



Finance and Contracts Assistant

- Verification -

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Vacancy notice COM/2022/1925

Function group: AST

ESTAT.A.4, Luxembourg

Publication: from 13/07/2022 to 26/08/2022 until 12.00 hours noon Brussels time

We are

Eurostat, one of the Directorates-General of the European Commission, is the statistical office of the European Union. Eurostat's mission is to provide high quality statistics and data on Europe.

Eurostat co-ordinates statistical activities at Union level and more particularly inside the Commission.

Within Eurostat, Unit A4 is in charge of budget and financial management. We are in particular responsible for providing advice, services and support regarding the sound financial management in Eurostat. We provide support to the operational Directorates (guidance, training, helpdesk) and we participate in projects aiming to assist to the achievement of the DG's strategic and operational activities.

We initiate commitments of two ESTAT Directorates. We initiate all payments of Eurostat services and we do the financial verification of all Eurostat expenditure, financial procedures and transactions. Our mission statement does also include the planning and follow-up of the budgetary execution of Eurostat.

The unit has a friendly and collaborative work atmosphere. We are a unit of 35 highly dedicated and technically proficient staff members who work in 5 different teams: initiation of commitments, initiation of payments, financial verification, support tasks, budget & reporting.

We propose

There is currently an open vacancy in ESTAT.A.4. According to Article 29 of the Staff Regulations, the appointing authority shall first consider whether the post

can be filled in by internal candidates of the Commission, officials from other EU Institutions, and laureates of open competitions in that order of priority. The post is therefore also published internally in the Commission and inter-institutionally, and it is also brought to the attention of competition laureates via the appropriate channels. However, should no suitable candidate be found among the aforementioned categories, it will be possible to consider other candidates for a temporary agent position. For these reasons, any person fulfilling the selection requirements may express his/her interest for the post.

As a part of the financial verification of procurement teams (6 staff members):

The selected candidate will be in charge of the financial verification of all steps of procurement.

S/he will provide support to operational directorates in the performance of their budget and financial management functions.

S/he will also contribute to training and the production of guidance documents/manuals on budget and financial procedures.

S/he will be involved in cross-cutting projects at unit or DG level, such as supporting change management when reviewing financial circuits.

She will act as back-up for the financial verification of grants procedures.

We look for

We look for a dynamic and motivated colleague, with high expertise and experience in financial management.

The candidate should have good analytical and organisational skills, the ability to work autonomously as well as part of the team, and the ability to perform under time constraints.

S/he should be strongly service-oriented and have a sense of initiative and responsibility.

The selected person will have a flexible but methodical approach and a keen sense of priorities.

A very good working knowledge and/or experience of the budgetary and financial grant management and public procurement procedures of the Commission is required.

Working experience with the relevant financial IT tools (Abac, e-procurement, e-tendering, e-ordering, e-Grants, Word, Excel) is essential. Further training will be provided.

The main working languages of the unit are English and French.

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

In order to be eligible for the post, the candidate must, as a minimum, fulfil the following conditions:

- a) be a national of one of the Member States of the Union and enjoy his/her full rights as a citizen;
- b) to have fulfilled any obligations imposed on him/her by the laws concerning military service;
- c) produce the appropriate character references as to his/her suitability for the performance of his/her duties;
- d) be physically fit to perform his/her duties; and
- e) produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his duties.

In addition, candidates must have at least:

- a) A level of post-secondary education attested by a diploma, followed by at least 3 years of relevant professional experience directly linked to the duties
- or
- b) Secondary education attested by a diploma giving access to post-secondary education followed by at least 6 years of relevant professional experience directly linked to the duties.

The professional experience requested for the selection procedures above may have been gained, for example, in private companies, in international organisations and/or bodies, EU institutions and/or agencies, national and/or regional administrations, academia, research institutes, industry, non-governmental organisations or as a self-employed activity and will only be taken into account if it:

- constitutes genuine and effective work,
- is remunerated,
- involves a subordinate relationship or the supply of a service, and
- is subject to the following conditions:
 - ✓ traineeships: if remunerated,
 - ✓ compulsory military service: completed before or after the required diploma for a period not exceeding the statutory duration in your Member State,
 - ✓ maternity/paternity/adoption leave: if covered by an employment contract,
 - ✓ doctorate: for a maximum of 3 years, provided the doctorate was actually obtained, and whether or not the work was remunerated, and
 - ✓ part-time work: calculated pro-rata on the basis of the number of hours worked, e.g. half-time for 6 months would count as 3 months.

Selection procedure

No applications will be accepted after the closing date of the vacancy. The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted.

Due to the large volume of applications received, only candidates selected for interview will be notified.

Should they be chosen, candidates will be requested, as part of the actual recruitment procedure, to supply documentary evidence, in original, in support of the statements made in the application.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French only.

Should a position be offered, candidates will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission medical service.

Type of contract

The successful candidate will be engaged as a temporary agent under Article 2(b) of the CEOS in function **group AST, grade 3**.

He/she will be classified depending on the length of his/her previous professional experience in step 1 or step 2 within that grade, in accordance with Commission Decision C(2013)8970.

The duration of the contract is for **three years**.

Applicants should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

Pay

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants](#).

The place of employment will be in Luxembourg.

How to apply

The interested candidates should send their CV and motivation letter respecting the deadline of the vacancy to the following email address:

ESTAT-HR-BUSINESS-CORRESPONDENT@ec.europa.eu

Please mention in the subject of your application the title of the job “Finance and Contracts Assistant - Verification”

Appeals

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR (HR-MAIL-E2@ec.europa.eu).

Equal opportunities

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Data Protection

Candidates who applied for a vacant post but were not selected, will have their CV's stored in the HR database for a period of 12 (twelve) months in case other mobility opportunities open in the future. This processing falls under the headhunting policy of DG HR and is covered by DP record DPR-EC-14128.

For information related to Data Protection, please see the Specific Privacy Statement on the Eurostat website.