



EUROPEAN COMMISSION

Selection of temporary staff for the Paymaster Office of the European Commission

Selection reference: PMO/TA/COM/2023/325

Function Group: Assistant

Grade: AST

Job title: Administrative Assistant - Administrative support-Mission

Job N°: 413972

Where: PMO.5.002 - „Travel Reimbursements“, Luxembourg

Publication deadline: 10.03.2023 - 12.00 (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).

The PMO.5 Unit, located in Luxembourg includes 3 sectors: Settlements Office - Luxembourg (001), Travel reimbursements (002), Laissez-Passer and Visas (003).

The vacant post to be filled is in the sector of reimbursement of travel expenses in Luxembourg (002). This sector is about 40 dynamic people comprises three teams and is responsible for:

- Travel costs incurred by staff covered by the Staff Regulations of the Commission and other bodies managed by PMO.5;
- Travel costs incurred by external persons (experts and candidates) invited by the Commission and other European bodies to attend external meetings and/or interviews and/or medical examinations with a view to possible recruitment;
- Contracts and financial management



We propose

We propose a posit for an Administrative assistant – Missions in charge of:

- Welcoming and providing oral and/or written information to officials/other staff, colleagues and superiors on the reimbursement of mission expenses, based on the rules in force.
- Management, administrative follow-up and settlement of mission orders submitted by staff covered by the Staff Regulations of the Commission, other European institutions and Agencies.
- Ex-ante control.

We look for

We are looking for a dynamic and motivated colleague. The ideal candidate will demonstrate very good organisational skills. He/she will be required to provide customer service with due regard for confidentiality. A sense of teamwork and collaboration is also essential as well as a strong ability to adapt to different situations.

In addition, he/she will demonstrate:

- Knowledge of rules and budgetary management;
- Knowledge of financial control rules and regulations;
- Good organisational and planning skills;
- Ability to provide customer service;
- Proven ability to take initiatives and propose pragmatic solutions;
- Autonomy and pro-activity;
- Good ability to communicate clearly and in a structured manner both orally and in writing with rigour and precision;
- Ability to work under pressure when necessary;
- Flexibility with regard to new requirements, procedures, technologies;
- Analytical capacity;
- Represent the unit in meetings related to the field of activity;
- Contribute to trainings and workshops for the sector / unit.

The main working languages of the unit are French and English, given our close interaction with Member States. A thorough knowledge of French is required. Satisfactory knowledge of English is considered an asset.

How to apply?

Interested candidates should send their CV and motivation letter in a single PDF document by the publication deadline to the following email address: PMO-LUX-MAIL@ec.europa.eu

indicating the selection reference PMO/TA/COM/2023/325 in the subject.



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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:

General criteria:

Candidates must comply with the following formal criteria for this selection procedure on the deadline for applications:

- Be a national of a Member State of the European Union (EU) and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be 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 at this position, you must have at least:

- A level of post-secondary education attested by a diploma relevant to the nature of the duties, or
- A level of secondary education attested by a diploma giving access to post-secondary education, followed by at least 3 years' professional experience relevant to the nature of the duties

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:

Candidates must have

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

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).



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 post has also been published internally in the Commission, inter-institutionally, and has been 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. It is only in case no suitable candidate can be found among the afore-mentioned categories that other applications will be considered¹.

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 we may receive, only candidates selected for 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 as well as that of the institution, the selection procedure will be carried out in English and possibly in a second official language.

¹ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal)



2. Recruitment

Candidates 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 in **Luxembourg**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants](#), in function group AST.**

The grade within the proposed grade range, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 1 year**. The contract might then be extended only once for a maximum of 2 years. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff has 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](#).

3. How to appeal?



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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).