

THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA)

is seeking to recruit

A PROCUREMENT OFFICER

Come join the EU-OSHA - a dynamic Agency of the European Union based in the highly liveable city of **Bilbao**, Spain! We are a team of 65 staff members dedicated to promoting safe, healthy, and productive workplaces through technical, scientific, and economic information that supports policy-making and workplace risk prevention.

Are you a positive, flexible, supportive and enthusiastic teammate with a passion for public procurement? Are you strongly experienced in implementing public procurement rules and guiding others in correctly implementing them? Then you could be just the person we are looking for, for a **three-year contract that may be renewed**¹.

In our vibrant and respectful multicultural environment, **we foster work-life balance** and offer **flexible working arrangements such as part-time work, flexible hours, and teleworking**, all in a highly digitalised environment.

*By joining EU-OSHA, on top of receiving an **attractive salary**, you would be covered [by EU Joint Sickness Insurance](#) and would contribute [to EU pension scheme](#)². For more information on our activities, go [to http://osha.europa.eu](http://osha.europa.eu) and for more details on contractual and working conditions, go to [section 6 of this vacancy notice](#).*

If you meet all eligibility criteria (section 3), have the profile we are looking for and want to join the EU-OSHA team, just **send us your application no later than Thursday 24 September at 13h00 Bilbao Time!**

EUOSHA/TA/26/02 – Procurement Officer (AST3)³

1 JOB FRAMEWORK

The Procurement Officer is part of a small and dynamic Procurement team within the Resource and Service Centre Unit (RSC). The RSC is composed of 18 staff members and is the administrative Unit of the Agency providing HR, finance, procurement, document management, facility management and other administrative services for the functioning of the Agency.

Representing the centre of expertise and knowledge of all administrative matters of the Agency, RSC provides a range of services and supports activities for the efficient functioning and smooth running of the Agency's operations. It aims to do so with a client-service mind-set towards its internal (other units) and external stakeholders. RSC's mission is "To enable the Agency functioning in the most efficient and effective way, safeguarding the interest of its stakeholders".

The Procurement team helps deliver our work programme, and you will contribute to a wide range of procurement procedures, working with colleagues in operational and administrative areas. The team centralises all procurement activities of the Agency, ranging from events organisation to technical scientific studies or large-scale surveys, with values ranging from a few thousand euro to several millions.

Reporting to the Head of Unit, the Procurement Officer will contribute to the management and implementation of the procurement plan and related procedures.

¹ It may be renewed for a five-year period. Any further renewal would be for an indefinite period.

² The information provided originates from an individual source and as such does not represent the official position, views, or information of the European Commission.

³ This document – originally prepared in English language - may be **machine** translated in other languages of the EU. In such a case, the original English version will prevail for all purposes.

2 JOB PROFILE

The Procurement Officer will have the following main duties:

- Actively contribute to the implementation of procurement plans by managing procurement procedures, in particular those of increased complexity or risk, requiring a high degree of autonomy,
- Oversee the entire tendering lifecycle, including managing receipt of tenders, coordinating replies to potential tenderers' queries and coordinating evaluations,
- Provide guidance to other Units, including by preparing and delivering training, raising awareness and building capacity on procurement matters, contract management and/or supplier relations,
- Provide guidance and assistance to staff in drafting technical specifications,
- Ensure compliance with applicable procurement regulations, policies, and procedures,
- Provide back-up support to the Procurement Coordinator, as needed (for example during periods of absence of the current role holder),
- Update and monitor the multiannual contract repository tool and related correspondence,
- Contribute to the development and implementation of contract management support within the Agency and of the related tools (e.g. e-Contracting),
- Actively contribute to the preparation of material for internal and external audits related to procurement activities and to the implementation of corrective actions in response to audit findings, as necessary,
- Identify opportunities for improvements, recommend appropriate solutions, implement best practices and contribute to process optimisation initiatives,
- Maintain strong working relationships and effective communication with colleagues across the Agency,
- Maintain accurate documentation and contribute to the production of reports,
- Take on additional and/or different tasks as required in the interest of the service.

3 ELIGIBILITY CRITERIA

To be considered eligible for this selection procedure, candidates must meet all of the following requirements by the application deadline.

General conditions

Candidates must:

- Be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties to the EEA Agreement);
- Have fulfilled any obligations imposed on them by the applicable laws on military service;
- Produce the appropriate character references as to their suitability for the performance of their duties⁴;
- Be physically fit to perform the duties.

Education

Candidates must have a level of:

- Post-secondary education attested by a diploma,

OR

⁴ Prior to appointment, evidence of no criminal record is needed.

- Secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only diplomas that have been awarded in EU Member States⁵ or that are the subject of equivalence certificates issued by authorities in the said Member States will be taken into consideration.

Knowledge of languages

Candidates must possess a thorough knowledge⁶ of one of the official languages of the EU and a satisfactory knowledge⁷ of another EU language to the extent necessary for the performance of their duties.

Important recommendation

Please note that only candidates who meet all the above-listed eligibility criteria will be considered for the selection process. We kindly ask that **individuals who do not meet these criteria to refrain from submitting an application**, as doing so will not advance their candidacy. Concerned candidates **will not be invited for interviews or written tests**.

We appreciate your understanding and cooperation in ensuring that **only eligible candidates apply**.

4 SELECTION CRITERIA

The following criteria will be used to assess candidates through their application⁸, interview and written test(s).

4.1. Essential

By the deadline for submission of applications, candidates must have:

Professional experience and skills

- At least **six years of recent**⁹ professional experience following the award of the required post-secondary diploma (or nine years, in case of a secondary education diploma)¹⁰, in public procurement that are **in line with** and **at a similar level of responsibilities** as that of the job profile (section 2 above),
- Excellent digital skills, with a strong ability to quickly adapt to various tools and software,
- Excellent oral and written English (C1)¹¹.

Competencies

- Excellent analysis and problem-solving: detecting and analysing problems combined with generating practical solutions independently;
- Delivering quality results in a highly service-oriented way, demonstrating a high level of accuracy and excellent attention to detail;
- Excellent prioritisation and organisation: independently and proactively prioritising tasks, adapting to frequently changing priorities;
- Very good communication: communicating complex ideas clearly and concisely, selecting appropriate communication style based on the situation and audience;

⁵ Diploma obtained in UK before 31/01/2020 are automatically recognised and are thus not subject of equivalence certificates.

⁶ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#).

⁷ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#).

⁸ The motivation (or other information) candidates write in their application under the section "additional information" is not considered nor assessed during the screening of applications.

⁹ Within the last 15 years, so between 25/9/2011 and 24/9/2026.

¹⁰ Only duly documented remunerated professional activity is taken into account.

¹¹ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#).

- Excellent teamworking, valuing diversity.

4.2. Advantageous

The non-fulfilment of one or more of these advantageous criteria will not result in the candidate's exclusion from the selection process, but it may affect their chances of being invited for interview and written test(s).

- A post-secondary education attested by a diploma in law or public/business administration, or a related field, that includes contract law or public procurement law,
- At least one year of experience in implementing EU Procurement regulatory framework,
- At least one year of daily experience in using procurement e-tools (PPMT, e-Contracting, or other corporate procurement systems).

5 SELECTION PROCEDURE

A Selection Committee is appointed for this selection procedure. The composition is as follows: Donianzu Murgiondo, Silvia Grados and Pierre Berastegui.

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with them or have anybody do so on their behalf. Any infringement of this rule constitutes grounds for disqualification from the selection procedure.

All inquiries for information should be addressed via email only to recruitment@osha.europa.eu, quoting the reference of the procedure (EUOSHA/TA/26/02).

The selection procedure will be carried out in three phases.

Phase 1 – Screening of applications¹²

The Selection Committee will first assess the professional experience described in each application¹³ against the related selection criteria under section 4. Only those applications that best match the job profile based on this evaluation will then be assessed against “Advantageous” criteria. Applications that best meet these criteria will then be further reviewed, with support from the HR Section, to ensure they meet all mandatory eligibility criteria listed in section 3. All criteria must be met by the application deadline.

Approximately eight candidates are expected to advance to Phase 2. The interview and written test(s) are tentatively scheduled on 24, 25 and 30 November 2026.

Candidates can check the status of their application through EU-OSHA eRecruitment tool. This check can typically occur within one month after the aforementioned tentative date.

Phase 2 – Interviews and written test(s)

The Selection Committee will assess candidates' professional experience, skills and competencies as per section 4, as well as motivation.

The interview and written test(s), a part of which will be in an anonymized form, will be carried out in English and remotely.

¹² At any phase of the procedure, candidates may be requested to provide additional information or documents. They may be disqualified if, at any stage of the procedure, it is established that the information in the application is incorrect or incomplete.

¹³ The motivation (or other information) candidates write in their application under the section “additional information” is not considered nor assessed during the screening of applications (Phase 1).

For candidates who have English as their mother tongue or first language, the level¹⁴ of their 2nd EU language as declared in their application will be tested using appropriate means. The knowledge of other relevant languages as stated by the candidate in their application may also be assessed.

Upon completion of this phase, the Selection Committee will submit to the Executive Director the list of candidates having reached at least 70% of the points allocated to motivation and competencies and at least 70% of the points allocated to professional experience and skills.

Phase 3 – Possible Job Offer

Considering the list submitted by the Selection Committee, the Executive Director will decide on the most suitable candidate for a possible job offer and/or the inclusion of suitable candidates in a reserve list, if any. Before doing so, he (or a delegated staff member) may discuss further with one or more candidates regarding their background and motivation.

This step is planned to take place within one month after the date of interview. The reserve list, if any, will be valid until 31/12/2027 and may be extended. Inclusion in the reserve list does not guarantee being offered a job.

Prior to a possible job offer references check may be arranged.

When such or similar position becomes vacant or needs to be covered, the Executive Director may offer a job to a candidate in the list whose profile best matches EU-OSHA's needs at that time. That job offer may also be for a different type of employment contract (Contract Agent, Function Group III).

6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The contract of employment is pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union¹⁵ (CEOS) for a long-term contract of three years as Temporary Agent Function Group AST, grade 3, which may be renewed not more than once for a fixed period of time (5 years). Any further renewal would be for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

The EU-OSHA will be bound to the job offer only if, within the set deadline prior to contract signature, the successful candidate has:

- submitted all required documentation, including proof of eligibility,
- successfully completed the mandatory medical examination that establishes confirming that they meet the physical fitness standards necessary to perform the duties of the position,
- has informed EU-OSHA of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair their independence or any other conflict of interest through a specific form.

Job environment

The position is **based in Bilbao**, at EU-OSHA's modern, **centrally located** premises, which feature an **open-plan office environment**.

Staff members are required to reside in Bilbao or its surrounding areas.

In our multicultural workplace, ongoing dialogue between management, staff, and staff representatives is considered essential.

At EU-OSHA we promote **flexible working arrangements** and support a **healthy work-life balance** for our staff. In line with current applicable rules, the standard working time is based on an average 40-hour work week. For instance, we offer options such as part-time work, flexible working hours, and teleworking. **Teleworking from Bilbao** and its surroundings is possible for **up to 60% of the workweek**.

¹⁴ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#).

¹⁵ The full text is available [here](#).

Additionally, teleworking **from outside Bilbao** and its surroundings is permitted for **up to 10 days per year**.

Pay and other benefits

The remuneration of the staff members consists of a **basic salary** and possible allowances paid in Euro weighted down by the correction coefficient for Spain (currently 92.40%).

Staff **may be** entitled to various **allowances** depending on their personal situation, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

The salary of staff members is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes.

As an indication, the **net monthly salary**¹⁶ for a Temporary Agent AST3 step 1 (i.e. with up to 9 years of professional experience) is of around 4200 Euro for an expat, single, and 6100 Euro for an expat with 2 children at pre-school.

Under certain circumstances, in particular where the jobholder is obliged to change their place of residence in order to take up employment, the Agency may also reimburse or contribute to some expenses incurred, notably removal expenses and travel.

From day 1, staff members are covered against sickness and accident through the EU Joint Sickness Insurance Scheme (JSIS). JSIS reimburses 80-85% of most healthcare costs and in case of accident, it reimburses up to 100%.

Staff members have also the possibility to earn an EU pension after just 10 years of working for an EU institution. Normal retirement age is 66, but one can also retire as early as 58 with a deduction of the pension amount.

To read more on the advantages of working for EU-OSHA, please follow this [link](#)¹⁷.

Continuity of employment within EU Agencies

Should the successful candidate hold a Temporary Agent 2(f) contract and qualify for a transfer under the terms of the Implementing Rules on the "Engagement and use of Temporary Staff", the grade bracket that can be accommodated for this position is AST3 - AST5.

7 APPLICATION PROCESS

Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. EU-OSHA is committed to accommodating the needs of applicants and selected candidates who may have special requirements (e.g. for reasons of disability). EU-OSHA ensures that its selection procedure does not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief,

¹⁶ In case of job offer as Contract Agent FGIII, as an indication, the net monthly salary for someone with at least 6 and up to 15 years of professional experience is of around 3500 Euro for an expat, single, and 5300 Euro for an expat with 2 children at pre-school.

¹⁷ The information provided originates from an individual source and as such does not represent the official position, views, or information of the European Commission.

political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

In case of a disability, please do inform Human Resources at recruitment@osha.europa.eu and indicate which arrangements or adjustments relating to your disability are necessary, so that EU-OSHA can ensure your equal participation in the interviews/tests.

Application

Candidates must submit their application through the Agency eRecruitment tool [\[here\]](#).

Candidates need first to create an account in the eRecruitment tool and then to submit their applications.

The application must be submitted in the eRecruitment tool by **no later than Thursday 24 September 2026 at 13h00 Bilbao Time**.

Candidates are strongly advised not to wait until the date of the deadline to submit their applications. EU-OSHA is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise at the last minute.

Candidates can check the status of their application within the eRecruitment tool and the main steps of the selection procedure on the [website](#).

8 DATA PROTECTION

EU-OSHA respects the privacy of its candidates and processes their personal data as required by [Regulation \(EU\) 2018/1725](#). For more information, please go to the drop-down menu under “Data Protection and Legal Remedies” at the following [link](#).

9 LEGAL REMEDIES

Candidates can submit a request for review or a complaint within the set deadlines and as indicated in the following [link](#), under the drop-down menu “Data Protection and Legal Remedies”.