



Administrative Assistant

Vacancy: COM/2023/812

Grade: AST 1

Where: PMO.1, Brussels

Publication: until 30/03/2023 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 (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 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 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

A position in one of the teams which establishes statutory individual financial rights and have a sub-delegation to act as an Appointing Authority for establishing or amending those rights.

A job that requires to be able to interpret and apply the legal framework, including relevant case law, and to provide advice and support to the file managers who carry out the initial processing. The job holder will also work with the Team Leader, other Teams, Units and Services to develop and simplify procedures used in this field of activity.

There is a steady workload throughout the year.

The successful candidate may be assigned to work in any of the teams in the Unit responsible for individual financial rights, depending on the needs of the service.

Please be aware that the selection panel will likely be organized a few days after the closure of the vacancy.

We look for

A proactive, pragmatic and responsive colleague with:

- an eye for detail, and good analytical capability;
- pragmatism and a results/solutions-based approach to managing issues;
- a high sense of diplomacy, discretion and confidentiality;
- excellent organisational and problem-solving skills;
- the openness and ability needed to work in a team, and a willingness to collaborate across teams;
- comfortable handling a significant (but not excessive) workload often to tight deadlines and with some workload peaks;
- excellent oral and written communication skills, and very good knowledge of written and spoken French and English;
- a strong customer-service orientation,
- capacity and willingness to learn quickly, and an aptitude to get to grips with the technical knowledge required to do the job, as well as flexibility and openness with regard to new requirements, procedures and technologies.

The following qualities would be advantageous:

- Experience in the development, review and simplification of procedures;
- Ability to explain complex issues in a clear and simple way.

Training will be provided on the Staff Regulations, the establishment of rights and the use of SYSPER Rights, so prior experience in these areas is not necessary. Nevertheless, some knowledge in these areas would be advantageous.

French and English are mostly used, given our close interaction with the Member States.

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 completed post-secondary education attested by a diploma, followed by at least 3 years' relevant professional experience directly linked to the duties, or
- (g) have at least a level of completed secondary education attested by a diploma giving access to post-secondary education, followed by at least 6 years' relevant professional experience directly linked to 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 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 AST, minimum grade AST 1 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 two 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 document to: PMO-1-HOU@ec.europa.eu.

Please mention in the subject of your application your surname followed by the title of the job “PMO.1 Administrative Assistant – AIPN”.

Contact persons:

Ms Anya ORAM, PMO.1 Head of Unit: Anya.ORAM@ec.europa.eu

Ms Corinne PEZZOLI, PMO.1 Deputy Head of Unit: Corinne.Pezzoli@ec.europa.eu

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](#).