



Mobility opportunity for contract staff ¹- PMO

Contract Agent FG II

Administrative Support Agent – Salaries

Type of contract: Contract Agent 3a

Job No.: 420840

Grade: FG II

Unit/Team: PMO.1.003

Working place: Brussels

Publication: from **08/08/2023** to **22/08/2023** until 18.00 hours Brussels time

We are:

PMO.1.003:

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).

PMO.1 is responsible for:

- determining and managing the individual financial rights of around 45 000 people when they first start working for an EU institution or body, and whenever a life or other event changes those rights;
- calculating and paying salaries and allowances for approximately 50 000 people per month;
- 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 110 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.

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

**We propose:**

We propose a Contract Agent FG II position as a **Administrative Support Agent – Salaries**

An agent's salary is comprised of their basic monthly salary plus any allowances (e.g. expatriation, household, child, education) that the agent is entitled to receive. Deductions are made for tax, pension and unemployment contributions (where relevant), health insurance contributions, and allowances received from other sources. Depending on the individual situation of the agent, certain other deductions may also be made directly from salaries (such as for childcare services used). Depending on the place of 2 employment of the agent being paid, the salary may also be subject to adjustments to differences in the cost of living between countries. In addition to changes in salary due to promotions, there is usually a cost of living and/or exchange rate adaptation that takes place once a year.

Working under the supervision of an official or a temporary agent, the Administrative Support Agent will:

- Manage a series of salaries/payslips (around 3 000 files).
- Carry out all necessary activities to ensure that agents are paid correctly and on time.
- Ensure that the relevant procedures are applied correctly (debt letters, pre information letters, transfers based on the article 17 of Annex VII of the Staff Regulations etc.).
- Contribute to maintaining business continuity in case of absences.
- Undertake controls on the payroll system, liaise with colleagues within the PMO, the Human Resources, the other agencies/institutions, and the clients.

The work is varied and involves the use of in-house IT systems. In 2024 a temporary task-force will be created in PMO to manage the end of service of Parliamentary Assistants. Successful candidates may be attached temporarily to this team offering them the possibility to discover a different angle of PMO activities.

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We look for:

We are looking for motivated colleagues with good numerical skills, who are client-oriented and able to maintain client confidentiality. The successful candidates will have the following additional following skills/qualities:

- prior experience (or an educational background) in the field of payroll, banking or finance;
- an eye for detail, and good analytical capability;
- excellent organisational skills;
- ability to work autonomously and propose pragmatic solutions;
- comfortable handling a significant (but not excessive) workload often to tight deadlines and with a workload peak each month;
- capacity and willingness to learn; it takes 6-12 months to become fully operational;
- flexibility and openness with regard to new requirements, procedures, technologies;

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.

The main working languages of the unit are French and English, given our close interaction with Member States. Good ability to communicate clearly and in a structured way both orally and in writing in both English and French is required.

Contacts:

Contact person: Corinne.PEZZOLI@ec.europa.eu (tel. +32 229-67130)

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.

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. 420840 – PMO.1.003
(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 420840 – 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](#).