

Vacancy Notice

for establishing a reserve list

Procurement Assistant

Reference EPPO-2026-AST-001 | **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 AST3 | **Selection** External, Internal & Inter-Agency
Minimum basic salary EUR 4.806,17 (plus benefits and other applicable allowances)
Deadline for applications 06 April 2026, 23:59 CET (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 **Procurement Assistant**. 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 **Procurement Assistant** in the Finance & Procurement Sector, you will contribute to the effective development and implementation of EPPO's procurement function, ensuring that all activities comply with applicable legislation and established internal procedures.

2. RESPONSIBILITIES

Reporting to the Head of Finance and Procurement Sector, and as Procurement Assistant, your responsibilities will include:

- Supporting the preparation, launch, and administration of procurement procedures, including drafting tender documentation, managing correspondence with tenderers and other stakeholders, and providing guidance during tender opening and evaluation sessions;
- Acting as Financial Initiating Agent for procurement-related workflows;
- Maintaining and managing procurement and contract files in line with established filing systems and archiving policies;
- Preparing and providing procurement-related information and data required for ex-post controls, audits, and reporting;
- Performing other procurement-related duties as assigned to support the smooth execution of procurement activities.

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 **post-secondary education** attested by a diploma, and after having obtained the diploma, at least **3 (three)** years of appropriate professional experience⁶; **or**
- Possess a level of **secondary education** attested by a diploma, giving access to post-secondary education, at least **six (6) 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 (AST 3);
- be employed in a full-time job⁷;
- 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 (AST 3);

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, Estonian, Finish, French, German, Greek, Hungarian, Italian, Irish, Latvian, Lithuanian, Luxembourgish, Maltese, Portuguese, Polish, Romanian, Slovakian, Slovenian, Spanish and Swedish.

⁶ Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said EU Member States will be taken into consideration.

⁷ 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).

- have at least two (2) years' service within your current agency or institution before moving⁸;
- have successfully completed the probationary period provided for in the Article 14 of the CEOS, in the relevant function group.

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 3 (three) years with duties relevant to the responsibilities as described above;
- (b) Proven professional experience of at least 2 (two) years in drafting and/or reviewing procurement documents, such as tender specifications, draft contracts and related annexes;
- (c) Professional knowledge/competency with Microsoft Office or similar IT applications (Word, Excel, PowerPoint, Outlook);
- (d) Excellent knowledge of English, both written and spoken, at least at level C1⁹ level; English, being the working language of the EPPO, will be used during the selection process.

Advantageous

- (a) Academic studies related to economics, public administration, business administration, accountancy, finance/financial management, or law;
- (b) Professional experience of at least 2 (two) years in EU institutions, agencies or bodies in the area of procurement with a good knowledge and proven experience of applying the EU Financial Regulation;
- (c) Experience in using electronic financial and procurement systems (ABAC and/or SUMMA, PPMT, MyWorkplace, Funding&Tenders Portal back-office, e-Submission);
- (d) Strong skills in multi-tasking, planning, attention to details and ability to maintain accuracy under pressure and tight deadlines.

⁸ 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.

⁹ Cf. Language levels of the Common European Framework of reference:
<https://europass.cedefop.europa.eu/sites/default/files/cefren.pdf>

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 **three (3) 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 AST, Grade 3, depending on their professional experience. The current basic monthly salary for Function Group AST, Grade 3 (Step 1) is **EUR 4.806,17**.

INTERNAL AND INTER-AGENCY SELECTION

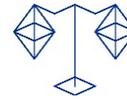
The successful candidate will be selected from the reserve list based on operational requirements. For reasons related to the EPPO's operational needs, once the selected candidate receives an employment offer, they may be required to confirm acceptance within a short timeframe and be available to start 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 **06 April 2026, 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 **31/12/2027**, with the possibility of extension.