

EEAS Vacancy Notice: Contract Agent FGIII – Finance and Contract

We are:

The **European External Action Service** (EEAS) supports the work of the High Representative in defining and implementing an effective and coherent European Union foreign policy. It also supports the High Representative in his capacity as Vice President of the Commission with responsibility for the co-ordination of all aspects of the external action of the European Union. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

The Field Security Division is responsible for providing leadership, operational support and oversight of the EEAS security management system, enabling the work of the EEAS, and for delivering security duty of care responsibilities for staff and eligible dependants in EU Delegations worldwide as well as assets and information.

The Division has three sectors: Operations, Resources & Logistics and Strategy. The Operations sector provides the link between HQ and field operations including the Regional Security Officers (RSO) network. The Resources and Logistics Sector carries out oversight of the budget lines for Security services contracts (security static guarding and close protection worldwide), coordinates on all security contract tenders worldwide, manages the procurement and maintenance of armoured vehicles, personal protective equipment, radio-communications networks, the Division's human resources (including RSO network recruitment, rotation), and is involved in all security related financial, budgetary, legal and audit matters. The Strategy Sector is responsible for the drafting of security policies, instructions, security trainings, preparing, and publishing the Country Threat Assessments.

We propose

A challenging position of **Finance and Contract Assistant** in the Resources and Logistics Sector in the Field Security Division – contract agent FGIII as per article 3b of the Conditions of Employment of Other Servants of the European Union (CEOS).

The successful candidate will be part of a motivated team with a strong emphasis on collaboration and teamwork.

We look for

We are seeking a highly motivated colleague who will

- Ensure the initiation of financial transactions in accordance with legality, regularity, internal procedures and sound financial management;

- Contribute to the preparation of the annual budget including reserving the budget appropriations according to the evolution of the existing and envisaged contracts;
- Prepare and contribute to procurement procedures and contract management of supplies and services contracts for Security Services, Radio installations and maintenance, purchasing and maintenance of Armoured Vehicles and other security equipment;
- Contribute to the reporting and monitoring on budgetary commitments, expenditures and recoveries;
- Ensure liaison with EU counterparts in EU Delegations, inter alia Heads of Administration, Delegation Security Coordinators and Regional Security Officers – on the situation and advancement of security equipment purchasing and deployments;
- Coordinate with horizontal HQ functions, i.e. Procurement, Finance and Contracts, Budget and Legal Affairs Divisions, on budgetary, procurement and legal matters;
- Prepare periodic budgetary and financial reporting;
- Contribute to responses to and follow-up of observations and recommendations following audits performed by ex-post control, Internal Audit Division, Internal Audit Service and/or the European Court of Auditors.

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). ¹

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

- 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 a strong proven experience in procurement and financial management within the European Institutions;

- have a good command of MS Office;
- have strong drafting and analytical skills combined with sound judgement;
- have the ability to communicate clearly on complex issues and the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment;
- have excellent command of English and French (both orally and in writing);
- be a flexible team-player;
- have a strong service attitude.

Furthermore:

- experience of working in a team in multi-disciplinary and multi-cultural environment;
- have a good command of the EU specialised IT tools (ABAC, ABAC assets, Ares,);

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 procedure²

Please send your CV and cover letter (with your EPSO CAST number) via email to Bruno.FIEVET@eeas.europa.eu

Deadline for sending applications: 27 September 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.

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 Empowered 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: 1 October 2020

¹ 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=CELEX:01962R0031-20190101>

² 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) and on the EEAS Intranet: (<https://intranet.eeas.europa.eu/page/eeas-work/data-protection/privacy-statements>).