

Vacancy Notice for establishing a reserve list

Senior Facilities Officer

Reference EPPO-2026-AD-002 | **Location** Luxembourg | **Full-time** | **Contract Type** Temporary Agent type 2(f)
Duration of contract 3 years, with the possibility of renewal for an indefinite period
Function group & Grade AD 6 | **Selection** External, Internal & Inter-Agency
Minimum basic salary EUR 6.961,29 (plus benefits and other applicable allowances)
Deadline for applications 20 April 2026, 23:59 CEST (Luxembourg time)

The [European Public Prosecutor's Office \(EPPO\)](#), the independent public prosecution office of the European Union, is seeking applications for the position of **Senior Facilities Officer**. The EPPO is a new and rapidly 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 **Senior Facilities Officer**, reporting to the Head of the Corporate Services Sector, you will contribute to the effective management of the EPPO's facilities services.

2. TASKS & RESPONSIBILITIES

- Coordinating the delivery of Facilities services (e.g. building maintenance, mail services, moving services, cleaning and waste management, catering and transport services).
- Planning and coordinating building refurbishment projects.
- Planning and optimising the use of space and resources across EPPO premises in line with organisational needs and business objectives.
- Responding to facilities-related requests, incidents and emergencies, ensuring appropriate follow-up.
- Managing contracts, including service delivery performance monitoring and supervision of the work of contractors and identifying improvements.
- Budget planning, management and monitoring to ensure efficient use of resources.
- Preparing and managing documentation for the procurement of facilities services.
- Drafting and reviewing facilities policies and procedures aimed at improving workplace conditions.

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 REQUIREMENTS¹

- Be a national of one of the Member States of the Union and enjoy full rights as its citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- produce the appropriate character references as to the suitability for the performance of your duties²;
- be physically fit to perform your duties³;
- produce evidence of a thorough knowledge (C1 level⁴) of one of the official languages of the EU⁵ and of a satisfactory knowledge (B2 level) 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 attested by a diploma, when the normal period of university education is **3 (three) years** or more, and, after having obtained the diploma, at least **3 (three) years** of appropriate professional experience.

INTERNAL APPLICANTS

- You are temporary staff 2(f) who, on the closing date for applications and on the day of appointment, is engaged within the EPPO in the function group and grade belonging to the grade indicated above (AD 6);
- be employed in a full-time job⁶;
- have completed the probationary period successfully.

INTER-AGENCY APPLICANTS

- On the closing date for applications and on the day of filling the vacant post, be employed as temporary staff 2(f) within your agency or institution in a function group and grade corresponding to the published function group and grade (AD 6);
- have at least 2 (two) years' service within your current agency or institution before moving⁷;
- have successfully completed the probationary period provided for in the Article 14 of the CEOS, in the relevant function group.

¹ Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

² If successful, prior to recruitment, the successful candidate will be asked to provide a formal certificate confirming the absence of any criminal record from pertinent authorities.

³ 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.

⁴ Cf. Language levels of the Common European Framework of Reference for language skills:
<https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>.

⁵ Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

⁶ Note: the requirement is related to the post and not to the time arrangements (a staff member may work part-time but be employed on a full-time post).

⁷ Any decision derogating from that principle shall be taken jointly by the two institutions/agencies concerned, having regard to the interest of the service of both agencies/institutions.

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. Applications from candidates who do not fulfil all essential criteria will not be considered further. You must provide **specific examples** demonstrating how you meet both the essential and advantageous criteria in the application form.

Essential

- (a) Proven professional experience of at least five (5) years in day-to-day operations in relation to buildings and facilities services.
- (b) Proven professional experience in managing services and processes supporting an organisation's core business (including strategic planning and supervisory responsibilities).
- (c) Proven professional experience in contract and budget management.
- (d) Excellent knowledge of English, both written and spoken, at least at level C1 level. *English, being the working language of the EPPO, will be used during the selection process.*

Advantageous

- (a) Previous professional experience within an EU institution, agency or body.
- (b) Academic background in engineering, architecture, building sciences, construction management, facilities management, or a related technical field.
- (c) Knowledge of facility management information systems.
- (d) Experience in drafting technical specifications and active involvement in the evaluation of facility management related procurement procedures.
- (e) Very good command of French, both written and spoken, at B2 level or higher.

5. YOUR SALARY AND BENEFITS

EXTERNAL SELECTION

The selected candidate will be offered a contract as a Temporary agent type 2(f) according to the Conditions of Employment of Other Servants of the European Union (CEOS). This contract will initially be for a period of **3 (three) years**, with the possibility of renewal for an indefinite period.

Upon commencing employment, the selected candidate will be placed at Step 1 or Step 2 of Function Group AD, Grade 6, depending on their professional experience. The current basic monthly salary for Function Group AD, Grade 6 (Step 1) is **EUR 6.961,29**.

INTERNAL AND INTER-AGENCY SELECTION

The successful candidate will be selected from the reserve list based on operational requirements. For reasons related to the EPPO's operational needs, once the selected candidate receives an employment offer,

they may be required to confirm acceptance within a short timeframe and be available to start the contract at short notice, as agreed with their current line manager.

The successful applicant will be assigned to the new post in accordance with the assignment decision, without an impact on their current contract (subject to any applicable amendment to the employment contract).

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 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. [Full details](#) of the remuneration package are laid down 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
3.	Send the completed EPPO Application form, in PDF format, to our Talent Acquisition team: EPPO-RECRUITMENT@eppo.europa.eu by 20 April 2026, 23:59 CEST .
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 **31/12/2027**, with the possibility of extension.