

Directorate-General for Budget

Publication of a vacancy for the function of

Principal Adviser – Future financing of the European Public Administration (AD 14)

(Article 29(2) of the Staff Regulations)

COM/2024/10462

We are

The Commission's Directorate-General for Budget (DG BUDG) is the horizontal Commission service in charge of all budgetary matters, making sure the EU has the resources to deliver on its political priorities. In this role, DG BUDG is central to the policy-making process and interacts daily with all Commission services and with the wider financial community.

Its main responsibilities include negotiating and implementing the multiannual financial framework (MFF) and the annual budgets, managing the annual budget cycle, overseeing the revenue and expenditure side of the budget, executing all payments, ensuring the respect of financial rules and the protection of the EU's financial interests, supervising the system of controls and reporting on the EU budget.

The DG is also in charge of the management of the borrowing and lending operations funded from the capital markets. In addition, DG BUDG is the domain leader for financial management and is in charge of the corporate financial IT system.

DG BUDG is structured in 7 Directorates. It has around 500 staff based in Brussels and in Luxembourg.

We propose

We propose a challenging post as Principal Adviser on the future financing of the European Public Administration.

The Principal Adviser will provide assistance and strategic advice to the top management of DG BUDG, in particular as regards the preparation and negotiation of all relevant aspects of the next Multiannual Financial Framework, as well as on corporate methodologies and procedures for the allocation of resources within the Commission. The Principal Adviser will contribute on behalf of DG BUDG to the large-scale review of the Commission's organisation and operations.

The Principal Adviser will report directly to the Director General of DG BUDG.

We look for (selection criteria)

Candidates should have:

Personal qualities

- A strategic and analytical mind-set, with proven capacity of sound judgment, conceptual ability and capacity to develop new ideas.
- Very good interpersonal and networking skills, exemplified by an ability to build and

maintain good working relations with a wide range of high-level counterparts inside and outside the Commission.

- Excellent communication skills enabling the candidate to discuss effectively and efficiently with internal and external stakeholders and to represent the Commission at senior level.

Specialist skills and experience

- Excellent economic and analytical skills.
- A thorough understanding of the functioning of the multi-annual financial framework and the financing of the European Public Administration.
- Excellent knowledge and understanding of the Commission's priorities, its decision-making process and procedures.
- Excellent knowledge and understanding of the Commission's corporate governance and related process, in particular those related to the allocation of resources.
- Experience in policy formulation, development and implementation.

Advisory skills

- Ability to provide expert advice and issue opinions for the benefit of top management in the Commission.
- Capacity to identify strategies and set priorities.
- Capacity to think creatively and strategically, to generate a clear vision of the objectives to be achieved and to translate this into practical and realistic compromise solutions.
- Sound political judgment as well as proven experience in analysing and implementing efficient and effective policies, setting priorities and taking decisions.

Candidates must (eligibility requirements)

Candidates will only be considered for the selection phase on the basis of the following formal requirements to be fulfilled **by the deadline for applications**:

- Nationality: candidates must be a citizen of one of the Member States of the European Union.
- University degree or diploma: candidates must have:
 - either a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more;
 - or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years (this one year's professional experience cannot be included in the postgraduate professional experience required below).
- Professional experience: candidates must have at least 15 years postgraduate professional experience¹ at a level to which the qualifications referred to above give admission.

¹ Professional experience is only taken into consideration if it represents an actual work relationship defined as real, genuine work, on a paid basis and as employee (any type of contract) or provider of a service. Professional activities pursued part-time shall be calculated pro rata, on the basis of the certified percentage of full-time hours worked. Maternity leave / parental leave / leave for adoption is taken into consideration if it is in the framework of a work contract. PhDs are assimilated to professional experience, even when unpaid, but

- Advisory experience: at least 5 years of the post-graduate professional experience must have been gained in a high-level advisory function ².
- Languages: candidates must have a thorough knowledge of one of the official languages of the European Union³ and a satisfactory knowledge of another of these official languages. Selection panels will verify during the interview(s) whether candidates comply with the requirement of a satisfactory knowledge of another official EU language. This may include (part of) the interview being conducted in this other language.
- Age limit: candidates must not have reached regular retirement age, which for officials of the European Union is defined as being the end of the month in which the person reaches the age of 66 years (see Article 52 lit (a) of the Staff Regulations ⁴).

Selection and appointment

The selection and appointment will be conducted according to the European Commission's selection and recruitment procedures (see: Document on Senior Officials Policy ⁵).

As part of this selection procedure, the European Commission sets up a pre-selection panel. This panel analyses all applications, proceeds with a first eligibility verification and identifies candidates having the best profile in view of the selection criteria mentioned above, and who may be invited for an interview with the pre-selection panel.

Following these interviews, the pre-selection panel draws up its conclusions and proposes a list of candidates for further interviews with the European Commission's Consultative Committee on Appointments (CCA). The CCA, taking into consideration the conclusions of the pre-selection panel, will decide on the candidates to be invited for an interview.

Candidates who are called for an interview with the CCA participate in a full-day management assessment centre run by external recruitment consultants. Taking account of the results of the interview and the report of the assessment centre, the CCA establishes a shortlist of candidates it considers suitable for the function.

Candidates on the CCA shortlist will be interviewed by the relevant Member(s) of the Commission.

Following these interviews, the European Commission takes the appointment decision.

The selected candidate must have fulfilled any obligations imposed by law concerning military service, produce appropriate character references as to their suitability for the performance of their duties and be physically fit to perform their duties.

The selected candidate should hold, or be in the position to obtain, a valid security clearance certificate from his/her national security authority. A personal security clearance is an administrative decision following completion of a security screening conducted by the individual's competent national security authority in accordance with applicable national security laws and regulations, and certifying that an

for a duration of three years maximum, provided that the PhD has been successfully completed. A given period may be counted only once.

² In their curriculum vitae, candidates should clearly indicate for all years during which advisory experience has been acquired: (1) title and role of positions held; (2) the exact subject area as well as at which level in the organisation the position was based (numbers of hierarchical layers above and below); (3) the reporting lines for each position held.

³ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01958R0001-20130701>

⁴ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140701>

⁵ https://commission.europa.eu/jobs-european-commission/job-opportunities/managers-european-commission_en#documents (only exists in English)

individual may be allowed to access classified information up to a specified level. (Note that the necessary procedure for obtaining a security clearance can be initiated on request of the employer only, and not by the individual candidate).

Until the personal security clearance has been granted by the Member State concerned and the clearance procedure completed with the legally required briefing from the European Commission's Security Directorate, the candidate will not be able to access EU Classified Information (EUCI) at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, nor attend any meetings at which such EUCI is discussed.

Equal opportunities

In accordance with Article 1d of the Staff Regulations, the European Commission pursues a strategic objective of achieving gender equality at all management levels and applies an equal opportunities policy encouraging applications that could contribute towards more diversity, gender equality and overall geographical balance.

Conditions of employment

The salaries and conditions of employment are laid down in the Staff Regulations.

The selected candidate will be recruited as an official at grade AD14. They will be classified depending on the length of his / her previous professional experience in step 1 or step 2 within that grade.

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

The place of employment is Brussels, Belgium.

Independence and declaration of interests

Candidates will be required to make a declaration of commitment to act independently in the public interest and to declare any interests which might be considered prejudicial to their independence.

Important information for candidates

Candidates are reminded that the work of the selection panels is confidential. It is forbidden for candidates to make direct or indirect contact with their individual members or for anybody to do so on their behalf. Any query has to be addressed to the secretariat of the respective panel.

Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council ⁶. This applies in particular to the confidentiality and security of such data.

Application procedure

Before submitting your application, you should carefully check whether you meet all eligibility requirements ('Candidates must'), particularly concerning the types of diploma, high-level professional experience as well as linguistic capacity required. Failure to meet any of the eligibility requirements means an automatic exclusion from the selection procedure.

If you want to apply, you must register via the Internet on the following website and follow the instructions concerning the various stages of the procedure:

<https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/>

You must have a valid e-mail address. This will be used to confirm your registration as well as to remain in contact with you during the different stages of the procedure. Therefore, please keep the European Commission informed about any change in your e-mail address.

To complete your application, you need to upload a CV in PDF format, preferably using the Europass CV format⁷, and to fill out, online, a letter of motivation (maximum 8 000 characters). Your CV and your letter of motivation may be submitted in any of the official languages of the European Union.

It is in your interest to ensure that your application is accurate, thorough and truthful.

Once you have finished your online registration, you will receive an electronic mail confirming that your application has been registered. **If you do not receive a confirmation mail, your application has not been registered!**

Please note that it is not possible to monitor the progress of your application on-line. You will be contacted directly by the European Commission regarding the status of your application.

Applications sent by e-mail will not be accepted. If you require more information and/or encounter technical problems, please send an e-mail to: HR-MANAGEMENT-ONLINE@ec.europa.eu

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a fault with your internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline for the submission of registrations has passed, you will no longer be able to introduce any data. Late registrations will not be accepted.

⁶ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

⁷ You can find information on how to create your Europass CV online at: <https://europa.eu/europass/en/create-europass-cv>

Closing date

The closing date for registration is **31/01/2025, noon Brussels time**, following which registration is no longer possible.