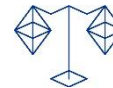




EUROPEAN
PUBLIC
PROSECUTOR'S
OFFICE



11 Av. John F. Kennedy
L-1855 Luxembourg
Luxembourg

Vacancy Notice
For establishing a reserve list

IT Finance and Contract Management Specialist

Job title:	IT Finance and Contract Management Specialist
Reference number:	EPPO-2025-FGIV-003
Type of contract:	Contract staff - Full-time
Function group & grade for external selection:	FG IV
Function group & grade for internal selection:	FG IV
Function group and grade bracket for inter-agency selection:	FG IV
Salary:	Minimum basic monthly salary € 4.270,49 (at grade 13) and benefits; see further information below
Place of work:	LUXEMBOURG, teleworking modalities available
Closing date:	05 May 2025 ¹ 23:59 (CET)

¹ Published on 08 April 2025

The [European Public Prosecutor's Office \(EPPO\)](#), the independent public prosecution office of the European Union, is seeking applications for the position of IT Finance and Contract Management Specialist.

The EPPO is a new and fast-growing EU body responsible for investigating, prosecuting and bringing to judgment crimes against the financial interests of the EU. If you are interested in being part of a dynamic multicultural organisation, check out [our website](#) where you will find more information about career opportunities at the EPPO, and living and working in Luxembourg.

1. THE ROLE

As a member of **Digital Strategic Alignment team** within the **Digital Services Unit**, you will play a key role in consolidating and enhancing the existing IT Finance and Contract Management processes.

The EPPO Digital Environment

The EPPO's Digital environment is composed of two main domains: Operational and Administrative.

- From an operational perspective, the Case Management Ecosystem is the core business system of the EPPO, allowing European Prosecutors and EPPO case analysts to perform all the casework and analysis related functions, at every stage of the case lifecycle, from initiation to investigation, prosecution and closure.
- From an administrative perspective, there are all the supporting digital services (and their underlying infrastructure and systems), used daily by all EPPO staff.

About the Digital Strategic Alignment (DSA) team

DSA team ensures proper compliance, centralised finance and contract management and alignment of digital initiatives with EPPO's strategic goals.

The DSA team operates across two key domains:

- 1. Policy, Compliance, Finance and Contract Management:** drives the development of digital policies, ensures compliance with internal and external regulations, and manages financial oversight. It centralises IT procurement within the Digital Services Unit to reinforce governance and optimise contract management.
- 2. Portfolio and Change Management:** ensures alignment of digital initiatives with EPPO's strategic goals through structured portfolio management. It facilitates programme

harmonisation via regular coordination, supports change adoption, and monitors performance using defined metrics.

2. YOUR TASKS AND RESPONSIBILITIES

Reporting to the team leader of DSA team, you will support the Digital Service Unit in one or more of the following areas related to contract management, finance and procurement, through the technical knowledge and solid experience in the field.

In particular, you will be asked to perform the following tasks:

IT procurement and contract management:

- Supporting the preparation of IT procurement-related documents (e.g., contracts) in accordance with the EU financial regulation;
- Supporting the initiation, coordination and management of calls for tenders;
- Preparing order forms and specific contracts in accordance with the terms and conditions of the ongoing Framework Contracts and their amendments;
- Providing assistance in the preparation of audit files for the Internal Audit Service, European Court of Auditors and ex-post audits;
- Contributing to the continual improvement of procurement and contract implementation practices at EPPO;
- Maintaining a database of all active contracts, including key milestones, renewal dates, and financial terms;
- Liaising with external stakeholders where necessary.

IT budget and finance:

- Initiating financial transactions in the financial system;
- Developing a financial tracking system for IT expenditures and aligning it with the unit's budgetary processes;
- Providing assistance for the opening and closing of the financial year;
- Providing support to management for budget planning and reporting;
- Contributing to the EPPO's reporting and preparing replies to queries from the hierarchy and other services within the EPPO;
- Assisting with the development of policies, procedures and the elaboration of templates and other standard documents;
- Identifying opportunities for cost savings and proposing strategies to maximise financial efficiency without compromising quality;
- Providing assistance in the preparation of audit files for the Internal Audit Service, European Court of Auditors and ex-post audits;
- Contributing to the definition of internal control measures specifically related to budget.

You will be required to carry out any other tasks requested by line management in the interest of the service, including providing administrative support, where required and acting as a back-up for other staff members.

3. BASIC ELIGIBILITY REQUIREMENTS

To be considered eligible, you must satisfy each of the following basic eligibility requirements by the application's closing date:

GENERAL/COMMON REQUIREMENTS²

1. be a national of one of the Member States of the Union and enjoy full rights as a citizen;
2. have fulfilled any obligations imposed by the laws concerning military service;
3. produce the appropriate character references as to the suitability for the performance of your duties³;
4. be physically fit to perform your duties⁴; and
5. produce evidence of a thorough knowledge of one of the official languages of the EU⁵ and of a satisfactory knowledge of another official language of the EU, to the extent necessary for the performance of your duties.

EXTERNAL APPLICANTS

- A level of education which corresponds to completed university studies of at least three years attested by a diploma.

INTERNAL APPLICANTS

For FGIV

- You are contract staff 3(a), on the closing date for applications and on the day of filling the post, is engaged within the EPPO in the function group IV;
- You have served for at least three years as contract staff within the EPPO.

² Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS

³ If successful, you will be asked to provide, prior to recruitment, a formal certificate confirming the absence of any criminal record from pertinent authorities.

⁴ Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centres to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

⁵ The official languages of the European Union: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish.

For FGIII

- You have passed at EPPO a general selection procedure of FGIV;
- You have served as contract staff at the EPPO without interruption between contracts for more than two years;
- You have been reclassified in the next grade in the same function group in accordance with Article 87 (3) of the CEOS;
- You have a level of education which corresponds to a completed university studies of at least three years attested by a diploma.

INTER-AGENCY APPLICANTS

For FGIV

- You are contract staff 3(a) or 3(b), on the closing date for applications and on the day of filling the post, are engaged within the current agency or institution in the function group IV;
- You have served for at least three years as contract staff within the current agency or institution;
- You have the qualifications, skills and experience required.

For FGIII

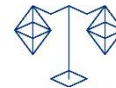
- You have passed at EPPO a general selection procedure of FGIV;
- You have served as contract staff 3(a) at the current agency or institution without interruption between contracts for more than two years;
- You have been reclassified in the next grade in the same function group in accordance with Article 87 (3) of the CEOS;
- You have a level of education which corresponds to a completed university studies of at least three years attested by a diploma.

4. SELECTION CRITERIA

The following experience and competencies will be assessed throughout the different phases of the selection procedure.

Please note:

All essential criteria are mandatory, meaning that no application will be assessed further if a candidate does not fulfil all of the essential criteria. You must provide specific examples of how you meet both the essential and advantageous requirements in the application form.



- **Essential:**

- a) Previous experience performing tasks described in Section 2 ("Your Tasks and Responsibilities") above;
- b) At least 3 (three) years of professional experience in the area of finance and/or contract management and procurement;
- c) Previous experience in IT/Digital transformation areas;
- d) Excellent knowledge of English, both written and spoken, at least at level C1⁶; English, being the working language of the EPPO, will be used during the selection process.

- **Advantageous:**

- a) Very good digital skills and proficient knowledge of Microsoft Office applications, including MS SharePoint (*please describe the tools with which you have experience, providing concrete examples to substantiate your level of proficiency in the use of each tool*);
- b) In-depth, practical experience with EU financial rules, processes and applications (e.g., ARES);
- c) Experience in the area of EU public procurement processes.

- **Interpersonal skills:**

- a) Excellent planning and organisational skills: strong ability to take action and deliver results, organise and prioritise, focusing on results, on accuracy and attention to details even under pressure;
- b) Proven ability to work independently and effectively and to collaborate constructively with others within and across teams as well as in an international/multicultural environment;
- c) Excellent numerical, analytical and problem-solving skills;
- d) Service orientation with a high level of confidentiality and discretion;
- e) Ability to evaluate and understand complex information, think creatively and propose proactive solutions;
- f) Excellent communications skills, including the ability to produce clear and concise memos, providing technical explanations and present recommendations and status reports;

⁶ Cf. Language levels of the Common European Framework of reference:
<https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

5. YOUR SALARY AND BENEFITS

For external selection

Successful candidate(s) may be offered a contract as a contract agent of the type 3(a) in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS) for an initial period of three (3) years, which may be renewed.

Successful candidate(s) who will be offered a contract of employment will, on their entry into service, be placed in grade 13, 14 or 16 of function group IV depending on the length of the professional experience. The basic monthly salary for Function Group FG, Grade 13 is currently € 4.270,49 (Step 1).

For internal and inter-agency selection

Successful candidate(s) may be offered a contract of the type 3(a) in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS) which ensures continuation of the candidate's employment and career. The contract shall be concluded without interruption of the contract concluded with the agency or institution of origin within the same grade, seniority and step as the preceding contract.

For the engagement of contract staff 3(b) from a Union agency or Institution, the Authority Authorised to Conclude Contracts of employment ('Administrative Director') shall conclude a 3(a) contract and apply Article 2 of Annex III of the decision No 086/2021 of the College of the European Public Prosecutor's Office of 8 September 2021.

Where a contract staff is engaged in the next function group, the Authority Authorised to Conclude Contracts of employment ('Administrative Director') shall conclude a new contract of contract staff 3(a) and shall apply the provisions of Article 3(2), (3) and 4(a) of Annex III of the Decision No 086/2021 of the College of the European Public Prosecutor's Office of 8 September 2021.

The estimated starting date is **1 October 2025**.

In addition to the basic salary, the following benefits might apply:

- Additional specific allowances (e.g. expatriation, household, dependent child, installation), depending on the individual's family situation and the place of origin;
- Flexible work arrangements – hybrid work regime, such as flexible working hours, teleworking;
- Part-time work regime;
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service;
- Opportunities for management career development in the EU Public Service.

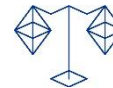
The salary is subject to a Community tax deducted at source and staff members are exempt from national taxation.

The [details](#) of the whole remuneration package are provided in Articles 62-70 and Annex VII Annex VII to the Staff Regulations of Officials of the European Union.

6. HOW TO APPLY

- 1. Download and fill in the EPPO Application form** – it can be found on our website: <https://www.eppo.europa.eu/how-to-apply>
- 2. Save your completed form as follows:**
SURNAME_Name_Reference number *(Please indicate the type of selection you apply: external, internal and inter-agency)*
- 3. Send the completed EPPO Application form, in PDF format, to our Selection and Recruitment team** eu-eppo-recruitment@ec.europa.eu by **05 May 2025, 23:59 (CET)**.
- 4. In the email subject line, please mention the reference of this vacancy, followed by your surname** (Subject: Reference number_SURNAME)

Please note that the reserve list will be valid until **31/12/2026**, and might be extended.



Annex to the Vacancy Notice

1. Application procedure

Please refer to the job description under “Your tasks and responsibilities” for detailed application instructions.

- **Eligibility:** Candidates are required to carefully check, in advance of submitting an application, whether they meet all the eligibility criteria depending on the type of selection: external, internal or inter-agency – particularly concerning the required types of diplomas and professional experience, their linguistic abilities as well as type and grade of contract.
- **Security clearance:** The candidate must either be a holder of a valid security clearance up to the level of “SECRET UE/EU SECRET” or be willing to undergo the national security vetting procedure (in order to be allowed to perform the job).
- **Language:** English is the working language for operational and administrative activities of the EPPO, as established in the Decision 002/2020 of the College of the EPPO of 30 September 2020 on Internal Language Arrangements.

All applications must be in English. The interview will be held in English and other required language, if applicable.

- **Application form:** Applications not sent using the EPPO application form will be disqualified and treated as non-eligible, as will incomplete and/or not readable applications and not sent in PDF format.
- **Professional experience** (FOR EXTERNAL SELECTION):

ANY GIVEN PERIOD MAY BE COUNTED ONLY ONCE (in order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience, e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period).

Part-time work experience will be counted in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment.

Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated above shall be taken into consideration as professional experience if official documentation is provided.



Free-lance or self-employed applicants must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of the relevant professional experience.

- **Education (FOR EXTERNAL SELECTION):**

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the EU Member States will be taken into consideration.

PhDs may be counted as professional experience only if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years, provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

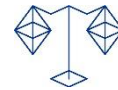
- **Supporting documents:** e.g. certified copies of degrees/diplomas, references, proof of experience, etc. should not be sent at this stage, but must be submitted at a later stage of the procedure upon request of the EPPO.
- **Application deadline:** The EPPO will disregard any application sent after the deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The EPPO cannot be held responsible for any delay due to such difficulties.

Please note: Due to the high number of applications received in each selection procedure, only candidates shortlisted for interview will be contacted. All candidates will be informed when a procedure is closed.

2. Selection procedure

1. **Assessment of application:** The applications are assessed by a Selection Board against the related eligibility requirements and the selection criteria.
2. **Job interviews and written tests:** The most suitable candidates, up to maximum number of 20 (twenty), are invited for an interview with the Selection Board and for a written test who best correspond to the profile sought and on condition that they have achieved a score of at least 60% during the evaluation of applications. They may be invited to an assessment centre, as well, if applicable.

The EPPO is committed to providing access to all persons with disabilities and will



provide necessary and reasonable accommodations to enable everyone to participate in its selection processes. If you require specific equipment or support, please let us know via email at EU-EPPO-RECRUITMENT@ec.europa.eu.

3. **Reserve list:** The Selection Board proposes, to the Administrative Director, a list of adequately skilled candidates to be included on a reserve list (talent pool) who most correspond to the profile sought and who receive at least 60% of the maximum points of the combined interview and written test.

Candidates placed on the reserve list may be considered for a position within either the EPPO or, after eventual agreement by the EPPO, one of the EU Agency.

4. **Second job interview:** In line with the applicable rules, candidates on the reserve list may be invited for a second interview with the Administrative Director.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS), **the appointed candidate is required to make a declaration of interests** before the recruitment.

The EPPO Appointing Authority will examine whether the successful candidate has any personal interest which may impair their independence or any other conflict of interest in relation to the position offered, and will adopt appropriate measures accordingly.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to make the best possible match between the profile of the candidate and the requirements of the job.

Under no circumstances should candidates contact the Selection Board, directly or indirectly, concerning this selection procedure. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

3. Equal opportunities

The EPPO applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as sex, 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.

4. Privacy Notice

The EPPO processes the personal data submitted by the applicants as part of the application form,

in any submitted supporting document at any stage in the selection and recruitment process, and communication related thereto. The purpose of this processing operation is to assess the suitability of candidates for a position at the EPPO and to administer the documentation related to the selection and/or recruitment. This includes also the processing of the submitted data for related administrative aspects, such as e.g. financial reimbursements, calculation of entitlements, etc.

During this processing, the personal data will be made available to selected staff working in Human Resources, Finance & Procurement, and in case of appeals or complaints, the Legal Service. Further, it will be made accessible to the members of the Selection Board, the Appointing Authority and respective supporting staff. Lastly, it may also be shared with other parties in the context and purpose of audits, inspections and internal investigations, be they internal or by supervisory authorities.

The personal data collected for this purpose will be stored for no longer than three (3) years following the financial discharge for the year in which the recruitment was finalised, in order to comply with audit obligations, unless ongoing legal proceedings, investigations or audits require their continued storage. Where the process led to employment of a candidate, some of the documentation and personal data contained therein will be carried over into the personnel file and subject to the regime applicable thereto.

The processing is necessary to select and recruit candidates suitable to cover the vacancies of the EPPO and to therefore enable it to perform its tasks. The legal basis being implemented and binding on the EPPO's selection and recruitment process are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union and their implementing rules. The applicable legal framework for data protection purposes for this processing of administrative personal data is Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 ([OJ L 295 of 21.11.2018](#)).

The applicant has the right at any time to request access to, rectification, restriction or erasure of their personal data. To exercise these rights, request assistance in their exercise or questions thereto, or file a complaint, they may contact the data controller, or the Data Protection Officer of the EPPO. They also have the right to address themselves to the European Data Protection Supervisor to lodge a complaint.

The controller is the EPPO, and for this process coordinated by the Head of Human Resources, can be contacted by email at EU-EPPO-RECRUITMENT@ec.europa.eu.

The Data Protection Officer can be reached at EPPO-DPO@eppo.europa.eu.

The European Data Protection Supervisor can be contacted at edps@edps.europa.eu.

5. Appeals

Candidates, who consider that their interests have been prejudiced by any decision related to the selection procedure, may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union within the time limit provided for, at the following address:

European Public Prosecutor's Office (EPPO)
For the attention of the Acting Administrative Director, Ms Kristel SIITAM-NYIRI
EPPO-2025-FGIV-003 - IT Finance and Contract Management Specialist
11, Avenue John F. Kennedy
1855 Luxembourg
Luxembourg

Email: EU-EPPO-RECRUITMENT@ec.europa.eu

The complaint must be lodged within three (3) months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting them.