



LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE

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Viešojo valdymo agentūrai
LR užsienio reikalų ministerijai
LR vidaus reikalų ministerijai
LR krašto apsaugos ministerijai

2026-06-

Nr. (76.2.5E) S76-

DĖL NAUJŲ DARBO SKELBIMŲ PERSIUNTIMO

Persiunčiame Europos gynybos agentūros (EGA) raštą, kuriuo informuojama apie naujus darbo skelbimus įvairioms pareigybėms.

PRIDEDAMA: 33 lapai.

Ambasadorius,

Nerijus Aleksiejūnas

Lietuvos nuolatinis atstovas Europos Sąjungoje

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Corporate Services Directorate
Vacancy title	Accounting Support Officer
Contract type	Contract agent
Group	FGIV
Grade	N.A.
Indicative starting date	01/11/2026
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	02/07/2026

The selection of candidates will follow the EDA Staff Recruitment Procedure. Candidates must apply for this post via the EDA website <http://www.eda.europa.eu - vacancies>. Please note that to make an EDA on - line application you will need to create your EDA profile using a valid e - mail address and a password.

1. BACKGROUND

The European Defence Agency (EDA) was established on 12 July 2004, and is governed by Council Decision (CFSP) 2015/1835 defining the statute, seat and operational rules of the European Defence Agency. The Agency has its headquarters in Brussels.

The main task of EDA is to support the Council and the Member States in their effort to improve the Union's defence capabilities in the field of crisis management and to sustain the Common Security and Defence Policy (CSDP) as it currently stands and as it develops in the future.

The Agency is structured into four directorates. The Corporate Services Directorate (CSD) and three operational directorates: Industry, Synergies and Enablers (ISE); Capability, Armament & Planning (CAP); Research, Technology and Innovation (RTI).

2. THE AGENCY'S WAY OF WORKING

The Agency is an "outward-facing" organisation, constantly interacting with its shareholders, the participating Member States, as well as with a wide range of stakeholders. It works in an integrated way, with multi-disciplinary teams representing all of the Agency's functional areas, to realise its objectives. Its business processes are flexible and oriented towards achieving results. Staff at all levels need to demonstrate the corresponding qualities of commitment, flexibility, innovation, and team-working; to work effectively with shareholders and stakeholder groups, formal and informal; and to operate without the need for detailed direction.

3. THE CORPORATE SERVICES DIRECTORATE

The Corporate Services Directorate (CSD) provides critical business support to EDA operations by delivering high-quality corporate services under seven dedicated organizational elements, namely: Human Resources; Procurement and Contract Management; Finance; IT and Information Management, Security, Legal and Infrastructure. Additionally, the Record Manager is responsible for the effective management of information produced and/or received by the organisation. CSD processes are geared towards efficient and optimal use of resources, leveraging good practice and technological solutions while ensuring sound financial management, transparency and accountability; outward focus and commitment to continuous improvement are the hallmarks of CSD.

4. DUTIES

We are looking for a dynamic, hands-on accounting professional with strong experience in general accounting – preferably in an EU or international public sector setting. The successful candidate will play a key role in supporting the EDA Accounting Officer in ensuring the swift, accurate and timely delivery of all tasks falling under the responsibility of the Accounting function in accordance with EDA's Financial Rules.

While reporting to the Head of Finance Unit, the role entails supporting the Accounting Officer in handling daily accounting operations (processing invoices, managing payables and receivables, performing reconciliations) across all Agency budget domains, as well as contributing to all activities related to the establishment of financial statements and reporting. In addition, the Accounting Support Officer ensures, under the guidance of the Accounting Officer, compliance with accounting standards. The successful candidate is expected to demonstrate a high level of expertise, rigour, autonomy and proactivity.

The Accounting Support Officer's main tasks include:

1. Accounting Operations and Treasury Management

The Accounting Support Officer contributes to the efficient execution of daytoday accounting activities, ensuring the accuracy and completeness of financial transactions. In particular, the role includes:

- implementing payments, collecting revenue and recovering amounts established as receivable;
- performing bank reconciliation and treasury management tasks;
- supporting the implementation and maintenance of the chart of accounts and accounting rules;
- ensuring the proper recording of transactions and maintaining a complete and reliable audit trail;
- reconciling asset management records with the accounting records.

2. Financial Reporting, Accounts and Compliance

The Accounting Support Officer supports the preparation and presentation of the Agency's accounts, ensuring compliance with the applicable financial framework and providing reliable financial information. In particular, the role includes:

- contributing to the preparation, establishment and presentation of the accounts in accordance with EDA Financial Rules;
- collecting and validating all necessary information to present a true and fair view of the Agency's financial position and budgetary implementation;
- actively supporting the annual closure of the accounts and liaising with all relevant internal stakeholders;
- assisting in the preparation and facilitation of audits of the annual accounts;
- ensuring regular reporting to tax authorities;
- supporting the drafting and maintenance of accounting policies and procedures, as well as adherence to accounting standards and best practices.

3. Governance, Advisory and Continuous Improvement

The Accounting Support Officer contributes to improving accounting processes and continuous improvements in this regard.

In particular, the role includes:

- contributing to the definition and enhancement of accounting processes and internal controls;
- responding to accounting-related queries, both internally and externally;
- providing advice and recommendations to ensure compliance with best practices in accounting;
- supporting the development, optimisation and documentation of accounting procedures & financial systems;
- undertaking additional tasks assigned by the Head of Finance Unit, in accordance with the needs of the service and respecting the principles of independence and segregation of duties.

Duties may evolve in line with the development of the EDA's structure and activities, as well as the decisions of EDA management.

5. ELIGIBILITY CRITERIA

To be considered eligible to take part in this selection procedure, on the closing date for the submission of applications candidates must satisfy all the eligibility criteria as specified below:

- be a national of a Member State participating in the Agency;
- be entitled to their full rights as citizens;
- have fulfilled any obligations imposed on them by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of their duties (extract from the "judicial record" or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform their duties;
- have a thorough knowledge (minimum level C1 oral and written) of one of the languages of the participating Member States and a satisfactory knowledge (minimum level B2 oral and written) of another of these languages to the extent necessary to discharge their duties;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of their duties within the Agency;
- hold, or be in a position to obtain, a valid Personnel Security Clearance Certificate (national or EU PSC at SECRET UE/EU SECRET level). Personnel Security Clearance Certificate (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, and which shows the level of EUCI to which that individual may be granted access (SECRET UE/EU SECRET), the date of validity of the relevant PSC and the date of expiry of the certificate itself. Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual candidate;
- have a level of education which corresponds to completed university studies of at least three years attested by a diploma or be a graduate of a national or international Defence College.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In the latter case, the authority authorised to conclude contracts of employment reserves the right to request proof of such equivalence.

For diplomas awarded in non-EU countries, a NARIC recognition is required: <https://www.enic-naric.net/>

Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

It should be noted that due to the withdrawal of the United Kingdom from the European Union on 31/01/2020, candidates from the United Kingdom who do not hold the nationality of another participating EU Member State, are not eligible.

For native English speakers, your ability to communicate in another EU language will be tested during the selection process. To assess your foreign language levels, see: <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

6. SELECTION CRITERIA

A. Essential

(1) Professional

The candidate will be required to demonstrate that he/she has:

- a university degree (or equivalent academic degree) in Business Administration, Finance, Economics or a related field with a specialisation in accounting;
- at least 4 years of relevant professional experience gained within the last 8 years (acquired after obtaining the qualification required as a condition of eligibility), having the tasks listed under DUTIES as principal tasks;
- proven hands-on experience in accrual-based accounting, including exposure to accounts payable and accounts receivable processes;
- demonstrated practical experience in financial reporting, financial statements and accounting systems;
- A very good command of written and spoken English.

(2) Personal

All staff must be able to fit into the Agency's way of working (see para. 2). Other attributes important for this post include:

- ability to work in a team and independently in their area of responsibility;
- ability to work effectively in a multinational environment;
- excellent organisational skills;
- result-oriented and service-minded;
- strong analytical and problem-solving skills;
- strong motivation to perform general administrative duties;
- excellent communication and interpersonal skills;
- ability to adapt to a quickly changing working environment;
- genuine commitment to the Agency's objectives.

B. Desirable

The following would be considered an advantage:

- solid professional experience as Deputy Accountant or Accounting Assistant within an EU Agency or EU Institution;
- very good knowledge of, and hands-on experience with the use of SAP or Microsoft Dynamics, demonstrated through professional experience or formal training;
- experience as a key user of Microsoft Power BI and/or SAP Business Objects;
- hold an internationally recognised accounting certification or professional qualification;
- proven professional experience in performing financial audits.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT FOR CONTRACT AGENTS AT EDA

EDA, whose staff are governed by its own Staff Regulations, offers specific conditions of employment with regards to contract duration and pension arrangements.

CONTRACT DURATION

The Accounting Support Officer will be appointed by the Chief Executive. Recruitment will be as a member of the contractual

staff of the Agency for a 4-year period. Renewal is possible only once for an additional period of 5 years, within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Contract Agent, grade FGIV. In line with EDA's Staff Regulations, the Agency does not offer inter-Agency mobility.

FINANCIAL ENTITLEMENTS

The pay for this position consists of a basic salary of 4.449,31€ supplemented with various allowances including, as applicable, expatriation or family allowances. Successful candidates are graded on entry into service according to the length of their professional experience. Salaries are exempted from national tax, instead an Agency tax is deducted at source.

PENSION ARRANGEMENTS SPECIFIC TO EDA

Prospective staff members considering a career at the European Defence Agency (EDA) should be aware that EDA has its own pension provisions and is not part of the EU institutions' pension scheme (PSEUI).

In addition, EDA staff have several flexible options regarding their pension contributions at the end of their contract, under certain conditions, such as:

- transfer to a public pension scheme;
- transfer to a private pension scheme;
- direct payment as a severance grant.

For further information on working conditions please refer to: <https://eda.europa.eu/jobs/what-we-offer>

8. INDEPENDENCE AND DECLARATION OF INTEREST

The selected candidate will be required to make a declaration of commitment to act independently in the Agency's interest and to make a declaration in relation to interests that might be considered prejudicial to their independence.

9. EQUAL OPPORTUNITIES

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

10. APPLICATION PROCEDURE

Applications are invited with a view to establish a reserve list for the post of Accounting Support Officer at EDA. This list will be valid until 31/12/2027, and may be extended by decision of the Chief Executive. During the validity of the reserve list, successful candidates may be offered a post in EDA according to their competences in relation to the specific requirements of the vacant post. Inclusion on the reserve list does not imply any entitlement of employment in the Agency.

Candidates must submit their application electronically solely via the EDA website. Applications by any other means (hard copy or ordinary e-mail) will not be accepted. Applications must be submitted no later than midnight. Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline. Please note that once you have created your EDA profile, any correspondence regarding your application must be sent or received via your EDA profile. For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to recruitment@eda.europa.eu.

When applying, candidates from Ministries of Defence or other governmental entities are encouraged to inform their national administration.

A selection panel will be appointed. Please note that the selection panel's internal proceedings are strictly confidential and that any contact with its members is forbidden. Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most suitable applicants will be called for an interview and a written test. Candidates may also be requested to take part in an assessment centre, participating in a number of individual and group activities related to

the competences required for the post.

EDA will not accept any phase of the selection & recruitment process prepared or assisted, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. EDA reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI tools may be rejected without further consideration at EDA's sole discretion, and EDA reserves the right to take further steps in such cases as appropriate.

If recruited, candidates will be requested to supply documentary evidence in support of the statements made in their application. They should not send any supporting or supplementary information until asked to do so by the Agency. Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with the Agency's Medical Adviser.

Staff members employed at EDA require a Personnel Security Clearance Certificate (PSCC). The process to obtain a PSCC can be initiated only by EDA on behalf of the staff member. Failure to obtain the requisite security clearance certificate before the expiration of the probationary period may be cause for termination of the contract.

11. DATA PROTECTION

Please note that EDA will not return applications to candidates. The personal information EDA requests from candidates will be processed in line with Regulation (EU) 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) 45/2001 and Decision No. 1247/2002/EC.

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EDA. More information on personal data protection in relation to selection and recruitment can be found on the EDA website: <http://www.eda.europa.eu/jobs/dataprotection>

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Corporate Services Directorate
Vacancy title	Budget Coordination Officer
Contract type	Temporary agent
Group	N.A.
Grade	AD7
Indicative starting date	01/11/2026
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	02/07/2026

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4. DUTIES

We are looking for a dynamic, hands-on finance professional with a strong track record in budget planning, coordination and reporting. The ideal candidate combines a high level of compliance awareness with a service-oriented mindset and possesses in-depth expertise in the financial aspects of EU contract management and procurement. The role involves the coordination and implementation of financial activities within an assigned budget domain. The position requires a high degree of autonomy, a proactive and solution-oriented approach, and a strong commitment to delivering high-quality service. Under the supervision of the Head of Finance Unit, the jobholder will be responsible for the day-to-day coordination, the execution of administrative and financial tasks related to the preparation and implementation of project agreements, procurement procedures and contracts managed by the Agency, as well as the establishment of policies, procedures & work instructions and providing professional advice to colleagues in the assigned budget domain.

The Budget Coordination Officer's main tasks within the assigned budget domain include:

- Budget planning, implementation and reporting:
 - organize and prepare budget plans, including the management of the budget nomenclature management and budget inscription;
 - follow-up the implementation of budget plans, ensuring regular alignment with budget holders and project officers responsible;
 - prepare & initiate proposals for budget transfers and regularisations in coordination with relevant stakeholders;
 - coordinate and execute the budgetary closing process, including the preparation and implementation of carry-forward operations;
 - prepare formal and management reports on budget planning, implementation and closing, and ensure timely preparation of financial reports related to projects;
 - manage and oversee all financial aspects related to revenue collection operations;
 - ensure effective planning, monitoring and reporting of financial aspects linked to contracts, agreements and projects;
 - contribute to the preparation of the Annual Accounts in close collaboration with the Accounting Officer.
- Financial operations, coordination and control:
 - coordinate day-to-day activities of Finance Unit colleagues supporting the assigned budget domain, providing guidance and support as needed;
 - monitor and steer the progress of financial transactions, ensuring timeliness, compliance and the implementation of corrective actions where necessary;
 - verify financial transactions in the Agency's systems (including commitments, invoices, payments, revenue operations and de-commitments), ensuring their financial and procedural accuracy;
 - initiate financial transactions in the Agency's systems when required;

- ensure proper document management for all financial transactions and related reporting;
- provide expert advice and day-to-day support on financial matters to colleagues.
- Internal control and continuous improvement:
 - contribute proactively the strengthening of the internal control environment and the continuous improvement of financial processes;
 - develop and update supporting documentation (e.g. specifications, policies, procedures, work instructions, training materials and risk assessments) as required;
 - support the preparation and follow-up of audits (including ex-post verifications, internal and external audits), and contribute to the implementation of corrective actions;
- Support the Head of Finance Unit in the coordination of Finance Unit activities and cross-Agency initiatives involving financial aspects.
- Take on additional tasks as required in the interest of the service.

Duties may evolve according to development of the EDA's structure and activities, and the decisions of EDA management.

5. ELIGIBILITY CRITERIA

To be considered eligible to take part in this selection procedure, on the closing date for the submission of applications candidates must satisfy all the eligibility criteria as specified below:

- be a national of a Member State participating in the Agency;
- be entitled to their full rights as citizens;
- have fulfilled any obligations imposed on them by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of their duties (extract from the "judicial record" or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform their duties;
- have a thorough knowledge (minimum level C1 oral and written) of one of the languages of the participating Member States and a satisfactory knowledge (minimum level B2 oral and written) of another of these languages to the extent necessary to discharge their duties;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of their duties within the Agency;
- hold, or be in a position to obtain, a valid Personnel Security Clearance Certificate (national or EU PSC at SECRET UE/EU SECRET level). Personnel Security Clearance Certificate (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, and which shows the level of EUCI to which that individual may be granted access (SECRET UE/EU SECRET), the date of validity of the relevant PSC and the date of expiry of the certificate itself. Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual candidate;
- have 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 or be a graduate of a national or international Defence College; or where justified in the interests of the service, professional training of an equivalent level.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In the latter case, the authority authorised to

conclude contracts of employment reserves the right to request proof of such equivalence.

For diplomas awarded in non-EU countries, a NARIC recognition is required: <https://www.enic-naric.net/>

Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

For native English speakers, your ability to communicate in another EU language will be tested during the selection process.

To assess your foreign language levels, see: <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

6. SELECTION CRITERIA

A. Essential

(1) Professional

The candidate will be required to demonstrate that he/she has:

- a University degree (or equivalent academic level degree) in corporate finance, accountancy, public administration, business administration, or another domain relevant to this post;
- at least 4 years of relevant professional experience in the last 8 years (acquired after the award of the qualification required as a condition of eligibility), having the tasks described under 'DUTIES' as principal tasks;
- excellent knowledge and solid professional experience in applying EU financial regulations and in processing financial transactions related to EU contracts and procurement;
- proven hands-on professional experience in organising and executing budget planning & budgetary year-end closing processes & reporting, preferably in an international public sector environment;
- proven hands-on professional experience in audit preparation, follow-up and continuous improvement of financial processes;
- excellent day-to-day coordination skills, demonstrated through relevant professional experience in the field concerned;
- a very good command of written and oral English.

(2) Personal

All staff must be able to fit into the Agency's way of working (see para. 2). Other attributes important for this post include:

- ability to coordinate tasks of a small team;
- excellent customer service & organizational skills;
- excellent communication and interpersonal skills;
- strong sense of duty and responsibility;
- ability to work effectively in a multinational and multicultural environment;
- ability to determine priorities and strong orientation to results;
- strong analytical and problem-solving skills;
- accuracy and dependability;
- ability to adapt to a quickly changing working environment;
- genuine commitment to the Agency's objectives.

B. Desirable

The following will be considered an advantage:

- solid professional experience in a similar coordination role in an EU Agency or EU Institution;
- very good knowledge of, and hands-on experience with the use of SAP and/or Microsoft Dynamics, demonstrated through professional experience;

- experience as a key user of Microsoft Power BI and/or SAP Business Objects;
- advanced formal training in accountancy or corporate finance.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT FOR TEMPORARY AGENTS AT EDA

EDA, whose staff are governed by its own Staff Regulations, offers specific conditions of employment with regards to contract duration and pension arrangements.

CONTRACT DURATION

The Budget Coordination Officer will be appointed by the Chief Executive. Recruitment will be as a member of the temporary staff of the Agency for a 4-year period. Renewal is possible only once for an additional period of 4 years, within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Temporary Agent, grade AD7. In line with EDA's Staff Regulations, the Agency does not offer inter-Agency mobility.

FINANCIAL ENTITLEMENTS

The pay for this position consists of a basic salary of 7.876,27€ supplemented with various allowances including, as applicable, expatriation or family allowances. Successful candidates are graded on entry into service according to the length of their professional experience. Salaries are exempted from national tax, instead an Agency tax is deducted at source.

PENSION ARRANGEMENTS SPECIFIC TO EDA

Prospective staff members considering a career at the European Defence Agency (EDA) should be aware that EDA has its own pension provisions and is not part of the EU institutions' pension scheme (PSEUI).

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10. APPLICATION PROCEDURE

Applications are invited with a view to establish a reserve list for the post of Budget Coordination Officer at EDA. This list will be valid until 31/12/2027, and may be extended by decision of the Chief Executive. During the validity of the reserve list, successful candidates may be offered a post in EDA according to their competences in relation to the specific requirements of the vacant post. Inclusion on the reserve list does not imply any entitlement of employment in the Agency.

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of the deadline. Please note that once you have created your EDA profile, any correspondence regarding your application must be sent or received via your EDA profile. For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to recruitment@eda.europa.eu.

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CHIEF EXECUTIVE
COMMUNICATION

EDA202605122

29 May 2026

EDA documentation for Government use only

To: CENTRAL NATIONAL POINTS OF CONTACT

Copy: Deputy Central Points of Contact, Brussels Points of Contact

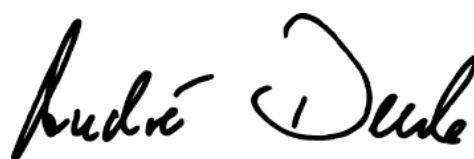
EDA RECRUITMENT | PUBLICATION OF THREE (3) POSTS IN THE CORPORATE SERVICES DIRECTORATE

Please see below details of new posts available in the Agency. These details are also published on our website (<https://eda.europa.eu>) under "[Current vacancies](#)".

Post title	Directorate	Contract type	Grade
Budget Coordination Officer	CSD	TA	AD7
Accounting Support Officer	CSD	CA	FGIV
Financial Officer	CSD	CA	FGIV

**Deadline for applications:
02 July 2026**

Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline.



André DENK

CHIEF EXECUTIVE
COMMUNICATION

EDA202605145

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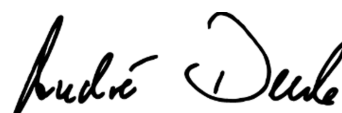
EDA RECRUITMENT | PUBLICATION OF TWO (2) POSTS IN THE CORPORATE
SERVICES DIRECTORATE

Please see below details of new posts available in the Agency. These details are also published on our website (<https://eda.europa.eu>) under "[Current vacancies](#)".

Post title	Directorate	Contract type	Grade
Senior Procurement and Contract Officer	CSD	TA	AD9
Legal Officer	CSD	TA	AD7

Deadline for applications:
07 July 2026

Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline.



André DENK

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Corporate Services Directorate
Vacancy title	Financial Officer
Contract type	Contract agent
Group	FGIV
Grade	N.A.
Indicative starting date	01/11/2026
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	02/07/2026

The selection of candidates will follow the EDA Staff Recruitment Procedure. Candidates must apply for this post via the EDA website <http://www.eda.europa.eu - vacancies>. Please note that to make an EDA on - line application you will need to create your EDA profile using a valid e - mail address and a password.

1. BACKGROUND

The European Defence Agency (EDA) was established on 12 July 2004, and is governed by Council Decision (CFSP) 2015/1835 defining the statute, seat and operational rules of the European Defence Agency. The Agency has its headquarters in Brussels.

The main task of EDA is to support the Council and the Member States in their effort to improve the Union's defence capabilities in the field of crisis management and to sustain the Common Security and Defence Policy (CSDP) as it currently stands and as it develops in the future.

The Agency is structured into four directorates. The Corporate Services Directorate (CSD) and three operational directorates: Industry, Synergies and Enablers (ISE); Capability, Armament & Planning (CAP); Research, Technology and Innovation (RTI).

2. THE AGENCY'S WAY OF WORKING

The Agency is an "outward-facing" organisation, constantly interacting with its shareholders, the participating Member States, as well as with a wide range of stakeholders. It works in an integrated way, with multi-disciplinary teams representing all of the Agency's functional areas, to realise its objectives. Its business processes are flexible and oriented towards achieving results. Staff at all levels need to demonstrate the corresponding qualities of commitment, flexibility, innovation, and team-working; to work effectively with shareholders and stakeholder groups, formal and informal; and to operate without the need for detailed direction.

3. THE CORPORATE SERVICES DIRECTORATE

The Corporate Services Directorate (CSD) provides critical business support to EDA operations by delivering high-quality corporate services under seven dedicated organizational elements, namely: Human Resources; Procurement and Contract Management; Finance; IT and Information Management, Security, Legal and Infrastructure. Additionally, the Record Manager is responsible for the effective management of information produced and/or received by the organisation. CSD processes are geared towards efficient and optimal use of resources, leveraging good practice and technological solutions while ensuring sound financial management, transparency and accountability; outward focus and commitment to continuous improvement are the hallmarks of CSD.

4. DUTIES

With a view to supporting the Agency's growing activities and ensuring availability of suitable profiles for current and future needs, this selection procedure aims to constitute a reserve list. One or more successful candidates may be recruited, depending on available posts and service requirements.

We are looking for dynamic, hands-on finance professionals with proven experience in the processing of financial transactions and the management of financial aspects related to contracts or EU-funded grant programmes. The successful candidates will act as an expert reference point on day-to-day financial operations to EDA colleagues and budget holders within assigned domains. A solution-oriented and service-minded approach is essential.

Reporting to the Head of Finance Unit, the role involves handling administrative and financial duties connected to preparing, implementing, and monitoring all financial matters related to procurement contracts or grant agreements. The jobholder will also assist the Agency in carrying out financial transactions.

In particular, the main duties fall under one of the following 2 expertise domains:

Expertise domain 1: Financial management related to contracts and procurement procedures

- prepare, review and manage all financial aspects related to contracts and procurement procedures, in particular:
 - budgetary commitments
 - invoices, reimbursements, payments
 - call for contributions, recovery orders
- verify compliance with EDA's regulatory framework, contractual conditions & specifications and sound financial management principles;
- frequent communication and guidance to budget holders and operational colleagues;
- support financial monitoring and reporting on budgetary commitments, including progress monitoring and preparation of internal reports.

Expertise domain 2: Financial management related to EU grants and additional revenue

- prepare, review and manage all financial aspects related to the implementation of grant agreements in which the Agency acts a grantor or grantee, in particular:
 - budgetary commitments
 - invoices, reimbursements, prefinancing/interim/balance payments
 - recovery orders
- review and assess the financial part of:
 - grant agreements
 - interim reports
 - final reports, ensuring appropriate follow-up actions
- support financial monitoring and reporting of grant projects of different types (e.g., lumpsum, actual costs), including

preparation of reports to the European Commission;

- frequent communication and guidance to project officers, as well as consortia & beneficiaries;
- organisation & follow-up of audits in the context of ex-post verifications on grants.

In addition, both expertise domains entail the following cross-cutting duties:

- initiate and verify all types of financial transactions (i.e., commitments, payments, recoveries) ensuring compliance and accuracy, as well as completeness and consistency of supporting documentation;
- provide advice and day-to-day financial support to colleagues and stakeholders;
- ensure proper document management and audit trail for financial transaction files;
- support planning, monitoring and reporting of budget implementation;
- contribute to the continuous improvement of financial systems, processes, policies and procedures;
- support audits and ensure readiness of documentation and information (internal & external audits, as well as ex-post verifications);
- support budgetary year-end closing and opening activities, as well as the establishment of the annual accounts;
- take on additional tasks as required in the interest of the service.

Duties may evolve according to development of the EDA's structure and activities, and the decisions of EDA management.

5. ELIGIBILITY CRITERIA

To be considered eligible to take part in this selection procedure, on the closing date for the submission of applications candidates must satisfy all the eligibility criteria as specified below:

- be a national of a Member State participating in the Agency;
- be entitled to their full rights as citizens;
- have fulfilled any obligations imposed on them by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of their duties (extract from the "judicial record" or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform their duties;
- have a thorough knowledge (minimum level C1 oral and written) of one of the languages of the participating Member States and a satisfactory knowledge (minimum level B2 oral and written) of another of these languages to the extent necessary to discharge their duties;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of their duties within the Agency;
- hold, or be in a position to obtain, a valid Personnel Security Clearance Certificate (national or EU PSC at SECRET UE/EU SECRET level). Personnel Security Clearance Certificate (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, and which shows the level of EUCI to which that individual may be granted access (SECRET UE/EU SECRET), the date of validity of the relevant PSC and the date of expiry of the certificate itself. Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual candidate;
- have a level of education which corresponds to completed university studies of at least three years attested by a diploma or be a graduate of a national or international Defence College.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In the latter case, the authority authorised to conclude contracts of employment reserves the right to request proof of such equivalence.

For diplomas awarded in non-EU countries, a NARIC recognition is required: <https://www.enic-naric.net/>

Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

It should be noted that due to the withdrawal of the United Kingdom from the European Union on 31/01/2020, candidates from the United Kingdom who do not hold the nationality of another participating EU Member State, are not eligible.

For native English speakers, your ability to communicate in another EU language will be tested during the selection process.

To assess your foreign language levels, see: <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

6. SELECTION CRITERIA

A. Essential

Only applications meeting all essential selection criteria will be assessed.

(1) Professional

Candidates will be required to demonstrate the following qualifications:

- a university degree (or equivalent academic level degree) in corporate finance, accountancy, public administration, business administration, or another domain relevant to this post;
- at least 3 years of relevant professional experience in the last 5 years (acquired after the award of the qualification required as a condition of eligibility), having the aforementioned duties as principal tasks (in at least one of the 2 expertise domains, as well as the cross-cutting duties);
- solid hands-on experience in the financial management of, at least one:

Expertise domain 1: an organisation's general budget (administrative, as well as operational budget) and the processing of related financial transactions

Expertise domain 2: EU Grant projects and the processing of related financial transactions

- excellent knowledge in applying, at least one:

Expertise domain 1: Financial rules related to contract management and procurement procedures demonstrated through proven work experience

Expertise domain 2: the EU Financial Regulation and EU grant programmes demonstrated through proven work experience

- a very good command of written and oral English.

(2) Personal

All staff must be able to fit into the Agency's way of working (see para. 2). Other attributes important for this post include:

- ability to work in a team and independently in their area of responsibility;
- ability to work effectively in a multinational environment;
- excellent organisational skills;
- result-oriented and service-minded;
- strong analytical and problem-solving skills;
- strong motivation to perform general administrative duties;
- excellent communication and interpersonal skills;
- ability to adapt to a quickly changing working environment;
- genuine commitment to the Agency's objectives.

B. Desirable

The following will be considered an advantage:

- solid professional experience as financial initiating agent and/or financial verifying agent within another EU Agency or EU Institution;
- very good knowledge and experience with the use of SUMMA, SAP or Microsoft Dynamics;
- work experience in EU grant management under EDF or Horizon Europe within an organisation acting as grantor;
- professional experience with organising audits and implementing risk management.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT FOR CONTRACT AGENTS AT EDA

EDA, whose staff are governed by its own Staff Regulations, offers specific conditions of employment with regards to contract duration and pension arrangements.

CONTRACT DURATION

The Financial Officer will be appointed by the Chief Executive. Recruitment will be as a member of the contractual staff of the Agency for up to four-year period. Contract renewal is possible within the limits set out in the EDA Staff Regulations and subject to budgetary availability. The successful candidate will be recruited as Contract Agent, grade FGIV. In line with EDA's Staff Regulations, the Agency does not offer inter-Agency mobility.

FINANCIAL ENTITLEMENTS

The pay for this position consists of a basic salary of 4.449,31€ supplemented with various allowances including, as applicable, expatriation or family allowances. Successful candidates are graded on entry into service according to the length of their professional experience. Salaries are exempted from national tax, instead an Agency tax is deducted at source.

PENSION ARRANGEMENTS SPECIFIC TO EDA

Prospective staff members considering a career at the European Defence Agency (EDA) should be aware that EDA has its own pension provisions and is not part of the EU institutions' pension scheme (PSEUI).

In addition, EDA staff have several flexible options regarding their pension contributions at the end of their contract, under certain conditions, such as:

- transfer to a public pension scheme;
- transfer to a private pension scheme;
- direct payment as a severance grant.

For further information on working conditions please refer to: <https://eda.europa.eu/jobs/what-we-offer>

8. INDEPENDENCE AND DECLARATION OF INTEREST

The selected candidate will be required to make a declaration of commitment to act independently in the Agency's interest and to make a declaration in relation to interests that might be considered prejudicial to their independence.

9. EQUAL OPPORTUNITIES

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

10. APPLICATION PROCEDURE

Applications are invited with a view to establish a reserve list for the post of Financial Officer at EDA. This list will be valid until 31/12/2027, and may be extended by decision of the Chief Executive. During the validity of the reserve list, successful candidates may be offered a post in EDA according to their competences in relation to the specific requirements of the

vacant post. Inclusion on the reserve list does not imply any entitlement of employment in the Agency.

Candidates must submit their application electronically solely via the EDA website. Applications by any other means (hard copy or ordinary e-mail) will not be accepted. Applications must be submitted no later than midnight. Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline. Please note that once you have created your EDA profile, any correspondence regarding your application must be sent or received via your EDA profile. For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to recruitment@eda.europa.eu.

When applying, candidates from Ministries of Defence or other governmental entities are encouraged to inform their national administration.

A selection panel will be appointed. Please note that the selection panel's internal proceedings are strictly confidential and that any contact with its members is forbidden. Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most suitable applicants will be called for an interview and a written test. Candidates may also be requested to take part in an assessment centre, participating in a number of individual and group activities related to the competences required for the post.

EDA will not accept any phase of the selection & recruitment process prepared or assisted, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. EDA reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI tools may be rejected without further consideration at EDA's sole discretion, and EDA reserves the right to take further steps in such cases as appropriate.

If recruited, candidates will be requested to supply documentary evidence in support of the statements made in their application. They should not send any supporting or supplementary information until asked to do so by the Agency. Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with the Agency's Medical Adviser.

Staff members employed at EDA require a Personnel Security Clearance Certificate (PSCC). The process to obtain a PSCC can be initiated only by EDA on behalf of the staff member. Failure to obtain the requisite security clearance certificate before the expiration of the probationary period may be cause for termination of the contract.

11. DATA PROTECTION

Please note that EDA will not return applications to candidates. The personal information EDA requests from candidates will be processed in line with Regulation (EU) 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) 45/2001 and Decision No. 1247/2002/EC.

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EDA. More information on personal data protection in relation to selection and recruitment can be found on the EDA website: <http://www.eda.europa.eu/jobs/dataprotection>

EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Corporate Services Directorate
Vacancy title	Legal Officer
Contract type	Temporary agent
Group	N.A.
Grade	AD7
Indicative starting date	16/10/2026
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	07/07/2026

The selection of candidates will follow the EDA Staff Recruitment Procedure. Candidates must apply for this post via the EDA website <http://www.eda.europa.eu - vacancies>. Please note that to make an EDA on - line application you will need to create your EDA profile using a valid e - mail address and a password.

1. BACKGROUND

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2. THE AGENCY'S WAY OF WORKING

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3. THE CORPORATE SERVICES DIRECTORATE

The Corporate Services Directorate (CSD) provides critical business support to EDA operations by delivering high-quality corporate services under seven dedicated organizational elements, namely: Human Resources; Procurement and Contract Management; Finance; IT and Information Management, Security, Legal and Infrastructure. Additionally, the Record Manager is responsible for the effective management of information produced and/or received by the organisation. CSD processes are geared towards efficient and optimal use of resources, leveraging good practice and technological solutions while ensuring sound financial management, transparency and accountability; outward focus and commitment to continuous improvement are the hallmarks of CSD.

4. DUTIES

The Legal Officer provides legal advice and support across the Agency's activities, with a particular focus on EU institutional and administrative matters, the Agency's legal framework, and collaborative procurement as one of the Agency's key areas of activity. The role is advisory in nature and requires an enabling, solution-oriented legal approach, combining sound legal judgement with creativity within the applicable rules and framework. The post contributes to the preparation, review, and follow-up of legal instruments, procedures, and decisions, while helping to ensure legal soundness, consistency, and compliance. It also requires close proximity to the business, a strong understanding of operational realities, and the ability to take account of stakeholders' constraints, objectives, and desiderata in order to support workable, legally robust outcomes. The post also supports the proactive handling of legal risks, disputes, and sensitive files, and contributes to the development of internal rules, templates, and guidance. Through close cooperation with operational and corporate stakeholders, the role supports legally robust decision-making and the effective functioning of the Agency.

Under the supervision of the Head of Legal Unit, the Legal Officer will contribute in particular to the following activities:

- provide legal advice and support on collaborative procurement, contractual, administrative, and institutional matters relevant to the Agency's activities;
- review, draft, and help negotiate contracts, Project Arrangements, Contribution Agreements, memoranda, decisions, and other legal instruments impacting on the Agency's governance;
- contribute to the legal review of collaborative procurement procedures and related documentation, ensuring compliance with the applicable legal and regulatory framework;
- assist in identifying, assessing, and help mitigating legal risks arising from the Agency's activities, including tendering, contractual and contentious matters and support the handling of legal disputes, pre-litigation matters, and follow-up actions in coordination with the relevant services;
- analyse the evolving legal framework applicable to EDA's procurement activities under the current and future Multiannual Financial Frameworks, including its interplay with other relevant EU frameworks and instruments such as the European Defence Fund (EDF), the European Defence Industry Programme (EDIP), and any future European Competitiveness Fund (ECF) architecture relevant to defence;
- support internal decision making and engagement with external stakeholders, including the Member States, partner institutions and Third Parties, through clear, practical and legal robust advice;
- adapt to evolving priorities and legal needs in a dynamic, multinational environment;
- take on additional tasks as required in the interest of the service.

All of the above activities shall be carried out in support of the Agency's services, with legal advice on procurement matters provided in an advisory capacity and on demand, in full respect of the respective distribution of roles and responsibilities. The duties associated with this post may evolve in line with the development of EDA's structure and activities, as well as the Agency's organisational needs.

5. ELIGIBILITY CRITERIA

To be considered eligible to take part in this selection procedure, on the closing date for the submission of applications candidates must satisfy all the eligibility criteria as specified below:

- be a national of a Member State participating in the Agency;
- be entitled to their full rights as citizens;
- have fulfilled any obligations imposed on them by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of their duties (extract from the “judicial record” or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform their duties;
- have a thorough knowledge (minimum level C1 oral and written) of one of the languages of the participating Member States and a satisfactory knowledge (minimum level B2 oral and written) of another of these languages to the extent necessary to discharge their duties;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of their duties within the Agency;
- hold, or be in a position to obtain, a valid Personnel Security Clearance Certificate (national or EU PSC at SECRET UE/EU SECRET level). Personnel Security Clearance Certificate (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, and which shows the level of EUCI to which that individual may be granted access (SECRET UE/EU SECRET), the date of validity of the relevant PSC and the date of expiry of the certificate itself. Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual candidate;
- have a level of education which corresponds to completed university studies of at least three years attested by a diploma; or where justified in the interests of the service, professional training of an equivalent level.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In the latter case, the authority authorised to conclude contracts of employment reserves the right to request proof of such equivalence.

For diplomas awarded in non-EU countries, a NARIC recognition is required: <https://www.enic-naric.net/>

Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

For native English speakers, your ability to communicate in another EU language will be tested during the selection process.

To assess your foreign language levels, see: <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

6. SELECTION CRITERIA

A. ESSENTIAL

(1) Professional

The candidate will be required to demonstrate that he/she has:

- a University degree in Law;
- at least six (6) years of relevant professional experience, acquired after the award of the minimum qualification required as a condition of eligibility (see eligibility criteria section above);
- at least four (4) years of experience in providing legal advice on EU affairs, institutional and/or administrative matters, including where relevant collaborative procurement, public procurement and contracts;

- extensive knowledge of the EU legal and institutional framework including administrative law, public law, and the rules applicable to collaborative procurement (i.a. export control, intellectual property rights, security requirements, conflict of interest);
- experience in providing legal advice and support on complex and high-value/risk dossiers;
- a very good command of written and oral English.

(2) Personal

All staff must be able to fit into the Agency's way of working (see par. 2). Other attributes important for this post include:

- ability to work in a team and independently in his/her area of responsibility;
- ability to work effectively in a multinational environment;
- reliability and capacity to work under pressure with little supervision;
- sound communication and organisational skills;
- strong problem-solving skills, including creativity within the applicable rules and framework, with the ability to identify enabling and workable legal solutions;
- excellent interpersonal and negotiation skills, with the ability to build trust, work in close proximity with the business, and understand stakeholders' constraints and expectations;
- strong goal orientation, with a sense of end-to-end accountability for the tasks under his/her responsibility;
- flexibility and innovativeness;
- genuine commitment to the Agency's objectives;
- a well-developed sense of judgement and discretion, combined with an enabling mindset, full respect for the roles and responsibilities of others, and the ability to balance legal rigour with practical solutions.

B. DESIRABLE

The following will be considered an advantage:

- experience in litigation, pre-litigation, or dispute management (for example before national courts, the Court of Justice of the European Union, or in administrative complaint procedures);
- awareness of/experience in dealing with the interaction between the Agency's legal framework and other EU legal or funding frameworks (for example EDF, EDIP, or other current or future EU initiatives relevant to defence and security).

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT FOR TEMPORARY AGENTS AT EDA

EDA, whose staff are governed by its own Staff Regulations, offers specific conditions of employment with regards to contract duration and pension arrangements.

CONTRACT DURATION

Subject to budget availability, the Legal Officer will be appointed by the Chief Executive. Recruitment will be as a member of the temporary staff of the Agency for a 4-year period. Renewal is possible only once for an additional period of 4 years, within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Temporary Agent, grade AD7. In line with EDA's Staff Regulations, the Agency does not offer inter-Agency mobility.

FINANCIAL ENTITLEMENTS

The pay for this position consists of a basic salary of 7.876,27€ supplemented with various allowances including, as applicable, expatriation or family allowances. Successful candidates are graded on entry into service according to the length of their professional experience. Salaries are exempted from national tax, instead an Agency tax is deducted at source.

PENSION ARRANGEMENTS SPECIFIC TO EDA

Prospective staff members considering a career at the European Defence Agency (EDA) should be aware that EDA has its

own pension provisions and is not part of the EU institutions' pension scheme (PSEUI).

In addition, EDA staff have several flexible options regarding their pension contributions at the end of their contract, under certain conditions, such as:

- transfer to a public pension scheme;
- transfer to a private pension scheme;
- direct payment as a severance grant.

For further information on working conditions please refer to: <https://eda.europa.eu/jobs/what-we-offer>

8. INDEPENDENCE AND DECLARATION OF INTEREST

The selected candidate will be required to make a declaration of commitment to act independently in the Agency's interest and to make a declaration in relation to interests that might be considered prejudicial to their independence.

9. EQUAL OPPORTUNITIES

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

10. APPLICATION PROCEDURE

Applications are invited with a view to establish a reserve list for the post of Legal Officer at EDA. This list will be valid until 31/12/2027, and may be extended by decision of the Chief Executive. During the validity of the reserve list, successful candidates may be offered a post in EDA according to their competences in relation to the specific requirements of the vacant post. Inclusion on the reserve list does not imply any entitlement of employment in the Agency.

Candidates must submit their application electronically solely via the EDA website. Applications by any other means (hard copy or ordinary e-mail) will not be accepted. Applications must be submitted no later than midnight. Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline. Please note that once you have created your EDA profile, any correspondence regarding your application must be sent or received via your EDA profile. For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to recruitment@eda.europa.eu.

When applying, candidates from Ministries of Defence or other governmental entities are encouraged to inform their national administration.

A selection panel will be appointed. Please note that the selection panel's internal proceedings are strictly confidential and that any contact with its members is forbidden. Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most suitable applicants will be called for an interview and a written test. Candidates may also be requested to take part in an assessment centre, participating in a number of individual and group activities related to the competences required for the post.

EDA will not accept any phase of the selection & recruitment process prepared or assisted, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. EDA reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI tools may be rejected without further consideration at EDA's sole discretion, and EDA reserves the right to take further steps in such cases as appropriate.

If recruited, candidates will be requested to supply documentary evidence in support of the statements made in their application. They should not send any supporting or supplementary information until asked to do so by the

Agency. Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with the Agency's Medical Adviser.

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EUROPEAN DEFENCE AGENCY (EDA)

Vacancy notice

Directorate	Corporate Services Directorate
Vacancy title	Senior Procurement and Contract Officer for Collaborative Procurement
Contract type	Temporary agent
Group	N.A.
Grade	AD9
Indicative starting date	16/10/2026
Security Clearance	SECRET UE/EU SECRET
Management of staff	N.A.
Location	Brussels
Closing date for applications	07/07/2026

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1. BACKGROUND

The European Defence Agency (EDA) was established on 12 July 2004, and is governed by Council Decision (CFSP) 2015/1835 defining the statute, seat and operational rules of the European Defence Agency. The Agency has its headquarters in Brussels.

The main task of EDA is to support the Council and the Member States in their effort to improve the Union's defence capabilities in the field of crisis management and to sustain the Common Security and Defence Policy (CSDP) as it currently stands and as it develops in the future.

The Agency is structured into four directorates. The Corporate Services Directorate (CSD) and three operational directorates: Industry, Synergies and Enablers (ISE); Capability, Armament & Planning (CAP); Research, Technology and Innovation (RTI).

2. THE AGENCY'S WAY OF WORKING

The Agency is an "outward-facing" organisation, constantly interacting with its shareholders, the participating Member States, as well as with a wide range of stakeholders. It works in an integrated way, with multi-disciplinary teams representing all of the Agency's functional areas, to realise its objectives. Its business processes are flexible and oriented towards achieving results. Staff at all levels need to demonstrate the corresponding qualities of commitment, flexibility, innovation, and team-working; to work effectively with shareholders and stakeholder groups, formal and informal; and to operate without the need for detailed direction.

3. THE CORPORATE SERVICES DIRECTORATE

The Corporate Services Directorate (CSD) provides critical business support to EDA operations by delivering high-quality corporate services under seven dedicated organizational elements, namely: Human Resources; Procurement and Contract Management; Finance; IT and Information Management, Security, Legal and Infrastructure. Additionally, the Record Manager is responsible for the effective management of information produced and/or received by the organisation.

CSD processes are geared towards efficient and optimal use of resources, leveraging good practice and technological solutions while ensuring sound financial management, transparency and accountability; outward focus and commitment to continuous improvement are the hallmarks of CSD.

4. DUTIES

The Senior Procurement and Contract Officer for Collaborative Procurement coordinates a portfolio of collaborative procurement initiatives covering a broad range of military equipment and defence services, ensuring their efficient implementation in full compliance with the applicable legal and regulatory framework. The role is strongly coordination-oriented and hands-on, directly supporting procurement and contract files, preparing and conducting procedures, following contracts throughout their lifecycle, and facilitating day-to-day cooperation with Project Officers and relevant stakeholders. It also contributes to the development of suitable sourcing approaches and governance arrangements, in full respect of the distribution of roles and responsibilities with the Project Officers. Stakeholder management and reporting constitutes a key element of the post. Through close coordination, negotiation, risk management, and continuous improvement, the role contributes to informed decision-making, value for money, and the achievement of the Agency's collaborative procurement objectives. The role does not entail managerial responsibility.

Under the supervision of the Head of Procurement and Contract Unit, the Senior Procurement and Contract Officer for Collaborative Procurement will contribute in particular to the following activities:

- coordinate the day-to-day implementation of the collaborative procurement portfolio, covering a broad range of military equipment and defence services;
- coordinate the work of the procurement and contract officers supporting the portfolio, ensuring effective day-to-day cooperation and follow-up;
- prepare, handle, and follow up procurement and contractual files in close cooperation with Project Officers and relevant stakeholders;
- contribute to the development of appropriate procurement approaches and governance arrangements, ensuring alignment with Member States' capability requirements and Agency priorities;
- ensure coherence with broader EU defence initiatives and funding programmes;
- provide close coordination and hands-on support for the preparation, launch, and conduct of procurement procedures and contracts, ensuring consistency with operational requirements and compliance with the applicable rules and regulations;
- provide hands-on support for the administration of complex and high-value contracts throughout their lifecycle, including reporting on the portfolio;
- support the resolution of complex issues arising from collaborative procurement initiatives by proposing practical and workable solutions;
- identify, follow up, and help address procurement and contract risks in close coordination with Project Officers and relevant stakeholders;
- contribute to the integration of development, production, test and evaluation considerations into collaborative procurement processes;

- identify and leverage synergies between collaborative procurement and innovation procurement initiatives within the Agency;
- integrate policy, legal, financial, and project-related inputs and prepare a variety of written material to support informed decision-making;
- negotiate with Member States, EU institutions and other external stakeholders in the context of collaborative procurement initiatives, programmes/projects;
- contribute to relevant working groups and committees;
- promote best-practice and contribute to the development and continuous improvement of procurement policies, standard operating procedures, and tools within the Agency;
- participate in relevant meetings, working groups, and external fora on behalf of the Agency;
- provide regular follow-up and reporting on the progress of the activities under coordination;
- provide practical support to audit activities and coordinate the related follow-up actions;
- adapt to evolving priorities and operational demands in a dynamic, multinational environment;
- take on additional tasks as required in the interest of the service.

All of the above activities shall be carried out in support of, and in close coordination with, Project Officers, in full respect of the respective distribution of roles and responsibilities.

The duties associated with this post may evolve in line with the development of EDA's structure and activities, as well as the Agency's organisational needs.

5. ELIGIBILITY CRITERIA

To be considered eligible to take part in this selection procedure, on the closing date for the submission of applications candidates must satisfy all the eligibility criteria as specified below:

- be a national of a Member State participating in the Agency;
- be entitled to their full rights as citizens;
- have fulfilled any obligations imposed on them by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of their duties (extract from the "judicial record" or certificate of good conduct will be requested prior to recruitment);
- be physically fit to perform their duties;
- have a thorough knowledge (minimum level C1 oral and written) of one of the languages of the participating Member States and a satisfactory knowledge (minimum level B2 oral and written) of another of these languages to the extent necessary to discharge their duties;
- have no personal interest (financial, family relationship, or other) which could be in conflict with disinterested discharge of their duties within the Agency;
- hold, or be in a position to obtain, a valid Personnel Security Clearance Certificate (national or EU PSC at SECRET UE/EU SECRET level). Personnel Security Clearance Certificate (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, and which shows the level of EUCI to which that individual may be granted access (SECRET UE/EU SECRET), the date of validity of the relevant PSC and the date of expiry of the certificate itself. Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual candidate;
- have 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 or be a graduate of a national or international Defence College; or where justified in the interests of the service, professional training of an equivalent level.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In the latter case, the authority authorised to conclude contracts of employment reserves the right to request proof of such equivalence.

For diplomas awarded in non-EU countries, a NARIC recognition is required: <https://www.enic-naric.net/>

Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

For native English speakers, your ability to communicate in another EU language will be tested during the selection process. To assess your foreign language levels, see: <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

6. SELECTION CRITERIA

A. ESSENTIAL

(1) Professional

The candidate will be required to demonstrate that he/she has:

- a University degree (or equivalent academic degree) in a field relevant to the post;
- at least eight (8) years of relevant professional experience, acquired after the award of the minimum qualification required as a condition of eligibility;
- at least six (6) years of experience in defence and/or EU/international public procurement;
- extensive knowledge of relevant EU rules and regulations, incl. Regulation 2024/2509, Directives 2014/24/EU and/or 2009/81/EC;
- experience in coordinating complex and high-value procurement procedures from planning through implementation, across multiple procurement methods and contract types;
- experience in coordinating complex contracts and/or projects, including in relation to export control, intellectual property rights, security requirements, technical complexity, industrial considerations, and multi-stakeholder environments;
- experience in coordinating multicultural teams;
- a very good command of written and oral English.

(2) Personal

All staff must be able to fit into the Agency's way of working (see par. 2). Other attributes important for this post include:

- ability to work in a team and independently in his/her area of responsibility;
- ability to work effectively in a multinational environment;
- reliability and capacity to work under pressure with little supervision;
- sound communication and organisational skills;
- strong problem-solving skills, including creativity within the applicable rules and framework;
- excellent interpersonal and negotiation skills;
- strong goal orientation, with a sense of end-to-end accountability for the tasks under his/her responsibility;
- flexibility and innovativeness;
- genuine commitment to the Agency's objectives;

- a well-developed sense of judgement and discretion, combined with full respect for the roles and responsibilities of others.

B. DESIRABLE

The following will be considered an advantage:

- hold a degree in EU public procurement law;
- military experience and familiarity with EU defence national environments/ministries of defence;
- previous deployments in military and/or civilian missions & operations;
- experience in collaborative procurement of military equipment and/or defence services;
- hold an internationally recognised project management qualification;
- familiarity with EU-funded programmes in defence industry and grants.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT FOR TEMPORARY AGENTS AT EDA

EDA, whose staff are governed by its own Staff Regulations, offers specific conditions of employment with regards to contract duration and pension arrangements.

CONTRACT DURATION

Subject to budget availability, the Senior Procurement and Contract Officer for Collaborative Procurement will be appointed by the Chief Executive. Recruitment will be as a member of the temporary staff of the Agency for a 4-year period. Renewal is possible only once for an additional period of 4 years, within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as Temporary Agent, grade AD9. In line with EDA's Staff Regulations, the Agency does not offer inter-Agency mobility.

FINANCIAL ENTITLEMENTS

The pay for this position consists of a basic salary of 10.082,77€ supplemented with various allowances including, as applicable, expatriation or family allowances. Successful candidates are graded on entry into service according to the length of their professional experience. Salaries are exempted from national tax, instead an Agency tax is deducted at source.

PENSION ARRANGEMENTS SPECIFIC TO EDA

Prospective staff members considering a career at the European Defence Agency (EDA) should be aware that EDA has its own pension provisions and is not part of the EU institutions' pension scheme (PSEUI).

In addition, EDA staff have several flexible options regarding their pension contributions at the end of their contract, under certain conditions, such as:

- transfer to a public pension scheme;
- transfer to a private pension scheme;
- direct payment as a severance grant.

For further information on working conditions please refer to: <https://eda.europa.eu/jobs/what-we-offer>

8. INDEPENDENCE AND DECLARATION OF INTEREST

The selected candidate will be required to make a declaration of commitment to act independently in the Agency's interest and to make a declaration in relation to interests that might be considered prejudicial to their independence.

9. EQUAL OPPORTUNITIES

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

10. APPLICATION PROCEDURE

Applications are invited with a view to establish a reserve list for the post of Senior Procurement and Contract Officer for Collaborative Procurement at EDA. This list will be valid until 31/12/2027, and may be extended by decision of the Chief Executive. During the validity of the reserve list, successful candidates may be offered a post in EDA according to their competences in relation to the specific requirements of the vacant post. Inclusion on the reserve list does not imply any entitlement of employment in the Agency.

Candidates must submit their application electronically solely via the EDA website. Applications by any other means (hard copy or ordinary e-mail) will not be accepted. Applications must be submitted no later than midnight. Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline. Please note that once you have created your EDA profile, any correspondence regarding your application must be sent or received via your EDA profile. For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to recruitment@eda.europa.eu.

When applying, candidates from Ministries of Defence or other governmental entities are encouraged to inform their national administration.

A selection panel will be appointed. Please note that the selection panel's internal proceedings are strictly confidential and that any contact with its members is forbidden. Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most suitable applicants will be called for an interview and a written test. Candidates may also be requested to take part in an assessment centre, participating in a number of individual and group activities related to the competences required for the post.

EDA will not accept any phase of the selection & recruitment process prepared or assisted, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. EDA reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI tools may be rejected without further consideration at EDA's sole discretion, and EDA reserves the right to take further steps in such cases as appropriate.

If recruited, candidates will be requested to supply documentary evidence in support of the statements made in their application. They should not send any supporting or supplementary information until asked to do so by the Agency. Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with the Agency's Medical Adviser.

Staff members employed at EDA require a Personnel Security Clearance Certificate (PSCC). The process to obtain a PSCC can be initiated only by EDA on behalf of the staff member. Failure to obtain the requisite security clearance certificate before the expiration of the probationary period may be cause for termination of the contract.

11. DATA PROTECTION

Please note that EDA will not return applications to candidates. The personal information EDA requests from candidates will be processed in line with Regulation (EU) 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) 45/2001 and Decision No. 1247/2002/EC.

The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EDA. More information on personal data protection in relation to selection and recruitment can

be found on the EDA website: <http://www.eda.europa.eu/jobs/dataprotection>

DETALŪS METADUOMENYS

Dokumento sudarytojas (-ai)	LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SAJUNGOJE 188613242/58
Dokumento pavadinimas (antraštė)	DĖL EUROPOS GYNYBOS AGENTŪROS (EGA) DARBO SKELBIMŲ ĮVAIRIOMS PAREIGYBĖMS. EDA202605122; EDA202605145.
Dokumento registracijos data ir numeris	2026-06-10 Nr. (76.2.5E)S76-590
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-06-10 Nr. G-1526
Dokumento specifikacijos identifikavimo žymuo	ADOC-V1.0
Parašo paskirtis	Pasirašymas
Parašą sukūrusio asmens vardas, pavardė ir pareigos	Nerijus Aleksiejūnas, Ambasadorius
Sertifikatas išduotas	NERIJUS ALEKSIEJŪNAS LT
Parašo sukūrimo data ir laikas	2026-06-09 19:20:16 (GMT+03:00)
Parašo formatas	XAdES-X-L
Laiko žymoje nurodytas laikas	2026-06-09 19:20:37 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	EID-SK 2016, AS Sertifitseerimiskeskus EE
Sertifikato galiojimo laikas	2024-07-08 21:23:09 – 2029-07-07 23:59:59
Informacija apie būdus, naudotus metaduomenų vientisumui užtikrinti	"Registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "Dokumentų valdymo sistema Avilys, Lietuvos Respublikos užsienio reikalų ministerija, į.k. 188613242 LT", sertifikatas galioja nuo 2024-12-18 10:59:02 iki 2027-12-18 10:59:02 "Gauto dokumento registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "DBSIS, Informatikos ir ryšių departamentas prie Lietuvos Respublikos vidaus reikalų ministerijos, į.k.188774822 LT", sertifikatas galioja nuo 2025-05-16 11:31:08 iki 2028-05-15 11:31:08
Pagrindinio dokumento priedų skaičius	7
Pagrindinio dokumento pridedamų dokumentų skaičius	–
Priedamo dokumento sudarytojas (-ai)	–
Priedamo dokumento pavadinimas (antraštė)	–
Priedamo dokumento registracijos data ir numeris	–
Programinės įrangos, kuria naudojantis sudarytas elektroninis dokumentas, pavadinimas	Dokumentų valdymo sistema Avilys, versija 3.5.90.2
Informacija apie elektroninio dokumento ir elektroninio (-ių) parašo (-ų) tikrinimą (tikrinimo data)	Metaduomens „Sudarytojo adresas“ reikšmė turi būti nurodyta Visi dokumente esantys elektroniniai parašai galioja (2026-06-11 14:50:23)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-06-11 14:50:23 DBSIS