



Mobility opportunity for contract staff ¹- PMO

Contract Agent FG II

ADMINISTRATIVE AGENT – TRANSFER IN OF PENSION RIGHTS

Type of contract: Contract Agent 3a

Job No.: 138723

Grade: FG II

Unit/Team: PMO.2.002

Working place: Brussels

Publication: from **14/08/2023** to **15/09/2023** until 18.00 hours Brussels time

We are:

PMO.2.002:

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.2 Pensions' Unit (with around 80 persons) consists of two sectors:

- The “Pensions” sector is responsible for fixing and paying out the pension rights (retirement, invalidity and survivor's pensions) of officials and other servants, the transitional allowance for Commissioners and Art. 50.
- The "Pension Transfers & unemployment allowances" sector, composed out of 3 sub-teams: one is responsible for the transfer IN of pension rights accumulated previously to the system of the European institutions; one is responsible for the transfer OUT of rights accumulated within the EU to national or private schemes and the payment of severance grant allowances and one team is in charge of the unemployment benefits for staff who end the contract with the European institutions.

In addition to the two sectors, there is an additional team attached to the Head of Unit, which is the family allowances team for the staff in post activity.

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 an Administrative Agent - Transfer IN of pension rights.

Within the sector « Pension Transfers & unemployment allowances» (PMO.2.002), in the Transfer-In team, we propose a position of file handler whose main tasks will be to:

- Handle requests of transfer of pension rights submitted by the agents in conformity with the rules laid down in Annex VIII of the Staff regulations and the General implementing provisions related to Article 11.2 and 3.
- Monitor files (calculations, proposals for recognition of annuities, drawing up accounting documents, requests for payments to the scheme) by applying the procedures laid down for transfers (compliance with deadlines, quality standards, etc.) for all agreements (Member States + international organisations). Prepare the decisions of the Appointing Authority.
- Liaise with national pension schemes, e.g.: transmission of requests, timely follow-up and reminders, requests for missing information/clarifications.
- Exchange all correspondence with clients and answer their requests. Ensure the overall consolidation of each client's file, in particular when more than one client pension funds are concerned.
- Switch swiftly between following IT systems: PABS, SYSPER, SAP Business Objects Infoview (Pension contributions), NAP, ABAC.
- Store and archive documents in the related files in the PABS IT system.

Above responsibilities shall be carried out in accordance with the Staff Regulations, respecting the deadlines set for carrying out these activities and the related quality standards.

Please note that, 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.

We look for:

We are looking for a highly motivated, well-organised, proactive, communicative and dynamic professional who has a customer mindset and who will contribute to offering the best possible service to our customers. Capable of working both as part of a team and independently, he/she will perform tasks and priorities according to service requirements and has the ability to listen to, analyse and solve problems.

Good mathematical thinking, analytical skills, information management (especially in complex files) and organizational skills are essential.

A good knowledge of statutory and financial matters, in particular in the field of the rights and obligations of officials and other servants, and a good knowledge of ethical standards should be present or acquired rapidly.

The candidate should have adequate knowledge of the pension rights of officials and other servants of the European Union, in particular Article 77 of the Staff Regulations and Annex VIII (or be ready to acquire it quickly).

An ability to work in FR and EN is essential; other Community languages would also be an asset in communicating with all rights holders.

Specific training in the field of Pension transfers is provided within the sector itself.

If you are interested in providing a good service to our customers, are good with numbers and well organized, do not hesitate to join our team and apply to this vacancy notice.

Please note that the PMO considers customer service to be very important. 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 a front office team.

Contacts:

Contact person:

VAN DEYCK Jurgen : Jurgen.VAN-DEYCK@ec.europa.eu

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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. FG 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. 138723 – PMO.2.002
(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 138723 – 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](#).