



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ECONOMIC AND FINANCIAL AFFAIRS
Policy coordination, economic forecasts and communication
Economic situation, forecasts, business and consumer surveys

Vacancy notice: Secretary with financial management skills.

We are

Unit ECFIN.A.3 is part of the Directorate-General for Economic and Financial Affairs – DG ECFIN - of the European Commission. It is in charge of the coordination of the Commission's economic forecasts, the monitoring and assessment of the macroeconomic situation, and managing the Joint Harmonised EU Programme of Business and Consumer Surveys (BCS). With its activities, the unit contributes to informing and facilitating economic policy decisions in the euro area and the European Union. The unit is composed of about 20 members.

We propose

We are offering an interesting job with a team of highly motivated and committed colleagues. The successful candidate will work in cooperation with another assistant to share the administrative workload of the unit and assist in the financial management of the BCS programme. We are looking for a colleague to mainly support the two financial assistants in the unit's contracting activities (grants and procurement contracts – verification of budgets and final payment requests, preparation of contracts/agreements). The successful candidate will furthermore be expected to assist with the general organisation of the unit's administrative tasks, including: the screening and management of incoming and outgoing communication (e-mails, letters, phone calls, functional mailboxes); the monitoring of deadlines; calendar planning; organisation of meetings; the occasional missions of staff; as well as administrative support in the performance of human resource management functions. The candidate may also be asked to assist in the production and dissemination of the unit's regular publications (quarterly forecasts, monthly BCS press releases, quarterly "European Business Cycle Indicators") and to manage the unit's input to the ECFIN intranet. The successful candidate would be offered a Temporary Agent contract for a SC post in Brussels.

We look for

This is an ideal post for a person with excellent organisation and planning skills who enjoys working in a team of committed staff members and who is keen to develop his/her skills further. We are looking for a team player who is ready to participate fully in the life of the unit, to follow the history and context of files and to take pro-active measures where necessary to ensure the punctual and smooth operation of administrative and financial matters. The candidate would be expected to have good computer skills (Excel, Word, and Outlook). Editing skills of large documents as well as knowledge of PowerPoint, SharePoint and video-conferencing would be an asset. The successful candidate will be expected to become familiar with the software applications used for document handling and classification, financial and administrative support in the Commission (i.e. Ares, ABAC, EP-Kit, MiPs, Sysper, CIRCA site, etc). The main working language of the unit is English. A good working knowledge of other languages, especially French, would be an asset.

Contact persons: Please send your motivation letter and CV to:

Laura BARDONE (laura.bardone@ec.europa.eu) & Christian GAYER (christian.gayer@ec.europa.eu)

Deadline: 25 February 2022

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