

# EEAS Vacancy Notice: CA FGIII – Administrative and Financial As

## **We are:**

The European External Action Service (EEAS) supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. The EEAS supports his tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

The EEAS is composed of staff working in Headquarters in Brussels and in a network of 143 Delegations worldwide. It works in close cooperation with Member States, the Council and relevant services of the European Commission.

The "Rights, Obligations and Medical Cell" Division within the Human Resources Directorate of the EEAS is responsible for implementing the rights and obligations of all staff working in HQ and in the network of EU Delegations. This includes:

- i. accounting and paying remunerations;
- ii. managing leave entitlements and implementing working time policies;
- iii. managing administrative and financial entitlements for staff posted in third countries (Annex X of the Staff Regulations);
- iv. handling legal issues and ethics files regarding obligations set in the Staff Regulations, including procedures for prior authorizations where required;
- v. developing policies aimed at improving well-being and work-life balance, including support to families for staff; acting as correspondent of organizations and associations dealing with well-being and families of EEAS staff;
- vi. providing health advice and medical support as well as health risks assessment and management;
- vii. dealing with administrative and financial aspects of health repatriations and crisis country evacuations, including for dependents in Delegations.

## **We propose:**

The position of the Administrative and Financial Assistant – contract agent

FGIII as per article 3b of the Conditions of Employment of Other Servants of the European Union (CEOS).

Under the responsibility of the Head of Division and the supervision of the Team Leader of the Budget, Financial and Accounting Team, we propose an interesting position of Administrative and Financial Assistant. 2

### **We look for:**

A highly motivated and service-minded colleague with excellent analytical mind and well oriented to problem-solving, one who is flexible, precise, with attention to details, able to work independently and within the team, and ready to exchange views and practises with other team members.

The successful candidate will have to combine a number of different functions and will be working in a team of 3 to 4 members.

His / Her main duties will be:

- Be responsible for procurement procedures and contract management in the division including (but not limited to) preparation of calls for tender, initiation of procurement files, preparation of budgetary commitments, management of payments and recoveries in the role of operational and financial initiating agent. Ensure and follow all aspects of the process – procedural, legal, administrative and financial;
- Act as back-up in monthly checks for payroll preparation;
- Check and initiate payroll payments and other files within responsibility of the team and division;
- Ensure follow-up and clearing of waiting accounts;
- Manage debt recovery including follow up of end-of the year contracts;
- Check and initiate budgetary regularizations;
- Provide general payroll related administrative support to colleagues, managing functional mailboxes;
- Contribute to yearly budgetary cycle, from planning to execution;
- During rotation period (April-September) support Removal's team and other teams in the Division if need be.

### **Legal basis**

The vacancy is to be filled in accordance with the conditions stipulated under the Conditions of Employment of Other Servants of the European Union (CEOS). <sup>1</sup>

The successful candidate will be offered a contract agent position (Function group III); renewable contract for a maximum duration of 6 years (with a valid CAST exam).

### **Eligibility criteria:**

Candidates for this contract agent III post should:

- (i) have passed a valid EPSO CAST in a valid FG for this post

or

- (ii) be registered in the EPSO Permanent CAST in a valid FG for this post  
[https://epso.europa.eu/apply/job-offers\\_en?keyword=&contract=37&grade=A1](https://epso.europa.eu/apply/job-offers_en?keyword=&contract=37&grade=A1)
- have a level of post-secondary education attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three year;
- have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset;
- be a national of one of the Member States of the European Union and enjoy full rights as a citizen.

### **Selection criteria:**

Candidates should:

- have good knowledge of financial rules and processes as well as experience with accounting, audit and financial system tools;
- have knowledge and/or proven experience in the administration and/or human resources or a good awareness of issues relating to human resources in the EU context, including the main legal basis such the Staff Regulations and CEOS;
- be proactive, highly motivated and have good organizational skills;
- be able to work autonomously;
- have good inter-personal skills and be client-oriented;
- have good drafting and communication skills;
- be able to work under pressure and to tight deadlines when necessary;
- have a pragmatic problem-solving approach;
- have a good knowledge of English and French and be able to work effectively in both.

Furthermore:

- previous experience in contract management (preparation, negotiation, execution);
- previous experience as responsible for budget preparation and execution;
- previous experience in financial, accounting and audit sectors and/or being registered auditor;
- previous experience in dealing with cross-functional projects for analysis and improvement of internal procedures;
- previous experience in human resources management;
- good knowledge of standard administrative procedures as well as knowledge of IT tools for personnel and document management;
- experience in working with or within other EU institutions, agencies and bodies and/or in private organisations/companies in a multi-disciplinary and multi-cultural environment

would be considered as strong assets.

## **Specific conditions of employment**

The signature of the contract will be subject to prior favourable opinion of the Medical Service.

The successful candidate might be required to undergo security vetting if she or he does not hold already a Personal Security Clearance to an appropriate level, in accordance with relevant security provisions.

## **Equal opportunities**

The External Action Service applies an equal opportunities policy.

## **Application and selection procedure<sup>2</sup>**

Please send your CV and cover letter (with your EPSO CAST number) via email to the mailbox:

[RIGHTS-AND-OBLIGATIONS@eeas.europa.eu](mailto:RIGHTS-AND-OBLIGATIONS@eeas.europa.eu).

**Deadline for applications: 09/10/ 2020 at 18.00 (CET).**

Candidates shall draft their CV following the European CV form which can be found at the following internet address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

**Late applications will not be accepted.**

The selection panel will make a pre-selection on the basis of the qualifications and professional experience described in the CV and motivational letter, and will produce a shortlist of eligible candidates who best meet the selection criteria for the post. Please note that only shortlisted candidates will be informed about the outcome of the pre-selection phase.

The candidates who have been preselected will be invited for an interview by a selection panel. The panel will recommend a shortlist of candidates for a final decision by the Authority Authorised to Conclude Contracts of Employment. The Authority may decide to interview the candidates on the final shortlist before taking this decision.

**Place of employment: EEAS Headquarters, Brussels, Belgium**

**Post available: immediately in EEAS HQ (Brussels)**

<sup>1</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CE...>

<sup>2</sup> Your personal data will be processed in accordance with Regulation (EU) 2018/1725, as implemented by ADMIN(2019)8 Decision of the High Representative of the Union for Foreign Affairs and Security Policy. The privacy statement is available on the Europa website:

([http://eeas.europa.eu/data\\_protection/rights/index\\_en.htm](http://eeas.europa.eu/data_protection/rights/index_en.htm)) and on the EEAS Intranet: (<https://intranet.eeas.europa.eu/page/eeas-work/data-protection/privacy-s...>).