Ref. Ares(2026)7989006 - 18/08/2026

INTER-AGENCY JOB MARKET
Vacancy Notice
Budget Officer (ref. S3JU/IAJM/VN226)

This vacancy notice is addressed to all temporay staff 2(f) currently employed in an Executive Agency, Decentralised Agency, or Joint Undertaking in function group and grade bracket AD5 to AD7, in compliance with the SESAR 3 JU general implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS[1].

This selection procedure is carried out within the framework of the Strategy for the EU Agencies Network (2021–2027) [2], in particular its initiatives on "Shared services and capabilities" and the promotion of synergies and efficiencies through the **sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings[3]**.

Type of vacancy	Inter-Agency mobility
Type of contract	Temporary Agent 2(f) - Administrator
Function group and grade bracket	AD5 to AD7
Unit	Resources
Deadline for applications	Wednesday 30 September 2026, at 14:00 Brussels time

1. INTRODUCTION

1.1 SESAR

SESAR is the technological pillar of the EU's Single European Sky policy and a key enabler of the European Commission's Sustainable and Smart Mobility Strategy. SESAR defines, develops and deploys technologies to transform air traffic management in Europe.

1.2 The SESAR 3 Joint Undertaking

The SESAR 3 Joint Undertaking (SESAR 3 JU) is established under Council Regulation (EU) 2021/2085 as an institutionalised European partnership between private and public sector partners to accelerate through research and innovation the delivery of the Digital European Sky. To do so, it is harnessing, developing and accelerating the take-up of the most cutting-edge technological solutions to manage conventional aircraft, drones, air taxis and vehicles flying at higher altitudes.

1.3 Digital European Sky Programme

The SESAR 3 JU is responsible for implementation of the Digital European Sky Programme and operates an innovation pipeline towards deployment, by also demonstrating the viability of the technological and operational solutions, in larger and more operationally-integrated environments.

The Strategic Research and Innovation Agenda (SRIA) for the SESAR 3 JU presents the strategic research and innovation (R & I) roadmaps for the years 2021 to 2027 to deliver on the implementation of the Digital European Sky by delivery of a Programme of the same name (i.e. fully scalable services supported by a digital ecosystem minimising the environmental footprint of aviation), including the integration of drones, matching

[1] Decision ADB (D) 06-2016 of 28 April 2016 as transferred to SESAR 3 JU by GB (D) 18-21 of 14 December 2021

[2] Strategy for the EU Agencies network (2021-2027)

[3] Participating EU Agencies and Joint Undertakings at the time of publication of the vacancy notice: European Cybersecurity Competence Centre (ECCC), European High Performance Computing Joint Undertaking (EuroHPC JU), Agency for the Cooperation of Energy Regulators (ACER), Chips Joint Undertaking (Chips JU), Authority for Anti-Money Laundering and Countering the Financing of Terrorism (AMLA), European Centre for the Development of Vocational training (Cedefop), European Banking Authority (EBA), Clean Aviation Joint Undertaking (CA JU), European Union Agency for Railways (ERA), European Union Agency for Criminal Justice Cooperation (EUROJUST), European Insurance and Occupational Pensions Authority (EIOPA), Clean Hydrogen Partnership (Clean Hydrogen JU), Circular Bio-Based Europe Joint Undertaking (CBE JU), European Union Agency for Cybersecurity (ENISA), The European Union Agency for Law Enforcement Training (CEPOL), Global Health EDCTP3 Joint Undertaking (GH EDCTP3 JU), SESAR Joint Undertaking (SESAR 3 JU), Smart Networks and Services Joint Undertaking (SNS JU)

the ambitions of the 'European Green Deal' and the 'Europe fit for the digital age' initiative. The activities outlined in the SRIA to build a digitalised infrastructure are also critical for a post-COVID recovery, enabling aviation to become more scalable, economically sustainable, environmentally efficient and predictable.
To achieve the Digital European Sky (Phase D of the European ATM Master Plan), nine research and innovation flagships (referred to as "Destinations" in Horizon Europe) have been identified in the SRIA with their underlying R&I needs/challenges. These will be the basis for identifying future SESAR Solutions, and are the subject of the Digital European Sky Programme. The nine innovation flagships are: Connected and Automated ATM, Air-ground integration and autonomy, Capacity-on-demand and dynamic airspace, U-space and urban air mobility, Virtualisation and cyber-secure data sharing, Multimodality and passenger experience, Aviation Green Deal, Artificial intelligence (AI) for aviation, and Civil/Military interoperability and coordination.

With the Digital European Sky comes the promise of making Europe the most efficient and environmentally-friendly sky to fly in the world. For more information, see: www.sesarju.eu

2. KEY ACCOUNTABILITIES

The Jobholder is part of the Finance and Budget Sector and reports to the SESAR 3 Joint Undertaking Chief Resources (Head of Unit). Under the supervision of the Head of Sector, the Financial Officer shall carry out the tasks that will be assigned to him/her, in particular:

- Preparation of the budget by using BLUEBELL in close collaboration with the operational administrative units
- Contribute (financial and budgetary aspects) to the preparation of the Work Programmes of the JU and the Consolidated Annual Activity Report (CAAR)
- Ensure the follow-up of budget monitoring and financial execution
- Prepare periodic reports on the budgetary and financial execution
- Provide financial advice on the implementation of the EU Financial Regulation
- Establish financial and budget procedures and maintain updated relevant manual and guidelines
- Act as Financial Initiating Agent (FIA) and/or Financial Verifying Agent (FVA) on commitments, payments and recovery orders for budget lines as required (and ensuring back-up as required)
- Act as Financial Initiating Agent (FIA) and/or Financial Verifying Agent (FVA) on the functional role of ILM (Inventory Local Manager) in all the processes that affect goods from their creation to their retirement and create the relevant transactions in the system
- Monitor the respect of priorities and deadlines for the processing of financial transactions and prepare late payments statistics
- Provide financial advice and support to operational (or non-financial) teams in Horizon Europe context (EMI, COMPASS, SYGMA, HE Reporting tools)
- Act as Verifying Agent (VA) in Horizon Europe context (EMI, COMPASS, SYGMA, HE Reporting tools)
- Preparation, registration, and consolidation of documents requested by the Accounting Officer for the establishment of the Annual Accounts (Accounting and Budgetary parts)
- Preparation and consolidation of documents requested by the European Court of Auditors (ECA) and the external auditors

3. ELIGIBILITY CRITERIA REQUIRED

To be eligible to take part in this selection procedure, the applicant must meet the following requirements on the closing date for applications:

- To be currently a Temporary Agent 2(f) staff who, on the closing date for application and on the day of filling the vacant post, is employed within the candidate's current agency in a grade corresponding to the published grade (AD5 – AD 7). This implies that the candidate possesses the minimum qualifications required by Article 5(3) of the Staff Regulations[4] applicable by analogy to the temporary staff pursuant to

[4] Article 5 (3) (c) of the Staff Regulations: Appointment shall require at least in function group AD for grades 7 to 16:
(i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
(ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or
(iii) where justified in the interests of the service, professional training of an equivalent level.

Article 10(1) of the CEOS, and that the candidate is in compliance with the conditions referred to in Article 12(2)[5]

- To have at least two years' service within the candidate's current agency (including Executive Agencies, Decentralised Agencies and Joint Undertakings) before moving
- To have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant grade
- To have a thorough knowledge as well as command of English

4. SELECTION CRITERIA

The successful candidate shall have sense of initiative and professionalism. They shall be a team player, flexible, highly motivated, and proactive.

4.1 Essential Selection Criteria

In addition to the requirements on minimum qualification and professional experience set out in heading 3, the successful candidate shall have:

- **Knowledge**: excellent knowledge of financial management and/or budgetary processes. Good knowledge in the interpretation and implementation of the EU Financial Regulation and its implementing rules. Knowledge of ABAC/SUMMA (Workflow, Accounting, Data Warehouse,…).
- **Experience**: hands-on proven experience in the identified accountabilities in the domain of Business Administration, Finance or Economics in an EU institutional environment. Excellent experience in financial reporting and data-processing (e.g. Business Objects).
- **Professional skills**: analytical and forward-looking, with a bold "can-do" mindset and genuine curiosity. Committed to the highest ethical standards. Able to move seamlessly from depth to clarity, work across disciplines and stakeholders and deliver results under pressure with pragmatism, diplomacy and resilience.
- **Communication skills**: excellent ability to communicate in English complex topics in a clear, concise and compelling way, both orally and in writing. Capable of engaging with diverse audiences (from engineers to executives) and of influencing decisions through evidence-based arguments.

4.2 Advantageous Selection Criteria

- **Education**: a university degree in the domain of Business Administration, Finance or Economics
- **Knowledge**: Good knowledge of the European Institutional domain and its different Financial Frameworks (HE, H2020, CEF, assigned revenues). Knowledge of Horizon Europe rules, processes and tools (Compass/Sygma)
- **Languages**: A good knowledge of a third official European language, French in particular

5. SELECTION PROCEDURE

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates whose application shows evidence of all essential selection criteria may be invited for an interview, which will be held for the most part in English. During the selection process candidates may be required to undergo a competency assessment exercise. The interview will take place in Brussels (Belgium), where the SESAR 3 JU has its headquarters and where the place of employment is. The dates of the test and/or interview sessions have been set on **22 and 23 October 2026** (until further notice and depending on the number of candidates). The applicants will be informed of the date within a reasonable period prior to such date.

Candidates invited to an interview may be requested to submit, on the day of the interview, a copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out. However, prior to contract signature, the selected

[5] Article 12 (2) of the CEOS: A member of the temporary staff may be engaged only on condition that: he/she is a national of one of the Member States of the Union and enjoys his/her full rights as a citizen; he/she has fulfilled any obligations imposed on him/her by the laws concerning military service; he/she produces the appropriate character references as to his/her suitability for the performance of the duties; he/she is physically fit to perform his/her duties; he/she produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

candidate will be requested to provide the SESAR 3 JU with original or certified copies of all relevant documents proving the eligibility requirements.

As a result of the interviews, the Selection Panel will recommend the most suitable candidates for the post in question. The list of suitable candidates established by the Selection Panel may also be used for the recruitment for a similar post depending on the needs and shall be **valid until 31 December 2029** (the validity period may be extended).

Each candidate will be informed by letter whether they have been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment. The Selection Panel's work and deliberations are strictly confidential and any contact with its members is strictly forbidden.

The reserve list resulting from the selection may be used by other Agencies and Joint Undertakings only if needed in the future. If included in the reserve list, and upon consent, candidates' personal data may be shared with Agencies and Joint Undertakings that are interested to use the reserve list for further recruitment purposes.

Therefore, before sharing the personal data of the suitable candidates on the reserve list with any participating EU Agencies and Joint Undertakings, the SESAR 3 JU shall, each time the list is to be shared, seek the explicit consent of the candidates, while providing them with information on the interested Agency or Joint Undertaking (cfr Annex I and II of the Memorandum of Understanding for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings[6]).

6. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

Prior to contract signature, the selected candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to their independence.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selected candidate will be appointed by the Executive Director upon recommendation of the Selection Panel, following the selection procedure, and in compliance with Article 55 of the CEOS, Article 10 and 17 of SESAR 3 JU implementing rules governing the conditions of transfer between agencies[7] without impact on the contract of employment running within the candidate's current agency (namely with regard to grade, step, seniority in step, and duration).

8. SUBMISSION OF APPLICATIONS

8.1 Procedure of Applications

Candidates interested by applying to this position must submit by email to the functional mailbox InternalVN226@sesarju.eu a **SINGLE A4-sized Adobe Acrobat PDF file (size: max. 5MB) containing ALL the following scanned documents**:

- A Curriculum Vitae (CV) in the Euro pass format (available on the following website: http://europass.cedefop.europa.eu)
- A signed motivation letter of no more than two pages, explaining why the candidate is interested in the post and what would be his/her added value to the SESAR 3 JU if selected
- A duly completed and signed specific declaration of honor with regard to the eligibility and selection criteria (cfr Annex)[8]

[6] Annex I contains relevant provisions for this specific processing of personal data, such as the description and purpose of the processing, the categories of personal data and data subjects, the obligations and rights of the parties and Annex II provides a specific Data Protection Notice to be used when seeking the consent of a candidate for sharing their personal data with Agencies/JUs (available on the SESAR 3 JU public website SESAR Joint Undertaking | Open Vacancies).

[7] Op. cit.

[8] Editable template declaration also available on the SESAR 3 JU public website SESAR Joint Undertaking | Open Vacancies

The single A4-sized Adobe Acrobat PDF application file shall be named as follows:
[FAMILY NAME_First Name_IAJM_VN226.pdf]

The title and the exact reference of the vacancy notice should be indicated in the subject of the email. Applications where the format and/or content of the Europass CV and the declaration of honor have been modified may be deemed void by the SESAR 3 JU.

The closing date for submission of applications is Wednesday 30 September 2026 at 14:00 Brussels time.

8.2 Appeal Procedure

Any appeal regarding the present vacancy notice shall be sent within 20 calendar days of the date on the email notifying the rejection of the application quoting the reference of the internal notice to the Chairman of the selection panel at the following email address: hr@sesarju.eu.

8.3 Personal Data Protection

All applications are filed and processed by SESAR 3 JU as controller of the data, according to Regulation (EC) N° 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.

Please note that by sending your application, you consent to the processing of your personal data necessary for the review of your application. You nevertheless have the right to withdraw consent at any time by sending an email to the same email address; should you exercise withdrawal of consent, the lawfulness of the processing of your personal data prior to such a withdrawal will not be affected.

More information about the data protection policy at SESAR 3 JU and, in particular on the exercise of your rights as data subject (including the right to rectification, erasure, restriction of processing, the right to object and the right to data portability), can be found in our public website at this https://www.sesarju.eu/legal-notice. You can also consult the privacy statement on selection of staff at the following link. In addition, you can always contact SESAR 3 JU's Data Protection Officer at sju.data-protection@sesarju.eu.

ANNEX: Declaration of Honor

INTER-AGENCY JOB MOBILITY
Budget Officer (ref. S3JU/IAJM/VN226)
TA2(f) – Administrator - grade bracket AD5 to AD7

Specific Declaration of Honor
Eligibility & Selection Criteria Grid

Last name: .....

First name: .....

Nationality: .....

Gender: .....

Employer: .....

Current grading: **AD5** ☐ **AD6** ☐ **AD7** ☐

A. Eligibility criteria

(1) A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years **YES / NO**

(2) Currently a Temporary Agent 2(f) staff who, on the closing date for application and on the day of filling the vacant post, is employed within the candidate's current agency in a grade corresponding to the published grade (AD5 – AD7) **YES / NO**

(3) At least two years' service within the candidate's current agency (including Executive Agencies, Decentralised Agencies and Joint Undertakings) before moving **YES / NO**

(4) Thorough knowledge as well as command of English and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties are mandatory: **YES / NO**

(5) I am a national of a Member State of the European Union: **YES / NO**

(6) I am entitled to my full rights as citizen: **YES / NO**

(7) I have fulfilled any obligations imposed by the applicable laws concerning military service: **YES / NO / NA**

(8) I am physically fit to perform the duties linked to the post: **YES / NO**

B. Selection Criteria

(YES/NO - 1 = slight; 2 = good; 3 = very good; 4 = excellent)

1. Hands-on proven experience in the identified accountabilities in the domain of Business Administration, Finance or Economics in an EU institutional environment **1 / 2 / 3 / 4**

2. Knowledge of financial management and/or budgetary processes **1 / 2 / 3 / 4**

3. Knowledge in the interpretation and implementation of the EU Financial Regulation and its implementing rules **1 / 2 / 3 / 4**

4. Knowledge of ABAC/SUMMA (Workflow, Accounting, Data Warehouse,…) **1 / 2 / 3 / 4**

5. Experience in financial reporting and data-processing (e.g. Business Objects) **1 / 2 / 3 / 4**

6. Knowledge of the European Institutional domain and its different Financial Frameworks (HE, H2020, CEF, assigned revenues) **1 / 2 / 3 / 4**

7. Knowledge of Horizon Europe rules, processes and tools (Compass/Sygma) **1 / 2 / 3 / 4**

8. Knowledge of a third official European language, French in particular **1 / 2 / 3 / 4**

9. University degree in the domain of Business Administration, Finance or Economics **YES/NO**

C. Please specify how you learned about this vacancy notice:

SESAR website **YES / NO**
EUAN website **YES / NO**
EPSO website **YES / NO**
Other (please specify)

Date **Signature**