English;
- a good ability to manage responsibilities and work under pressure, and
- a strong customer-service orientation.

Training will be provided on the Staff Regulations, the establishment of rights and salaries, the use of SYSPER Rights and NAP (the IT tool used for payroll), and the HR Transformation initiative so prior experience in these areas is not essential. Nevertheless, knowledge in these areas would be an advantage. In the selection procedure, particular attention will be given to the candidates' motivation letter, previous professional experience and CV to evaluate how the criteria set out in this vacancy notice are met. The selection procedure will include one or more written exercises.

Am I eligible to apply?

On the closing date for application, in order to be eligible for the post, you must meet the following general and specific conditions.

General conditions

- (a) be a national of one of the Member States of the Union and enjoy his/her full rights as a citizen;
- (b) have fulfilled any obligations imposed on him/her by the laws concerning military service;
- (c) produce the appropriate character references as to his/her suitability for the performance of his/her duties;
- (d) be physically fit to perform his/her duties.

In addition, candidates must:

Specific conditions - languages

- (e) produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his duties.

Specific conditions - qualifications & professional experience

- (f) have at least a level of education corresponding to at least 4 years' completed university studies attested by a diploma, followed by a minimum of 6 years' professional experience, or
- (g) have at least a level of education corresponding to at least 3 years' completed university studies attested by a diploma, followed by a minimum of 7 years' professional experience, or

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 your eligibility and the information in your application form (diplomas, certificates and other supporting documents).

The EU institutions apply an equal opportunities policy and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Selection procedure

No applications will be accepted after the closing date of the vacancy.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted.

Due to the large volume of applications received only candidates selected for interview will be notified.

Should they be chosen, candidates will be requested, as part of the actual recruitment procedure, to supply documentary evidence, in original, in support of the statements made in the application.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French only.

Should a position be offered, candidates will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission medical service.

Type of contract

The successful candidate will be engaged as a temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants of the European Communities](#) (CEOS) in **function group AD, minimum grade AD 5 step 1**, depending on years of (relevant) professional experience.

He/she will be classified depending on the length of his/her previous professional experience in step 1 or step 2 within that grade, in accordance with Commission Decision C(2013)8970.

The contract is for an initial duration of **1 year**, with possibility of extension up to maximum three years.

Applicants should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

For any further information on contractual and working conditions, please refer to the [CEOS](#).

Pay

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 [CEOS](#).

The place of employment will be in **Brussels**.

How to apply?

By the closing date for application, the interested candidates should send their CV and motivation letter in a single PDF file to: PMO-1-HOU@ec.europa.eu.

Contact person: Ms. Anya ORAM (PMO-1-HoU@ec.europa.eu).

Please mention in the subject of your application the title of the job “Administrative Officer”.

Appeals

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints

may be addressed to the Appeals and Case Monitoring Unit of DG HR (HR-MAIL-F6@ec.europa.eu).

Equal opportunities

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations

Data Protection

For information related to Data Protection, please see the specific [Privacy Statement](#).