



Assistant to the Director

Vacancy: COM/2023/584

Grade: AD 5

Where: PMO, Brussels

Publication: from 23/02/2023 to 08/03/2023 until 12.00 hours noon Brussels time

There is currently an open vacancy in the PMO Director's team. 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 PMO has nearly 600 staff members, working in three geographic locations (Brussels, Luxembourg and Ispra) rendering services to both active staff and pensioners. We manage the individual rights of over 42,000 agents from the Commission, the Council, the EEAS, the Court of Auditors, Ombudsman and EU agencies and pay almost 50,000 salaries and 30,000 pensions every month; we also reimburse close to 2.5 million medical claims per year for colleagues and family members from all Institutions and Agencies.

We propose

The function of Assistant to the PMO Director, which represents an exciting and interesting challenge for an aspiring colleague who wishes to use his/her experience and skills to support the Head of Service in leading the PMO into the future, by continuing its transformation into a financially and digitally modern organisation.

The selected candidate will assist the Head of Service with the management of the Office, consisting of 5 operational and 2 horizontal units for IT and Finance plus 4 small teams for

knowledge management, communication, law and HR directly working with the Head of Service.

This includes:

- The substantive organisation of bilateral meetings of the Head of Service with stakeholders, including preparation of agenda, coordination and quality check of briefings, as well as follow-up of related operational conclusions;
- Supporting the Head of Service with the daily management of the Office through ensuring follow-up and quality review of units' and teams' contributions;
- Helping the Head of Service in driving the implementation of the PMO's change process aimed at closer collaboration, improving internal working relations and practices, creating synergies and efficiencies based on modern IT solutions and further reinforcing the Office's customer orientation.

As an Assistant, you will be in a privileged position and have an important role to play in injecting a sense of innovation and simplification into the Office's operations with a view to improving service quality to our clients. In addition to PMO-internal relations, you will be exposed to managing relations with Cabinet, EC internal (DG HR, SG, DG BUDG) and external stakeholders (PMO client Institutions and Agencies, pensioners' associations and external contractors).

We look for

- a dynamic and committed colleague with the ability to identify and propose pragmatic and constructive solutions and support innovation and change within the Office.
- a colleague with an eye for detail yet also able to see the broader picture and connect the dots.
- someone with a capacity to deliver high-quality deliverables under continuous pressure.
- a colleague with excellent organisational skills with a talent for coordination and planning.
- someone with a high level of diplomacy, combined with strong negotiation and both oral and written communication skills. A good knowledge of administrative procedures, Staff and/or Financial Regulations would be an asset.

In PMO, we work in both French and English.

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.

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 (Croat), 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>).

Specific conditions - qualifications & professional experience

- (f) have at least a level of education corresponding to at least 4 years' completed university studies attested by a diploma, followed by a minimum of 6 years' professional experience in public administration, or
- (g) have at least a level of education corresponding to at least 3 years' completed university studies attested by a diploma, followed by a minimum of 7 years' professional experience in public administration.

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 AD, minimum grade AD 5**. 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.

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 file to:

Name surname: Laura.MANZANO-BAENA@ec.europa.eu

Please mention in the subject of your application the title of the job “Assistant to the Director”.

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](#).