



EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

Administration Unit
Human Resources Cell

CALL FOR EXPRESSION OF INTEREST FOR A POST OF FINANCE OFFICER

(Ref.: EAHC/CEI/CA/III/2010/001)

The Executive Agency for Health and Consumers invites applications for the creation of a Reserve List of:

Finance Officer - (Contract Agent / Function Group III)

THE EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

The Executive Agency for Health and Consumers (hereinafter referred to as the EAHC) implements the second Public Health Programme, adopted by Decision No 1350/2007/EC of the European Parliament and the Council of 23 October 2007, the Consumer Programme, adopted by Decision 1926/2006/EC of the European Parliament and the Council on 18 December 2006, and the Better Training for Safer Food initiative, measured by Regulation (EC) No 882/2004 and Directive 2000/29/EC.

Excluding tasks related to programme evaluation, monitoring of legislation or any other action that could come under the exclusive competence of the Commission, the EAHC is entrusted with the following tasks:

- Managing all the phases in the lifetime of specific projects, in the context of implementing the programme on public health and the necessary checks to that end, taking the relevant decisions where the Commission has empowered it to do so;
- Ensuring a high level of consumer protection, through improved information on consumer-related data, better consultation and better representation of consumers' interests as well as enhancing the effective application of consumer protection rules through cooperation between the authorities and key consumer organisations, disseminating information, education and dispute resolution;
- Managing the Commission's initiative "Better Training for Safer Food", which sets a Community training strategy in the areas of food law, feed law, animal health and animal welfare rules, as well as plant health rules;
- Adopting the instruments of budget execution for revenue and expenditure and carrying out, where the Commission has empowered it to do so, all the operations necessary for the management of the referred Community programmes and, in particular, those linked to the awarding of contracts and grants;

The EAHC is established in Luxembourg.

Additional information is available on the following website:
<http://ec.europa.eu/eahc>.

JOB DESCRIPTION

The jobholder will be mainly responsible for the management of contracts and payments, knowing all the financial aspects in the lifetime of projects and public expenditure, from the contract preparation to the final payment.

The jobholder will in particular:

- Assist in preparing and monitoring the financial aspects of Calls for Proposals and Calls for Tender
- Assist Project Officers in the financial aspects of negotiation with beneficiaries (budget adjustments, information on eligibility of costs, etc.)
- Collect, verify and process the financial and legal documents required from contractors
- Draft contracts, prepare contract amendments, prepare and process financial transactions
- Ensure and follow-up the financial management of contracts and grants: examine and accept cost claims, establish financial documents (commitments, payments, recoveries)
- Register relevant project and financial data in the accounting system
- Contribute to the development and implementation of homogeneous and compatible procedures, norms and methods to process and access financial information and documents

QUALIFICATIONS AND EXPERIENCE REQUIRED

A. Eligibility criteria

To be considered as eligible for selection, candidates shall fulfill the following formal criteria by the deadline for applications:

- **Be included in the European Personnel Selection Office (EPSO) database¹ for contract agents CA3a² in function group III and have successfully completed the EPSO selection procedure for that function group;**
- Post-secondary education attested by a diploma or secondary education

¹ Available to Executive Agencies

² CA3a refers to Contract Agents under Article 3a. Executive Agencies may only recruit contract staff under Article 3a of the Conditions of Employment of Other Servants of the European Communities (CEOS)

attested by a diploma giving access to post-secondary education and appropriate professional experience of three years;

- To have a thorough knowledge of at least two official languages of the European Union;
- To be a national of a Member State of the European Union;
- To be entitled to his or her full rights as a citizen;
- To have fulfilled any obligations imposed by the applicable laws concerning military service;
- To meet the character requirements for the duties involved;
- To be physically fit to perform the duties linked to the post³.

B. Selection criteria

Essential

- At least 3 years of proven professional experience (after the award of the education requirements to be eligible) on issues related to the profile of the post;
- Experience in calls for proposals and calls for tenders procedures, acquired within an international environment;
- Good knowledge and experience in finance, budget and public procurement contract management;
- Knowledge of the European Union Financial Regulations and procedures;
- Very good written and oral command of the English language;
- Proficiency with electronic office equipment (word processing, spread sheets, presentations, electronic communication, use of Internet, etc.).

Advantageous

- Knowledge and experience of the financial information systems of the European Institutions or similar systems;
- Knowledge of the organisation, structure, working procedures and policies of the Commission services and executive agencies in particular;
- Experience within an international and multicultural environment;

³ Before the appointment, a candidate who has been successful in a selection interview shall be medically examined by one of the Institutions' medical officers in order that the Executive Agency for Health and Consumers may be satisfied that s/he fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities (article 82 §3(d) of the Conditions of Employment of Other Servants of the European Communities (CEOS))

EQUAL OPPORTUNITIES

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the ground of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The jobholder will be appointed on the basis of a Reserve List. The List will be established as a result of a selection procedure organised in the following way:

A Selection Committee shall invite for interview the candidates who have been chosen by the EAHC service concerned from among the validated candidates on the basis of the job description.

The Selection Committee will analyse the motivation letter and the CVs of candidates with reference to the eligibility and selection criteria; it will invite for an interview those eligible candidates best matching the needs of the EAHC.

On the basis of the interview results, the Selection Committee will establish a Reserve List of suitable candidates.

From this List, candidates are recruited upon the decision of the EAHC's Appointing Authority. Candidates should note that inclusion on the Reserve List does not guarantee recruitment.

Jobholders will be recruited as members of the contract staff, in function group III, pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities (CEOS) for an initial period of one to two years, with the possibility of renewal. A second renewal may be granted with undetermined duration within the limits of the determined life of the EAHC. The precise classification in grade will depend on the number of years of professional experience acquired after the degree giving access to the post.

For further information on working conditions of contract staff see the web site of the European Personnel Selection Office (EPSO) at: <http://europa.eu/epso/>

The place of employment will be Luxembourg where the EAHC has its premises.

Where a Reserve List is established, it will be valid for 12 months from the date of its establishment and may be used for other positions with similar requirements to those of the present selection procedure. The validity of the Reserve List can be extended if the EAHC director decides so.

APPLICATION PROCEDURE

To register an interest in applying for a post covered by this call for expression of interest, candidates should submit

1. a (short) motivation letter, maximum 1 page;
2. an up-to-date, detailed curriculum vitae, preferably in European format (<http://europass.cedefop.europa.eu>);
3. a copy of the note/letter received from the European Personnel Selection Officer (EPSO) stating that the candidate is included in the EPSO database for contract agents CA3a, function group III further to a successfully completed EPSO selection procedure for that function group

to the following address: EAHC-HR@ec.europa.eu mentioning the Call reference in the subject. (EAHC/CEI/CA/III/2010/001)

Applications not fulfilling the criteria set out in this call for expression of interest will not be considered. Candidates should note that the working language of the EAHC is English.

Candidates are invited to indicate in their application any special arrangements that may be required if invited to attend an interview.

The time limit for receipt of applications under this call for expression of interest is 30 September 2010 at 16:00 hours (CET - Luxembourg time).

DATA PROTECTION

The purpose of processing the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the EAHC. The personal information requested from candidates will be processed in line with Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Therefore, the personal data of candidates are processed solely for the purpose of personnel selection and recruitment and will be kept for no longer than necessary.

Candidates have the right to access their personal data and the right to request in writing any rectification of their inaccurate or incomplete factual personal data. In case of any queries concerning the processing of personal data, candidates may send their written requests to the e-mail address indicated above. For more information please refer to <http://ec.europa.eu/eahc/about/about.html>.

Candidates have the right of recourse at any time to the Data Protection Officer of the EAHC (EAHC-DATA-PROTECTION@ec.europa.eu) and to the European Data Protection Supervisor (EDPS@edps.europa.eu) for matters relating to the processing of their personal data.