

Mobility opportunity for contract staff ¹- PMO

Contract Agent FG II

Secretary to the Head of Unit

Important Information:

Potential applicants must be registered in one of the relevant calls for expression of interest for Contract Agents (CAST Permanent) corresponding to the Function Group of the position.

For more information, please consult the website of the [EPSO \(European Personnel Selection Office\)](#).

Pre-selected applicants who have not passed the relevant EPSO selection procedure (CAST Permanent) would be invited to do so.

Type of contract: Contract Agent 3a

Job No.:

Grade: FG II

Unit/Team: PMO.5

Working place: Luxembourg

Publication: from **13/10/2023** to **26/10/2023** until 18.00 hours Brussels time

We are:

PMO.5:

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 is part of the secretariat of the Unit located in Luxembourg. The Unit is composed of around 100 dynamic people and is responsible for the following areas of activities:

- Management of the Joint Sickness Insurance Scheme (JSIS);
- Travel Management related to reimbursement of mission expenses and reimbursement of experts and candidates expenses;
- Management of Laissez-Passer and Visas.

¹ Published position intended primarily for contract staff - Article 3a in an administrative office (OIB/OIL/PMO/EPSO) or an executive agency, in the same FG as the published position

We propose:

We propose a Contract Agent FG II position as an Administrative agent and Secretary to the Head of Unit in charge of:

- Perform various administrative tasks, including monitoring the agenda, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the mailboxes and outlook calendar;
- Monitor deadlines and workflows for the Head of Unit;
- Support to the Head of Unit in the management of staff holidays planning, absences and flexitime;
- Consolidate and distribute the Unit's work schedule and ensure organisation, documentation and follow-up of internal meetings on the Unit;
- Take, transcribe and prepare notes, minutes, standard correspondence, presentations, contributions to inter-service consultations and other texts that are needed for the Unit's overall activity;
- Assist in maintaining the organisation chart of the Unit and in monitoring of staff movements;
- Back up for the assistant in charge of the recruitment procedures for the Unit;
- Follow up on administrative arrangements related to the recruitment and arrival of new staff members, as well as departures;
- Provide support for the organisation, budgetary requests and reporting from meetings;
- Coordinate the organisation of social and training activities for the Unit;
- Logistical preparation, management, maintenance and technical assistance in meetings, conferences and videoconferences (rooms, equipment);
- Logistical and technical assistance and maintenance of office equipment (e.g copiers, dongle);
- Record and assign the incoming correspondence, finalise and transmit outgoing correspondence, using archiving software (ARES) whenever necessary and ensure follow-up and respect of deadlines;
- Develop and manage the Unit's filing plan (plan de classement) and collaborate with other PMO units (e-domec);
- Manage translation requests through ePoetry;
- Coordinate administrative documents, on request retrieve individual documents and sets of documents by subject;
- Contribute to the improvement of PMO's communication, information, staff engagement and knowledge sharing;
- Manage thematic mailboxes or helpdesk services (if any) and send the requested information/documents.

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

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. In addition, the candidate will demonstrate:

- good knowledge of the rules on administrative and budgetary management;
- in-depth knowledge of office automation tools and software used within the Commission;
- 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.

A good knowledge of French and English is required. Knowledge of other languages would be an asset.

Please note that the PMO places great importance to customer service. The selected candidate is expected to be client-oriented and might be required, in the interest of the service, to work directly with customers, for instance, in front office team.

Upon request, recommendations should be made available.

Contacts:

- **Aurora ORTEGA – Head of Unit;** Telephone: (+352) 4301 32032;
email: Aurora.ORTEGA@ec.europa.eu

Eligibility criteria:

On the closing date for application, candidates must meet the following conditions:

- a. be a national of one of the Member States of the Union and enjoy full rights as a citizen;
- b. fulfilled any obligations imposed by the laws concerning military service;
- c. produce the appropriate character references to suitability for the performance of the duties;
- d. be physically fit to perform duties;
- e. produces 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 duties.
- f. GF II : Have a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three 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 your eligibility and the information in your application form (diplomas, certificates and other supporting documents).

Order of consideration of candidates:

1. Candidates working under the same type of contract/in the same function group for at least two years in an administrative office (OIB/OIL/PMO/EPSO). Please note:

As this is an instance of internal mobility, the contractual conditions remain unchanged. These conditions are governed by the CEOS (Conditions of Employment of Other Servants) and GIPs (general implementing provisions) for contract staff.

2. Candidates working in the same function group and under the same contract type (CA 3a) in an executive agency;
3. If no candidates listed under (1) and (2) are suitable for the position:
 - a. Successful candidates on the list from a PMO panel will first be called on for this profile.
 - b. If necessary, a panel will be organised for the required profile. In order to be eligible, candidates must have passed a complete CAST test in the published function group, which excludes those who responded to the 2013 call for expressions of interest.
 - c. Candidates not fulfilling the above-mentioned conditions but whose education and previous experience meet the requirements set in the vacancy notice and the job description may be invited to participate in a CAST competition in the published function group.

How to apply

By the closing date for applications, candidates should send their application to: PMO-PUBLICATIONS-AC@ec.europa.eu

Only applications fulfilling the following requisites will be considered:

- **Subject of the email:**
SURNAME – Job No. 177974 – PMO.5
(Please replace SURNAME with your first family name in capital letters)
- **CV and Motivation letter in a unique PDF document by using a PDF merger.**
The name of the file must be:
SURNAME - Job Nr 177974 – Application
(Motivation Letters in different documents or in the email body won't be taken into account)²

Please send your CV preferably in [Europass format](#) including the following information at the end of the document:

- **List of references:** if available, please indicate the contact details of minimum two references for the most recent and/or most relevant professional experiences (Please ask consent of the person before disclosing their contact details).
- **CAST:** please indicate your Applicant No. as indicated in your EPSO account and the status of your CAST test (successful/not tested/failed)

Selection procedure

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

Candidates need to succeed in an [EPSO CAST Permanent](#) test relevant to the function group.

Should you be invited for test, the request to sit the EPSO CAST test does not commit in any way the European Commission to invite you for a selection panel or offer you a Contract Agent position, should you succeed the test.

The selection panel will pre-select a limited number of candidates based on the submitted CV and motivation letter.

The pre-selected candidates will be invited for interview and written test soon after the closing date for application. Instruction on the written test will be provided during the interview. Please be aware that the selection panel will be organised soon after the closure of the vacancy.

Shortlisted candidates in the pre-selection-phase will be invited to the final stage of the selection procedure, the interview with the PMO Head of Service.

Please note that having successfully passed the above-mentioned phases does not guarantee to receive an offer.

Please note that due to the large volume of applications received, only pre-selected candidates will be notified.

² Please avoid printed and scanned documents

Type of contract and conditions of employment

The successful candidates will be recruited as contract agent pursuant to Article 3(a) of the [CEOS \(Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3\(a\) and 3\(b\)\)](#) and in application of [Commission Decision C\(2017\) 6760 final laying down the general provisions for implementing Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3\(a\) and 3\(b\)](#).

The duration of the initial contract will be concluded for an initial period of 1 year, including a probationary period of 9 months. In the interest of the service, the initial contract may be renewed for a further two years. Any further renewal shall be for an indefinite duration.

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. the salary of EU staff members is subject to a tax raised by those institutions. Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

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](#).