



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

REA.D - Coordination and Corporate Services
D.2 - People and Workplace

CALL FOR EXPRESSION OF INTEREST CONTRACT AGENTS 3(a) – FGIII “ADMINISTRATIVE-FINANCIAL OFFICER” REA/III/2026/6

I. INTRODUCTION

The purpose of this call for expression of interest is to draw up a reserve list of **30 Contract Agents in Function Group III** to fill in vacant positions in the European Research Executive Agency (REA) with place of employment Brussels, Belgium.

The [European Research Executive Agency](#) (REA), established by the European Commission in 2007, is the largest of the EU’s six [Executive Agencies](#). It employs over 1000 staff from 26 nationalities.

REA manages key components of Horizon Europe, the EU’s flagship research and innovation (R&I) programme, including:

- “Marie Skłodowska-Curie Actions” and “Research Infrastructures” under Pillar I – Excellent Science;
- Cluster 2 “Culture, Creativity and Inclusive Society”, Cluster 3 “Civil Security for Society” and Cluster 6 “Food, Bioeconomy, Natural Resources, Agriculture and Environment” under Pillar II – Global Challenges and European Industrial Competitiveness;
- the specific objectives “Widening Participation and Spreading Excellence” (and “Reforming and Enhancing the European R&I System”);
- the research programme of the Research Fund for Coal and Steel, and the Promotion of Agricultural Products programme.

Moreover, REA provides administrative services to other Commission services and agencies (participant validation and expert management).

With a budget of over €22.7 billion (2021–2027), REA funds groundbreaking R&I projects that drive new industries, markets, and social innovations. Researchers supported by our Agency have repeatedly won acclaimed awards, including [21 Nobel Prizes](#).

The Agency works very closely with the services of the European Commission, in particular with DG RTD as REA’s lead parent DG. The agency is supervised by a Steering Committee composed of representatives of the parent DGs (RTD, EAC, AGRI, HOME, CNECT, ENV, EMPL).

II. PROFILE AND DUTIES

The successful candidates will work as **Administrative-Financial Officer**. The level of responsibilities is set in accordance with the Function Group III.

As part of a team and under the supervision of a Head of Sector, the successful candidates will contribute to the following main functions and duties:

- ***Financial Implementation, Controls and Process Support***
Financial monitoring of grants and contracts from their preparation until completion including:
 - Ensure that the budget allocated to the activities is properly planned and its implementation is monitored.
 - Assist in the assessment of the financial aspects before a grant/contract is signed.
 - Assess and provide advice on the financial capacity of applicants for EU funding.
 - Provide reasonable assurance that claimed costs/invoices comply with contractual requirements.
 - Ensure timely processing of the payments.
 - Provide advice and support to the project officer for financial aspects related to the management of grants and contracts.
 - Assist in the collection of information required for financial and technical audits.
 - Implement audit findings and assist in the analysis of financial aspects of audit reports.
 - Ensure that financial transactions are correct, properly documented, and compliant with the applicable rules and procedures.
- ***Reporting and data management:***
 - Extract and provide financial and contractual information, data or statistics from the IT systems.
 - Participate in financial and accounting quality checks.
- ***Procedures, guidance and simplification:***
 - Contribute to the development, monitoring and update of internal procedures
 - Ensure the consistent application of procedures for accessing and processing information and documents.
 - Support the unit/service in planning activities and respecting priorities.

III. ELIGIBILITY CRITERIA

To be eligible, candidates must comply with general and specific conditions described under the points A and B below.

Only complete and correctly filled in applications registered before the deadline will be considered.

A. General Conditions

The closing date for applications for this call for expression of interest is **09/06/2026 (midday, CET)**. At this date and at the date of signature of a possible resulting employment contract, candidates must¹:

- Be nationals of one of the Member States of the European Union;
- Enjoy full rights as citizens;
- Have fulfilled any obligations imposed on them by the laws concerning military service;
- Produce the appropriate character references as to their suitability for the performance of their duties;
- Be physically fit to perform their duties;
- Produce evidence of a thorough knowledge of one of the languages of the European Union (at minimum [C1 level](#)) and a satisfactory knowledge of another language of the European Union (at minimum [B2 level](#))² to the extent necessary for the performance of their duties.

B. Specific Conditions

On the closing date of this call for expression of interest, candidates must comply with the following:

1. Education and professional experience

- Have a post-secondary education attested by a diploma³,

or

- Have a secondary education attested by a diploma giving access to post-secondary education and relevant professional experience of three (3) years⁴.

2. European Personnel Selection Office (EPSO) Contract Agents Selection Tests (CAST)⁵

- Have successfully passed EPSO reasoning tests for Contract Agents in a valid⁶ EPSO CAST Function Group III (FGIII);

or

- Have completed and validated the EPSO CAST online application form in Function Group III (FGIII)⁽⁷⁾, in view of subsequent EPSO Contract Agents Selection Tests

¹ Article 82(2) and (3) of ‘Conditions of engagement’ of the Staff Regulations of officials and the Conditions of Employment of other servants of the European Union.

² Please note that the minimum levels required above must apply to each linguistic ability.

These abilities reflect those of the Common European Framework of Reference for Languages: [Europass L.P.](#)

³ 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, candidates will be requested to provide the documents that corroborate their eligibility and the information in their application form (diplomas, certificates and other supporting documents). Examples of possible qualifications per Member State and the United Kingdom and per grade are available on the [EPSO website](#).

⁴ Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

⁵ The registration to the EPSO CAST is a compulsory step in the selection and recruitment procedure of contract agents. For additional information, please consult the [EPSO CAST Permanent page](#).

⁶ “Valid” means that the EPSO CAST in the list <https://epso.europa.eu/en/successful-candidates/contract-agents-selections-lists> is not closed and that your EPSO CAST application is not outdated.

⁷ Candidates whose EPSO CAST profile is blocked due to failed tests during the pre-selection process of this call for expression of interest and therefore cannot be invited by REA to EPSO to undergo the EPSO CAST testing, will be considered as not eligible regardless of the relevance of their CV.

(CAST) (see section VII Selection Procedure below). The application must be updated at least once every 6 months by renewing interest on the EPSO portal.

IV. SELECTION CRITERIA

Eligible applications will be assessed by the Selection Committee appointed by the REA Director against the criteria set out below. On the closing date for applications, candidates must meet the following criteria:

A. Essential qualifications and experience relevant to the profile and duties

Candidates must have:

- a minimum of 2 years of cumulative professional experience in one or more duties and functions of Administrative and Financial Officer as listed under section II “Profile and Duties”;
- qualifications or professional training in Economics, Finance, Accounting or related fields of at least 1 year;
- in addition, they must have a satisfactory knowledge of English (minimum [B2 level](#)) ⁽⁸⁾.

B. Advantageous qualifications and experience relevant to the profile and duties

- Professional experience of at least 1 year in the following fields:
 - National/international/EU funding programmes (grant management: project lifecycle and respective administrative and financial procedures, guidelines and processes).
 - Acting as financial agent to ensure that the relevant financial transactions are financially and procedurally correct, in conformity with the regulations, including documentation, data and figures.

The selection criteria under points A and B will be assessed by the Selection Committee throughout the entire selection procedure.

C. Job-related competencies

- Analytical and technical skills;
- Planning and organisation skills;
- Service-oriented and solution-oriented approach;
- Communication skills;
- Proactivity, ability to deliver results and attention to detail.

Some of these competencies will be assessed during the interview.

V. APPLICATION PROCEDURE

For applications to be valid, candidates must correctly fill in the eligibility declaration on the [e-Recruitment portal](#) and must submit all the following documents before the closing date of

⁸ Please note that the minimum levels required above must apply to each linguistic ability. These abilities reflect those of the Common European Framework of Reference for Languages: [Europass LP](#).

submission of the applications:

- A detailed curriculum vitae, in EU CV format⁹, clearly indicating the type of work experience that is related to the profile and duties section (Section II)¹⁰;
- The online application form correctly filled in.

The file name must start with the surname of the candidate (e.g.SURNAME_CV).

Candidates who fail to provide all requested documents filled in as specified above by the closing date for applications may be excluded from the selection procedure.

Applications must be submitted only through the [e-Recruitment portal](#) via the link published on the website [Jobs at REA \(europa.eu\)](#). Candidates are kindly requested to apply in English¹¹.

The information on the selection procedure and its progress can be found on the [REA website](#).

For any communication related to this selection procedure, candidates should contact only REA-III-2026-6-AFO@ec.europa.eu indicating in the subject of the email the reference of the call for expression of interest REA/III/2026/6 – Administrative - Financial Officer.

The closing date for the submission of the applications is 09/06/2026 (midday, CET).

VI. SELECTION PROCEDURE

1. Eligibility check

The REA Talent Selection team will, under the supervision of the Selection Committee, check the eligibility of the candidates based on the information provided in the eligibility declaration (part of the online application).

2. Screening of applications by the Selection Committee

The Selection Committee will evaluate applications against the “Profile and Duties” and “Selection criteria” (Section II and Section IV, A and B), based on the information provided in the candidates’ application file (part of the online application).

Candidates that best match the criteria and that obtained the highest scores at the screening of applications will be invited to the next phase.

The screening phase is eliminatory. The scores obtained during the screening phase will not count towards the final score at the interview stage.

3. Invitation to EPSO computer-based tests (CAST tests)

In the framework of the Executive Agencies’ selection procedures for Contract Agents, all candidates must comply with the EPSO CAST registration modalities:

⁹ EU CV format is available on: [Create your Europass CV|Europass](#)

¹⁰ Preferably in .pdf.

¹¹ See section VII.

- Successful candidates at the screening phase, having applied to a function group III profile of the [EPSO CAST Permanent](#), will be invited by EPSO to sit a series of computer-based multiple-choice question (MCQ) tests during the testing window corresponding to the timing of the present call for expression of interest. Only successful candidates to the FGIII EPSO CAST tests will be admitted to the interview stage.
- Successful candidates at the screening phase that already have a valid FGIII EPSO CAST profile will be directly invited to the interview stage.

4. **Interview**

A maximum number of **90** candidates having obtained the highest score at the screening phase and having successfully passed the FGIII EPSO CAST tests will be invited to the interview¹².

The interview will assess the suitability of candidates to perform the duties described under Section II “Profile and Duties” and Section IV (A, B and C) “Selection Criteria” of this call for expression of interest, their specific knowledge related to the post, as well as their potential to progress in the function to be filled, for increased responsibility and future performances in mid-term, their motivation to evolve through development opportunities and their language skills.

In view of the nature of the duties and the particular field of this selection procedure, the language that will be used for the interview will be English as vehicular language for the performance of the duties of Financial Officer in REA. In addition, English is generally considered lingua franca of the scientific community, which is the REA’s primary stakeholder. A satisfactory command of English is therefore essential.

5. **Reserve list**

The Selection Committee will propose to the Authority Empowered to Conclude Contracts of REA (Director of REA) a reserve list of maximum **30 candidates** who obtained the highest scores at the interview¹³.

The reserve list approved by the Director of REA will be valid for one year and will be made available to Departments and Units of the Agency, according to business needs. The Director of REA may decide to extend the validity of the list. Successful candidates will be listed alphabetically.

Inclusion of candidates on the reserve list does not guarantee recruitment. Recruitment will be based on the availability of posts and budget and on the suitability of candidates for such posts. A second interview may be organised before an offer of employment is issued.

Disqualification from the selection procedure:

Candidates may be disqualified at any stage of the selection procedure if it is established that they:

- Fail to provide a valid application file within the deadline for applications;

¹² Where a number of candidates tie for the last available place, they will all be invited to the interview.

¹³ Where a number of candidates tie for the last available place, they will all be admitted to the reserve list.

- Do not meet all the eligibility criteria;
- Make false declarations or declarations unsupported by the appropriate documents;
- Fail to book or sit their EPSO CAST tests;
- Cheat during the interview;
- Attempt to contact a member of the Selection Committee in an unauthorised manner;
- Fail to inform the REA HR of a possible conflict of interest with a Selection Committee member.

VII. EQUAL OPPORTUNITIES

REA applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Furthermore, REA offers an inclusive working environment founded on diversity and equal opportunities in which everyone feels valued and can live up to their full potential.

The implementation of these principles is fostered through internal integration actions that value colleagues' diverse backgrounds.

VIII. CONDITIONS OF EMPLOYMENT

The successful candidates may be offered a Contract Agent contract grade FGIII, pursuant to Article 3(a) of the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#) and according to the [general provisions 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 3a and 3b](#) which have been adopted by analogy by REA.

The initial duration of the contract will be for one year and may be renewed for one additional year. If the contract is further renewed, it shall be concluded for an indefinite period, subject to any limitations on the Executive Agency's lifetime. Contract Agents 3(a) must serve a probationary period of nine months.

The monthly salary for a Contract Agents 3(a) grade FGIII consists of a **basic salary of EUR 3.475,62 (if classified in step 1)**.

The basic salary is supplemented, as applicable, with possible various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance. The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#). The salaries of contract staff 3(a) are subject to a European Union tax deducted at source.

Contract Agents 3(a) are exempted from national tax on salary and are members of the European Union social security and pension schemes.

The place of employment will be Brussels where the Agency has its activities.

For further information on working conditions of contract staff, see the Agencies' websites or the website of the European Personnel Selection Office ([EPSO](#)).

IX. REQUEST FOR REVIEW

Where a candidate is excluded from the next stage of the selection procedure, they can request a review of the decision taken by the Selection Committee if they consider that there has been a material error or a breach of the rules of the selection. This request for review must be submitted within 10 calendar days of the date on which the contested decision was communicated.

In the request, the candidate must provide the information necessary to identify the nature of the alleged error and the reasons why s/he believes that a review is necessary. Requests received after the deadline, or which are not clear enough to identify the alleged error will not be taken into account.

Requests for review must be sent to REA-III-2026-6-AFO@ec.europa.eu

X. APPEAL PROCEDURES

Complaint on the basis of Article 90(2) of the Staff Regulations of Officials of the European Union (SR).

Candidates may submit a complaint on the basis of Article 90(2) of the Staff Regulations of Officials of the European Union, which is to be sent as a single copy using one of the following methods:

By email to: REA-III-2026-6-AFO@ec.europa.eu

Or

By post to:

REA Director

Reference of the selection procedure: **REA/III/2026/6 – ADMINISTRATIVE AND FINANCIAL OFFICER**

SB34 – 08/P198
Boulevard Simon Bolivar 34
1049 Brussels
Belgium

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complainant.

- **Judicial Appeal**

Candidates may submit a judicial appeal on the basis of Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details on how to submit a judicial appeal and how to determine the deadlines, candidates may consult the website of the [General Court](#).

- **Complaint to the European Ombudsman**

Candidates, like any citizen of the Union, may lodge a complaint to the European Ombudsman.

Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see above).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.

For arrangements for complaints to the Ombudsman, candidates may consult the website of the [European Ombudsman](#).

XI. DATA PROTECTION

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible selection and recruitment at REA. The personal information requested from candidates will be processed in line with Regulation (EC) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. In this regard, candidates should refer to the Data Protection Notices of the REA which are available on the [public central register of records](#) and explain how the REA processes personal data in relation to selections and recruitment.

REA draws to the candidates' attention that upon the decision of REA Director and depending on the business needs, the resulting reserve list of successful candidates may, at a later stage, be made available to other executive agencies that could be interested in their profile and may therefore contact them. This would involve the processing of the candidates' data (name, last name and CV).

Please note that candidates can object to this processing by sending an email to:

REA-TALENT-SELECTIONS@ec.europa.eu