



EUROPEAN HEALTH AND DIGITAL EXECUTIVE
AGENCY (HADEA)

European Health and Digital Executive Agency (HaDEA)

CALL FOR EXPRESSION OF INTEREST

The European Health and Digital Executive Agency (HaDEA) is organising a
Call for Expression of Interest in view of establishing a Reserve List
of Contract Agents in Function Group III

Financial Officer
Contract Agent, FGIII
(Ref.: HaDEA-EXT/III/2026/7 FO)

Type of contract	Contract Agent ¹
Function group and grade	FGIII
Duration of contract	1 year (with the possibility of extension)
Estimated number of candidates to be placed on the Reserve List	45
Department/Unit	Department C - Unit C.1
Place of employment	Brussels, Belgium
Deadline for application	29/6/2026 (12:00/noon CET Brussels time)

¹ According to Article 3a of the Conditions of Employment of Other Servants of the European Union (CEOS).

1. ABOUT US

The European Health and Digital Executive Agency (HaDEA) was established by Commission Implementing Decision (EU) 2021/173 of 12 February 2021. Located in Brussels, the Agency comprises 3 departments and 10 units. Our colleagues are international experts and specialists in matters related to health, food, digital, industry, space, communication and finance.

We currently manage the following programmes on behalf of the European Commission:

- EU4Health programme.
- Horizon Europe: Pillar II, Cluster 1: Health.
- Single Market Programme: Food safety: health for humans, animals and plants along the food chain and better training for safer food.
- Digital Europe Programme.
- Connecting Europe Facility: Digital.
- Horizon Europe: Pillar II, Cluster 4: Digital, Industry and Space.

The Agency reports to six Directorates-General of the European Commission – Health and Food Safety (SANTE), Research and Innovation (RTD), Communication Networks, Content and Technologies (CNECT), Defence Industry and Space (DEFIS), Internal Market, Industry, Entrepreneurship and SMEs (GROW) and Health Emergency Preparedness and Response (HERA) – which remain responsible for programming and evaluation.

For more information on HaDEA, please visit https://hadea.ec.europa.eu/index_en.

Why join us?

Working in the Agency will put you at the heart of the European Commission's ambition to help rebuild a post-COVID-19 Europe, which will be greener, more digital, more resilient and better fit for the current and forthcoming challenges.

The Agency has a workplace culture of staff empowerment and engagement. A culture of listening to staff, working collaboratively with respect and trust on a common vision of purpose and success. Staff engagement as a top priority, opportunities to provide meaningful feedback and share ideas, teamwork, open communication and room for innovation are common markers of HaDEA's culture.

The staff of HaDEA is committed to the seven values defined through a participatory process: client orientation, excellence, fairness, integrity, transparency, trust and work-life balance. Some of them are common to the public service principles for EU civil servants our staff also stands for: commitment, integrity, objectivity, respect for others, transparency.

HaDEA is a workplace in which employees feel proud to belong. The Agency facilitates a working environment where staff are encouraged to keep their skills up to date and develop additional competencies. Several wellbeing initiatives in the areas of physical, mental and

organisational health are aimed at supporting staff to improve their resilience to cope with the demands of a world in constant change.

HaDEA has an on-boarding programme to support staff arrivals to the Agency. The People sector (HR), the respective teams, line managers and buddies (experienced colleagues assigned to support new staff) will help newcomers to easily integrate and settle in. We look forward to welcoming you to HaDEA.

The specific mission of Unit HADEA.C.1 Operational Finance is to support the operational units and external stakeholders through the financial management of actions implemented by HaDEA throughout their lifecycle. The Unit ensures an optimal allocation of versatile resources while bringing innovation and expertise together to enable HaDEA to successfully fulfil its mandate. It is a large unit, organized in four programme-specific sectors with cross-unit teams, and it houses the operational budget cell of the Agency. Unit C.1 and its sectors have an excellent team spirit and are eager to welcome colleagues that seek a challenging yet very rewarding working environment.

2. JOB DESCRIPTION

Overall purpose

Under the direct supervision of the Head of Sector/Head of Unit, the job holder will carry the below functions and duties.

Functions and duties

BUDGET and FINANCE

- Provide contractual and financial analysis, advice and assistance related to the full expenditure lifecycle of managed actions, emanating from the different programmes implemented by the Agency;
- Prepare and support the creation of commitments, payments, forecasts of revenue and recovery orders on the Agency's operational budget lines, ensuring that transactions are financially and procedurally correct;
- Support the contractual and financial preparation and follow-up of grant agreements, procurement contracts, prizes and other managed actions;
- Provide support to audit file preparation and assist the authorising officer in implementing ex-post audits and audit extensions;
- Provide support to the financial monitoring and the reporting of the implementation of managed actions;
- Draft contract and financial support documents such as payment letters, pre-information letters, confirmation letters and correspond with internal and external stakeholders;
- Contribute to horizontal tasks, including budget, accounting quality or audit liaison duties in line with the unit objectives.

3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria²

Candidates will be considered eligible for selection based on the following criteria to be fulfilled by the deadline for applications:

1. Have successfully passed an EPSO CAST tests for contract agents valid for Executive Agencies³ in the function group of the present call for expression of interest;

Candidates without a valid EPSO CAST at the time of submitting their application can still apply for this call for expression of interest if they have completed and validated⁴ the application form of the Call for Expressions of Interest in function group III launched by EPSO⁵.

These candidates, if pre-selected, will be invited by EPSO to sit a series of computer-based multiple-choice question (MCQ) tests during the time window corresponding to the present call for expression of interest⁶. Only candidates who have successfully passed these tests will be considered eligible for this selection.

2. Have a level of post-secondary education attested by a diploma, or a level secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years⁷;
3. Thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFRL⁸) of one of the languages of the European Union and a satisfactory knowledge (level B2 in all dimensions as per the CEFRL) of another EU language to the extent necessary for the performance of the duties.

² Articles 82(2) and (3) of the CEOS and Decision of HaDEA Steering Committee of 26/2/2021 on the application by analogy of Commission Decision C(2017)6760 final of 16 October 2017 on the engagement of contract staff.

³ Please consult the EPSO CAST reserve lists acceptable for our Agency: https://hadea.ec.europa.eu/working-hadea_en. Please note that candidates who are on a valid EPSO CAST list published in 2010 (CAST2010) are eligible on the condition they have successfully passed the complementary tests (DB3), as an Annex to the selection procedure CAST2010. The candidates concerned are invited to consult the letter they received from EPSO for further information.

⁴ Candidates are fully responsible for the creation, validation and regular update of their EPSO CAST profile in the function group of the present call (please refer to [Contract Staff \(CAST Permanent\) | EU Careers \(europa.eu\)](#), candidates' details are not or not any more visible to the recruiting services and they cannot be invited to sit a series of computer-based multiple-choice question (MCQ) tests. Candidate's application in the EPSO CAST database must be active during the whole duration of the procedure.

⁵ [Contract Staff \(CAST Permanent\) | EU Careers \(europa.eu\)](#)

⁶ Please note that information regarding the MCQ tests, including invitations, will be exclusively sent via the candidates' EPSO account. The organisation of the EPSO CAST Testing is managed entirely by EPSO and HaDEA has no influence on any aspect of it. Therefore, candidates are reminded of their responsibility to consult their EPSO account and to follow EPSO instructions. Failing to do so will result in exclusion from the selection procedure as HaDEA will not be able to send a candidate for another testing window and without a positive result to the test, applications cannot be considered further.

⁷ In function groups II and III: or, where justified in the interest of the service, professional training or professional experience of an equivalent level; 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. [EXAMPLES OF MINIMUM QUALIFICATIONS PER MEMBER STATE AND THE UNITED KINGDOM AND PER GRADE | Careers with the European Union \(europa.eu\)](#)

⁸ Please consult the [Common European Framework of Reference for Languages](#).

4. Be a national of a member state of the European Union.
5. Be entitled to full rights as a citizen.
6. Have fulfilled any obligations imposed by the applicable laws concerning military service.
7. Meet the appropriate character requirements as to the candidate's suitability for the performance of the duties involved in this Vacancy notice.
8. Be physically fit to perform the duties linked to the post⁹.

Please note that only candidates that comply with all the eligibility criteria will be considered for further steps of the selection procedure.

B. Selection criteria

Essential

1. After obtaining the qualifications mentioned in point 3.A. (under eligibility), candidates must have acquired at least 1 (one) year of professional experience¹⁰ in the field of Budget and Finance in tasks described under Point 2. JOB DESCRIPTION.
2. Very good oral and written command of English with spoken and written skills equivalent to level C1 or higher level for working purposes (very good, excellent, fluent, advanced, proficient, native, or similar).

Advantageous

1. Post-secondary education diploma in the field of finance, economics, accounting or law attested by a diploma;
2. Proven and demonstrated professional experience in applying rules and procedures linked to preparation and financial management of grants and/or procurement contracts, or equivalent processes;
3. Proven and demonstrated professional experience working with budget, accounting or audit matters;
4. Proven and demonstrated professional experience working with IT tools, which are used to manage financial/accounting/budget/legal processes (e.g. EU grant management tools /SAP/Excel/other tools)

Interpersonal competencies (some of the following will be tested during the interview)

- Motivation, aptitude for teamwork and capacity to work autonomously;
- Ability to work under pressure and manage responsibilities within tight deadlines;

⁹ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that the Agency may be satisfied that the candidate fulfils the requirement of Article 82(d) of the CEOS.

¹⁰ Professional experience is counted only from the time obtained the diploma and qualifications in order to be eligible (see point A(2) here above). At a later stage, candidates will be asked to provide supporting documents confirming the length and the level of your professional experience.

- Self-responsibility and accountability;
- Good communication and negotiation skills allowing to work efficiently within the Agency, with partner DGs as well as with external stakeholders;
- Good problem solving-skills.

Candidates must explicitly describe and substantiate, in the dedicated parts of the application form, how they meet the above-mentioned selection criteria (essential and advantageous). In their motivation, candidates should explain their interest in the position in the HaDEA Agency and highlight what they can offer. The Selection Committee may take the motivation into account as part of its overall assessment (point 4.B).

4. SELECTION PROCEDURE

A. Eligibility check

First, the HaDEA People Sector, on behalf of the Selection Committee, will check the submitted applications against the eligibility criteria (point 3.A). Only eligible applications will be assessed further.

B. Assessment of eligible applications

The Selection Committee will analyse the answers provided in the Application Form of eligible candidates submitted with reference to:

- The selection criteria ("Professional qualifications and other requirements" - point 3.B, under points "Essential" and "Advantageous");
- The motivation expressed in the application;
- The overall assessment of the quality and suitability of the application based on the requirements of the post.

Submitted applications that do not meet one or more of the essential selection criteria (see point 3.B "Selection criteria" / "Essential") or applications which do not include all requested answers to questions in the Application form will not be evaluated further.

Upon completion of the assessment, the Selection Committee will establish a shortlist of pre-selected candidates matching best the needs of the Agency for the functions and duties mentioned in this Call, who will be invited to the next phase of the selection procedure.

C. Invitation to computer-based tests

Shortlisted candidates having applied to the Call for Expressions of Interest in function group III in the [EPSO CAST Permanent](#) will be invited by EPSO to sit a series of computer-based multiple-choice question (MCQ) tests during the time window corresponding to the present call for expression of interest. Only candidates who have successfully passed these tests¹¹ will be considered further.

Shortlisted candidates who have a valid EPSO CAST already will not have to sit the EPSO CAST tests again and will be directly invited to the next phase, i.e. the interview.

¹¹ See [Contract Staff \(CAST Permanent\) | EU Careers \(europa.eu\)](#)

D. Interview

Shortlisted candidates, who have successfully passed the EPSO CAST in the function group of this call, will be invited for an interview¹² (duration: 30 minutes, language of the interview: English).

The interview will assess skills and competences related to the job description and selection criteria under point 3.B of this call for expression of interest. Candidates scoring less than 60% of the total score of the interview will not be considered further.

E. Reserve list

It is estimated that 45 candidates with the highest marks achieved and reaching at least 60% of total score during the interview will be proposed to the Authority Empowered to Conclude Contracts of Employment (AECE) of the Agency for inclusion on the reserve list.

The reserve list will be valid until 31 December 2027 and may be used for other positions with similar duties in the same function group. The validity of the reserve list may be extended by decision of the AECE.

The resulting reserve list of successful candidates may be made available to other Executive Agencies that could be interested in the profile and may therefore contact the candidates placed on the reserve list. This would involve sharing personal data included in the Application (and/or CV). Please note that you can object to this processing by sending an email to HADEA-TALENT-SELECTION@ec.europa.eu.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment in the Agency.

A second round of interviews may be organised before the offer of an employment.

5. SELECTION COMMITTEE

A Selection Committee will be appointed for this selection procedure and will be composed of at least four members, including a member designated by the Staff Committee to represent the staff.

The names of the Selection Committee members will be communicated to candidates upon notification of the outcome of the assessment of eligible applications (see point 4. “Selection Procedure”, “Assessment of eligible applications”).

However, under no circumstances should **candidates approach the Selection Committee members**, either directly or indirectly, **concerning this selection procedure**. Candidates doing so will be immediately disqualified from the selection process.

¹² In exceptional cases, in relation to the EPSO CAST testing schedule and the timing of the testing window corresponding to the present call for expression of interest, shortlisted candidates may be invited for an interview before they sit the EPSO CAST test OR before the results of the EPSO CAST test are communicated by EPSO.

6. APPLICATION PROCEDURE

To apply for this position, candidates must download the **Application Form** which can be found on the HaDEA website: [Open vacancies - European Health and Digital Executive Agency \(HaDEA\)](#) and follow the instructions & rules listed in the Application Form.

Application form must be sent by e-mail to the functional mailbox HADEA-EXT-III-2026-7-FO@ec.europa.eu **no later than 29/6/2026, 12:00/noon CET** Brussels time.

Candidates must provide answers to all the questions related to this specific selection procedure (in a limited number of characters) in the Application Form. These specific questions are based on the selection criteria provided in the Vacancy notice and answers will be assessed by the Selection Committee. By submitting the application, the candidate declares that replies to all questions as correct and true. If at any stage of the process it is established that any of the information provided is incorrect, the candidate will be disqualified.

The Selection Committee will **only** assess answers provided to the questions within the Application Form specifically indicated and related to this selection procedure. The sections constituting your electronic CV will be used at the interview stage for reference only. Should there be any discrepancy between the information provided in the replies to the questions in the Application Form and the sections in the electronic CV (example: professional experience), **only the information in the replies to the question in the Application Form will be taken into consideration** during the application assessment.

After a correct submission of an application, candidates will receive an automated acknowledgement of receipt. There is no obligation to submit applications in English, however documents sent in English will greatly facilitate the work of the Selection Committee.

The Agency strongly advises not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to problems. **Under no circumstance will late applications be accepted.**

It is the sole responsibility of each applicant to complete ALL relevant fields of the application (in particular questions linked to this specific selection procedure, which form an essential basis for the assessment of candidates) and to submit it before the deadline for submission. Any information or documentation provided after the deadline will not be taken into account.

A candidate will be disqualified if:

- the candidate does not submit the application by the deadline.
- at any stage in the procedure, it is established that information the candidate provided is incorrect or false, or that the candidate made declarations unsupported by the appropriate documents.
- the candidate failed to inform the HaDEA People Sector of the Agency of a possible conflict of interest with a Selection Committee member.

- the candidate attempted to contact, or contacted, a member of the Selection Committee either directly or indirectly concerning this selection procedure during the entire duration of the procedure.
- the candidate failed to sit the EPSO CAST test (if applicable) and/or attend the interview.

Candidates are also required to inform the HaDEA People Sector in case there are any relatives (of the candidate) working currently or applying at HaDEA.

Candidates are invited to indicate in the application form any special arrangements that may be required if invited to attend an interview

7. EQUAL OPPORTUNITIES

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the ground of 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.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selected candidate(s) will need to have a valid EPSO CAST in the right Function group in order to be hired (see point 3.A).

Any offer of employment shall be made by the AECE on the basis of the reserve list. A contract offer will be made as a contract staff member, in function group III, in accordance with Article 3a of the CEOS and the Decision of HaDEA Steering Committee of 26/2/2021 on the application by analogy of Commission Decision C(2017)6760 of 16 October 2017 on the engagement of contract staff. The contract will be concluded for an initial duration of one year, with the possibility of renewal for another year. If the contract is renewed again, it shall be concluded for an indefinite period.

The basic monthly salary¹³ for Contract Agent FGIII (in grade 9, step 1) is EUR 3 932,44. In addition to the basic salary, staff members may be entitled to various allowances, in particular household allowance, expatriation allowance (4 or 16% of the basic salary), dependent child allowance and education allowance. The salary is subject to a Union tax deducted at source and staff members are exempt from national taxation.

The classification in grade will be done in accordance with the above-mentioned Decision and will depend on the assessment of the qualification and professional experience of the selected candidate. At the request of HaDEA, the selected candidates will have to evidence with supporting documents the information contained in their application.

For successful candidates in Function Group III under the terms of Article 3b, a reassessment of their grade will be done at recruitment and **might impact their current grading (that**

¹³ [2025 Annual update of the remuneration and pensions of the officials and other servants of the European Union and the correction coefficients applied thereto](#)

might turn into an upgrade, a downgrade or keeping their current grade). In order to manage realistic expectations in this sense, it is strongly recommended to refer to Article 5 of the above-mentioned Decision for classification in the function group at entry into service.

The place of employment will be Brussels, Belgium where the Agency has its premises.

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

9. REQUEST FOR REVIEW

The candidate can request a review of any decision taken by the Selection Committee that established the results and/or determines whether a candidate can proceed to the next phase of the selection procedure or is excluded.

Requests for review can only be based on:

- a material irregularity in the selection procedure process; and/or
- non-compliance, by the Selection Committee, with the Staff regulations, the Vacancy notice and/or case law.

This request must be made within 10 working days of the date of the e-mail notifying the candidate of the outcome of the selection procedure¹⁴. The request should quote the reference number of the selection procedure concerned, the name of the candidate and the phrase "request for review" in the subject of the e-mail. The request should be addressed to the Chairperson of the Selection Committee and sent to the following address: HADEA-EXT-III-2026-7-FO@ec.europa.eu. The candidate should clearly indicate the decision that the candidate wishes to contest and on which grounds.

During the review, the Selection Committee can only take into consideration information contained on the candidate's Application form at the deadline for submission. Any additional information or documentation provided after that deadline will not be considered. The Selection Committee will acknowledge receipt of the request submitted, assess the request and notify the candidate of its decision within 15 working days of receipt of the request.

It should be noted that candidates are not allowed to challenge the validity of the Selection Committee's assessment of the quality of their performance during an interview and/or written test, or of the relevance of their qualifications and professional experience. This assessment is a value judgement made by the Selection Committee and their disagreement with the Selection Committee's evaluation of their performance during an interview and/or written test, or the relevance of their qualifications and professional experience, does not prove that an error was made. Requests for review submitted on this basis will not lead to a positive outcome.

10. APPEAL PROCEDURE

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Communities ("Staff Regulations"), any candidate may submit to the to the AECE (i.e., the Director of the

¹⁴ Should the candidate ask further information to the Selection Committee on the candidate's results, in view of assessing the pertinence of, or substantiate, the request for review, the delay will be suspended between the date of the request for information until the date the Selection Committee provides feedback to the candidate.

Agency) a complaint against a decision, or lack thereof, that adversely affects them, if they believe that the rules governing the selection procedure have been infringed.

1. Administrative complaints

Administrative complaints must be lodged within three months from the date on which the candidate is notified of the act adversely affecting them. The complaint should quote the reference number of the selection procedure concerned, the name of the candidate and the phrase “Administrative Complaint” or “Article 90” in the subject of the email. Any such complaint should be addressed to the AECE of HaDEA and sent to the following email address: HADEA-EXT-III-2026-7-FO@ec.europa.eu .

The AECE cannot overturn a value judgement made by the Selection Committee. The AECE shall notify the person concerned of its reasoned decision within four months from the date on which the complaint was lodged.

2. Judicial appeal

Candidates may submit a judicial appeal of the act adversely affecting them pursuant to 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, please consult the website of the General Court at [CURIA - Home - Court of Justice of the European Union \(europa.eu\)](http://CURIA - Home - Court of Justice of the European Union (europa.eu)) .

3. European Ombudsman

Candidates can lodge a complaint to the European Ombudsman within two years of the date when they become aware of the facts on which the complaint is based. Before submitting such complaint, the candidate 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.

Please consult the website of the European Ombudsman at [Home | European Ombudsman \(europa.eu\)](http://Home | European Ombudsman (europa.eu)) for further information on the submission of complaints to the Ombudsman.

11. DATA PROTECTION

The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at the Agency. The personal information requested by the Agency from candidates will be processed in accordance with Regulation (EU) 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. In this regard, please see the [Data Protection Notice](#).