

**2021-BRU-R9-FGIII-018657****FG III – Budget Assistant****POSITION FOR:**

Member of the contract staff FGIII – art. 3b of the Conditions of Employment of Other Servants  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

**WE ARE:**

As the science and knowledge service of the Commission, the mission of DG Joint Research Centre (JRC) is to support EU policies with independent evidence throughout the whole policy cycle.

The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <https://ec.europa.eu/jrc/>

The current vacancy is within the Support Services Directorate R of DG JRC and namely in the Financial Services Unit.

The Support Services Directorate of DG JRC ensures the efficient and effective deployment of the financial and technical resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations. Its mission is also to make the JRC sites safe, secure and attractive working environments by providing efficient customer-driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour of their respective communities at large.

The Financial Services Unit's mission is to steer the implementation of modern, harmonised and streamlined financial business processes, systems and services across DG JRC and for the eProcurement programme at Commission level.

**WE PROPOSE:**

The unit currently has a vacancy for a Budget Assistant colleague, to support the management of JRC budget monitoring including staff, means and specific credits according to the regulations and JRC allocation plans and management decisions.

**WE LOOK FOR:**

We are looking for a motivated colleague with an experience of at least 2 years in the use of IT tools for the management of financial procedures as well as in the analysis and elaboration of big data. Experience in working with Excel is also required.

Knowledge of ABAC functions and DG BUDG established procedures will be considered as an advantage.

The retained colleague will be able to work autonomously still being part of a team, will like to propose initiatives and solutions and will have a client-oriented inclination.

**INDICATIVE CONTRACT'S DURATION:**

36 months initial contract with possible renewals up to maximum 6 years.

**PLACE OF WORK:**

Brussels (BE)

**ELIGIBILITY CRITERIA:**

Candidates for this contract agent post shall:

- (i) have passed a valid EPSO CAST selection procedure;

or

– (ii) be registered in the EPSO Permanent CAST [https://epso.europa.eu/documents/2240\\_en](https://epso.europa.eu/documents/2240_en)

With a valid application number to one of the above, you may then apply for this specific vacancy at JRC through: <http://recruitment.jrc.ec.europa.eu/?type=AX>.

**RECRUITMENT POLICY:**

The Joint Research Centre

- Cultivates a workplace based on respect for other people and the environment.
- Embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.