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Job | 06.02.2026

Clerical and Procurement Officer

One-year position to cover a maternity leave

The Greens/EFA Group in the European Parliament is seeking a full-time Clerical and Procurement Officer for a one-year position to cover a maternity leave.

A/ Description of the function

The Clerical and procurement officer is part of the Finances Team of the Greens/EFA Group, together with the ex-ante Financial administrator and the accountant. They operate under the management of the Deputy Secretary General.

In this context, the Clerical and Procurement Officer is primarily responsible for managing contracts concluded by the Group or by Members of the European Parliament (MEPs), in particular:

- **Contracts:** Supporting staff and MEP offices in the preparation of contracts with external service providers; ensuring that Group contracts are correctly completed, signed by the Deputy Secretary-General, and properly archived.
- **Procurement:** Overseeing procurement procedures; advising on the appropriate tender procedure for each project; ensuring that all procurement documents are archived and easily retrievable in the event of an audit.
- **Staff travel:** Processing travel-related invoices, flight offsetting, and large group bookings.
- **Eco-Management and Audit Schema (EMAS):** Providing flight data and preparing and presenting printing data for the annual EMAS reporting.
- **Information and guidance:** Providing regular information to staff and MEPs on Greens/EFA Group procurement rules and practices.

As a member of the Finances Team, the Clerical and Procurement Officer contributes to the daily work of the Greens/EFA WF Finances, such as informing and updating staff members and MEPs offices on eligibility, procedures, and timelines for the budget, or preparing the relevant documents for the Group's annual audit.

B/ Profile

To fill this key position within the Greens/EFA Group Secretariat, we are looking for an excellent team player who is open-minded, proactive, and comfortable working in a multicultural environment, and who is sympathetic to the values of the Greens/EFA Group.

Requirements:

Candidates must have

- A minimum of **one year of professional experience**.
- An excellent command of English and of at least one other EU official language
- A good knowledge of standard office software (in particular Excel, Access, and PowerPoint).

Assets

Demonstrating a very good knowledge of (one of) the following(s) will be considered an asset:

- EU Financial Regulations;
- Procurement rules;
- Rules governing the expenditure of political groups in the European Parliament (budget line 400);
- Contract management.
- Prior experience within the Green family

In accordance with Article 82(2)(3) of the Conditions of Employment of Other Servants (CEOS) of the European Union, candidates must:

- Be a citizen of an EU Member State, unless an exception is authorised by the appointing authority referred to in Article 6(1);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by national laws concerning military service;
- Meet the character requirements for the duties involved.

C/ Salary and other benefits

This is a fixed-term contract as a contractual agent, Function Group III, ideally from mid-March 2026 to mid-March 2027.

The indicative basic salaries grid is:

Grade	Basic Salary
FG III 8 (≤ 5y of prof exp)	€ 3 475.62
FG III 9 (≥ 5 and ≤ 10 years of prof exp)	€ 3 932.44

FG III 10 (≥ 10 and ≤ 15 years of prof exp) € 4 449.30

FG III 11 (≥ 15 and ≤ 20 years of prof exp) € 5 034.15

FG III 12 (≥ 20 years of prof exp) € 5 695.80

The precise grade is determined by the services of the European Parliament on the basis of professional experience, supported by appropriate documentation.

In addition to the basic salary, various allowances may be granted depending on the candidate's personal situation (household allowance, expatriation allowance, child allowance, etc.). These allowances are determined by the services of the European Parliament.

The successful candidate will also benefit from the Joint Sickness Insurance Scheme of the European Union.

D/ Application and procedure

In case of interest in this position, please send a cover letter with your CV **by e-mail only** to the Greens/EFA HR Department (Greens.HR@europarl.europa.eu) **before 19 February end of business (7PM Brussels time)**.

Shortlisted candidates will be invited to a written test and an interview during weeks 9 or 10.

The Greens/EFA group is dedicated to providing equal employment opportunities, fostering diversity, and creating an inclusive, discrimination free and harassment free work environment. Therefore, we actively work on minimising the influence of our biases in our recruitment procedures, in particular related to but not limited to, ethnicity, national origin, race, age, gender identity and expression, sexual orientation, domestic circumstances, physical appearance, disability status, socioeconomic background and atypical careers.

In case of equal appreciation on competence and suitability for the position, preference will be given to applicants from under-represented groups.

Recommended



[Videographer - Audiovisual-multimedia technician \(PG\)](#)

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Job

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[German Press Assistant \(PG\)](#)

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Czech Press Assistant (PG)

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Contact person



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