

# Call for applications

Selection of contract staff

**No CA.2026.01 — Procurement and financial management analyst**

**Contract agent FG IV — 5-year contract**

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## EUDA

The EUDA is one of the European Union's decentralised agencies. Based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EUDA's mission focuses on contributing to EU preparedness on drugs through four main actions:

**Anticipate:** We anticipate future drug-related challenges and their consequences.

**Alert:** We alert in real time on new drug risks and threats to health and security.

**Respond:** We help the EU and its Member States strengthen their responses to the drug phenomenon.

**Learn:** We facilitate EU-wide knowledge exchange and learning for evidence-based policies and interventions.

The EUDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

For further information on the EUDA, please visit <https://www.euda.europa.eu/>

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## Position

The position we are recruiting for is situated within the Resources management and administrative services (ADM) unit. The selected candidate will be reporting to the Head of the Financial management sector, under the authority of the Head of the ADM unit.

The jobholder will be responsible for providing expertise, advice and operational support in the planning, implementation and monitoring of procurement and financial procedures essential for the effective execution of the EUDA's activities and budget.

In this capacity, the jobholder will contribute to the execution of procurement and procurement transactions, other financial transaction and ensure compliance with the applicable regulatory framework, and support internal stakeholders throughout all phases of the procurement and budget lifecycle.

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## Main duties

The successful applicant will be requested to perform the following main tasks and responsibilities:

- Provide expertise, advice and support in formulating the EUDA's approach in relation to procurements and the policies required for the execution of its activities and operations;
- Prepare the annual procurement plan;
- Prepare regular monitoring reports on the execution of procurements and contracts, as well as the management of associated databases;
- Provide technical support to relevant project managers and deputy authorising officers for the preparation, execution and management of procurements, contracts and grants, as required according to the applicable rules and procedures and the assigned portfolio;
- Initiate financial operations, specifically those required for the conclusion and implementation of contracts;
- Contribute to the EUDA's responses to relevant questions/issues raised by auditors;
- Interface with relevant stakeholders, including financial actors, project managers and external economic operators;
- Manage and update the information systems used by the EUDA concerning procurement and financial operations.

The jobholder may be required to contribute to other areas of work, according to the needs and priorities of the EUDA.

To perform the duties of the post and ensure effective communication with the actors and stakeholders involved, the main working language required for the job is English.

## 1. Job requirements

### 1.1. Eligibility requirements

#### Introduction

The selection procedure is open to applicants who satisfy the eligibility criteria below, on the closing date for application.

#### General requirements

- Be a national of one of the Member States of the European Union, Norway or Türkiye;
- Have fulfilled any obligations imposed by the laws concerning military service, if applicable;
- Produce the appropriate character references as to the suitability for the performance of the required duties;
- Be physically fit to perform the duties of the post <sup>(1)</sup>.

<sup>(1)</sup> As a condition for appointment, the successful candidate shall be medically examined in order that the EUDA may be satisfied that they fulfil this requirement, as foreseen in Article 12(d) of the Conditions of employment of other servants of the European Communities.

**Education requirements**

- A level of education that corresponds to completed university studies of at least three years attested by a diploma.

**Professional experience requirements**

- Have at least five years of relevant professional experience starting with the first position occupied after the completion of the diploma or certificate required for admission to this selection procedure, as mentioned above.

**Language requirements**

- Possess a thorough knowledge (mother tongue or minimum level C1) of one of the official languages of the European Union and,
- a proven satisfactory knowledge (minimum level B2) of another of these languages to the extent necessary for the performance of the required duties <sup>(2)</sup>.

## 1.2. Essential requirements

**Introduction**

All eligible applications, according to the afore-mentioned criteria, will be assessed against the requirements listed below solely based on the information provided by the candidates in their application.

Please note that non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.

**On the basis of the application**

1. At least five years of proven professional experience in the field of procurement and financial operations.
2. Proven experience working with financial management systems.
3. Professional proficiency in using Office or similar IT applications.

**On the basis of the interview**

1. Competence in drafting tender specifications and provide support for the launch, evaluation, award and implementation of procurement or grant procedures.
2. Ability to support the execution of procurement and financial management.
3. Knowledge of expenditure-related transactions.
4. Strong understanding of financial processes and control procedures.
5. Ability to analyse complex procurement issues and propose hands-on solutions.
6. Fluency in spoken and written English.

<sup>(2)</sup> In addition, in order to be eligible to a first promotion, the staff member shall prove a working knowledge of a third EU language.

**On the basis of the written test**

1. Strong ability to draft tender specifications for procurement and criteria for evaluation and award of contracts.
2. Strong analytical and drafting skills, with attention to detail and legal/financial accuracy.
3. Proficiency in Excel, Word or similar applications for data analysis and reporting.

## 1.3. Advantageous requirements

**Introduction**

Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

**On the basis of the application**

1. Specific training in EU public procurement or financial transactions.
2. Thorough knowledge of EU rules applicable to public procurement and financial operations.
3. Proven experience working with the public procurement management tool (PPMT) and/or ABAC/SUMMA.
4. Knowledge of the functioning of the European Union and the EUDA's activities.
5. More than 5 years of experience in support to the planning, implementation and monitoring of EU procurement and financial procedures

## 2. Submission of applications

### 2.1. Overview

**Procedure**

- Interested candidates must apply for this post through the EUDA e-recruitment application, accessible on this link: <https://e-recruitment.euda.europa.eu>.
- To make an online application you will need to create your EUDA profile using a valid email address and a password.
- During the application procedure, candidates should ensure that they clearly indicate how they meet the selection criteria in their application.
- All sections of the application should be completed in English in order to facilitate the selection procedure.

**Deadline for applications**

The closing date for the submission of applications is 05/03/2026 at 23.59, Lisbon time.

## 2.2. Selection procedure

**Selection on files**

- The selection on files is the phase during which the selection committee assess, on the basis of each application file received, whether candidates meet the requirements set for admission, eligibility and selection.
- The essential requirements have a maximum of 10 points each. Non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.
- The advantageous requirements have a maximum of 5 points each. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.
- On this basis, the selection committee will select the candidates that obtain at least 60 % of the total points available to rank their compliance with the essential requirements and with the advantageous requirements.
- The maximum number of invitees for an interview shall be 10. This ceiling may be adapted, depending on the number of applications received, by decision of the appointing authority/authority authorised to conclude employment contracts. Should the case arise that there are various candidates scoring the same number of points in the 10th ranking, the number of candidates to be invited will be increased accordingly to accommodate this.

**Interview and written test**

- The selected candidates will be invited to carry out an interview and a written test.
- Interviews will be held by the selection committee, either at the EUDA premises or remotely (online). The candidates will be assessed on the basis of the essential requirements mentioned above out of a maximum of 10 points each and the advantageous requirements above out of a maximum of 5 points each.
- Candidates will be asked to undergo a written test, either at the EUDA premises or remotely (online). The candidates will be assessed on the basis of the requirements mentioned above and a maximum of 30 marking points will be available for this purpose.

**Reserve list**

- The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing authority/authority authorised to conclude employment contracts of the EUDA.
- Only candidates who reach 70 % of the marking points can be included in the reserve list for appointment.
- On the basis of the adopted reserve list, the appointing authority/authority authorised to conclude employment contracts of the EUDA may offer a contract of engagement.





- Candidates shall note that the inclusion in the reserve list does not guarantee that recruitment, which will depend, among other things, on availability of vacant posts and budget.
- The established reserve list may be used in order to fill similar positions within the EUDA.
- The reserve list will be valid until 31/12/2028 and may be extended by decision of the EUDA appointing authority/authority authorised to conclude employment contracts.

#### **Selection committee**

The selection committee for this selection procedure will be composed as follows:

- Bruno Martins (chairperson and member designated by the EUDA Staff Committee)
- Dante Storti (member)
- Nuria Comelles (member)

The selection committee's work and deliberations are strictly confidential and any contact, either direct or indirect, with its members is strictly forbidden. The confidentiality principle is intrinsic to all steps of the recruitment procedure and is in accordance with Article 6 of Annex III to the Staff Regulations of Officials of the European Communities.

#### **Information on the process**

All candidates will be informed of the outcome of the selection procedure.

For up-to-date information on the process of this selection procedure, please visit the EUDA's website at the following link: <https://www.EUDA.europa.eu/about/jobs>

Applicants invited for the second phase may be entitled to a flat-rate contribution towards travel and subsistence expenses. Information will be provided together with the invitation letter.

#### **Special adjustments**

The EUDA strives to increase the diversity of the EU's talent pool so that the EU civil service is representative of the diversity of the citizens it represents and serves.

EUDA selection procedures are designed to be clear, transparent and accessible to all candidates. The goal is to provide them with an equal opportunity to demonstrate their competencies and skills. If you need special adjustments in the EUDA's selection procedure due to a disability or medical condition, please contact the recruitment team.

## **3. Conditions of employment**

#### **Legal framework**

A contract offer will be made pursuant to the Conditions of employment of other servants of the European Union (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for a five-year period according to Chapter 4, Article 85 of these Conditions.

## Place of employment

The place of employment will be Lisbon, Portugal, where the EUDA has its seat.

## Remuneration

The remuneration consists of a basic salary and, where applicable, additional allowances, paid on a monthly basis and reimbursements, paid upon their evidenced occurrence.

### Monthly basic salary

- The job holder's monthly basic salary will approximately amount to EUR 4449.31 for function group 'FG IV' in grade 13.

### Correction coefficient:

- A correction coefficient is applied to the remuneration of staff members in order to make up for differences in living conditions, as compared to Brussels and Luxembourg.
- In order to evaluate such differences in living conditions, the EU Staff Regulations use differences in purchasing power as a statistically reliable and calculable indicator.
- For Portugal, the local weighting factor is 92.4 % for 2026.

### Examples of net monthly salaries are presented below

FGIV, grade 13 - Step 1

a) Minimum final net salary (without any allowances): EUR 3469.05

b) Final net salary with expatriation allowance: EUR 3899.19

c) Final net salary with expatriation, household and 1 dependent child allowance: EUR 4903.94

### Income tax

- Income tax is levied progressively at a rate of between 8 % and 45 % of the taxable portion of your salary.
- A special levy (6 %) is calculated on the part of the remuneration exceeding the minimum remuneration.
- Your salary is exempt from Portuguese tax.
- For more information, please see the protocol on the immunities of the European Union.

### Social security

Staff members pay a community tax at source and contribute to:

- health insurance and accident insurance;
- EU pension scheme;
- unemployment insurance.

**Depending on the individual family situation and the place of origin, the jobholder may be further entitled to:**

- Expatriation or foreign residence allowance;

- Family allowances:
  - household allowance;
  - dependent child allowance;
  - pre-school allowance;
  - education allowance;
- Taking up duties allowance:
  - installation allowance;
  - daily allowance intended offset costs of temporary residence;
  - reimbursement of removal expenses;
  - initial travel from place of recruitment to the place of employment for the staff member and direct family.

#### **Annual leave**

- Staff members are entitled to annual leave of 24 working days plus EUDA holidays, which correspond to some Portuguese national holidays and Easter, Christmas and other events.
- Additional leave days are granted for age, grade and if you are entitled to the expatriation allowance. Special leave is granted for certain circumstances such as marriage, birth of a child or other family events.

For more information consult our website: <https://www.euda.europa.eu/>

#### **Confirmation of engagement and security clearance**

Staff engaged by the EUDA are required to serve a probationary period of nine months. The successful applicants may be required to undergo a security vetting and clearance procedure.

#### **Declaration of commitment to serve public interest independently**

Staff engaged by the EUDA are 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.

EUDA staff are required to carry out their duties and conduct solely with the interests of the EUDA and of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside their agency. EUDA staff shall carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EUDA and to the European Union.

#### **Protection of personal data**

All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party.

Any data provided will be treated in the strictest confidence and with high standards of security.



All documents provided to the EUDA during this selection procedure will be kept in the EUDA's files and will not be returned to applicants.

Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EUDA.

For further details please read carefully the 'Privacy statement' as published in the EUDA website at the following link: [https://www.EUDA.europa.eu/about/data-protection\\_en](https://www.EUDA.europa.eu/about/data-protection_en).

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## 4. Request for review and appeal procedure

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### Request for review

A candidate who feels that a mistake has been made during the selection procedure may ask to have their application reconsidered by sending, within 20 calendar days from 30/04/2026, a request for review, quoting the number of the selection procedure concerned to the chairperson of the selection committee at the following address:

EUDA  
Chairperson of the selection committee  
Praça Europa 1, Cais do Sodré  
1249-289 Lisbon  
Portugal

The selection committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

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### Appeals procedure

Candidates who consider that they have been adversely affected by a particular decision may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Union, at the following address:

EUDA Executive Director  
Praça Europa 1, Cais do Sodré  
1249-289 Lisbon  
Portugal

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1594050364017&uri=CELEX:01962R0031-20140101>) starts to run from the time the candidate is notified of the act adversely affecting them.

Like all citizens of the European Union, candidates can make a complaint to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman — CS 30403  
67001 Strasbourg Cedex  
France

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the

Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

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## 5. EUDA contact

Email: [Recruitment@euda.europa.eu](mailto:Recruitment@euda.europa.eu)

Recruiter: Eilika Schlüter

Date of publication: 03/02/2026

*Lorena WZ*  
*2 Feb 2026*