



## Temporary agent position - DG BUDG of the European Commission

**Selection reference:** BUDG/COM/2023/2399

**Function Group:** Assistant

**Grade range:** AST1 to AST3

**Job title:** DOCUMENT MANAGEMENT OFFICER (DMO)

**Job Nr:** 430152

**Where:** Unit BUDG.R2 - „Unit R2 - HR Correspondent, Finance and Internal control, Brussels

**Publication deadline:** 9.10.2023 - 12.00 (Brussels time)

### ➤ We are

DG BUDGET is the central service responsible for budgetary matters, playing a crucial role in the functioning of the Commission. The mission of BUDG R2 is to enable the DG to fulfil its objectives by providing strategic HR support, overall coordination and effective management of procurement, financial resources and document management, the effective implementation of internal control and risk assessment systems and to ensure that DG BUDG has an up-to-date and effective business continuity plan in place.

In regular contact with counterparts across the DG, and with strict deadlines to respect, working in BUDG R2 requires a high degree of proactivity and excellent service orientation skills to find solutions to colleagues and DG needs. Being part of this unit offers opportunities for visibility and creativity.

While BUDG.R2 is a hard-working team, it is also a very flexible unit with a powerful team spirit to face the day-to-day challenges. Colleagues like enjoying the social side of working together and like to celebrate special occasions and their achievements.

The CAD (*Centre d'Administration des Documents*) Team in BUDG.R2 is composed of three colleagues. It designs and maintains an effective document management system for the whole DG and coordinates a network of DMO correspondents across the DG to harmonise and ensure best practices.



➤ **We propose**

If you have great organisational skills and are passionate about document management; if you enjoy diversity and can bring energy to the team, this could be the job for you! We propose an interesting position working with friendly and dedicated colleagues who are supported by a Head of unit with a modern management style.

We propose a job where you will:

- As DMO, manage the CAD team made up of 2 colleagues;
- Manage the correct application of the document management policy within BUDG in a harmonized way;
- Provide advice and support in the elaboration of document procedures;
- Develop and provide training to users as well as providing a helpdesk service;
- Steer the document management correspondents network;
- Represent DG BUDG in the network(s) related to your area of work.

We work in a friendly and collegial atmosphere where teamwork and flexibility are valued. We offer mentoring to all newcomers and strongly support training and professional development.

➤ **We look for**

The successful candidate should convincingly demonstrate his/her versatility and resilience and bring a solution-oriented and positive attitude to his/her diverse responsibilities and a strong commitment to maintaining high standards of service and business continuity.

The successful candidate should convincingly demonstrate his/her:

- In-depth knowledge of the Commission's document management policy (E-Domec);
- Knowledge of Hermes integrations;
- Competencies to use Ares, Nomcom and Decide;
- Solution-oriented and positive attitude to his/her diverse responsibilities;
- Team management experience;
- Good command of English and French.

**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: [marco.abate@ec.europa.eu](mailto:marco.abate@ec.europa.eu) indicating the selection reference **BUDG/COM/2023/2399** 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:**

**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 in this position, you must have at least:

- (a) a level of post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, followed by appropriate professional experience of at least 3 years

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 considered<sup>1</sup>.

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.

## **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 **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the** Conditions of Employment of Other Servants, **in function group AST, grade range AST1-AST3.**

The grade, 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.

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



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 and in the interest of service. 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?***

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).