

THE EUROPEAN PUBLIC PROSECUTOR'S OFFICE (EPPO)

EPPO offers challenging and rewarding careers to enthusiastic, motivate and highly skilled people who want to work within an international environment and contribute to the vision of this new organisation.

Vacancy Notice

for establishing a reserve list

Budget Assistant (EPPO/AST/2019/001)

Type and duration of contract:	Temporary Agent, 3 years with possibility of extension
Function group and grade:	AST 4
Monthly basic salary:	€ 4 231,23 at step 1 plus, where applicable, various allowances ¹
Place of employment:	Luxembourg ²
Deadline for applications:	12/07/2019

1. European Public Prosecutor's Office

The European Public Prosecutor's Office (the EPPO) is an independent European prosecution service responsible for carrying out criminal investigations and prosecutions into crimes affecting the Union budget, including fraud, corruption, money laundering and serious cross-border VAT fraud. The Regulation establishing the EPPO under enhanced cooperation³ entered into force on 20 November 2017.

The Commission is responsible for the establishment and initial administrative operation of the EPPO, until the Office has the capacity to implement its own budget. Work is on-going to set up the EPPO in order for it to take up its functions at the end of 2020.

The EPPO will reach a total number of 117 staff in cruising regime.

The seat of EPPO will be in Luxemburg.

2. Main accountabilities

¹ See further information under the field 'Contract and Remuneration'.

² The place of employment will be Luxemburg. However, especially in the first months, frequent travels to Brussels are to be expected.

³ Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office ('the EPPO') (OJ L 283, 31.10.2017, p. 1).

The European Public Prosecutor's Office is seeking a suitable candidate for the position of Budget Assistant. The main role of the Budget Assistant will be to support and assist the Budget Officer in handling the financial and budgetary operations in the setting up phase of the Office.

The tasks of the Budget Assistant will include the following:

- Providing support to the budget officer and the management for budget planning and reporting, mainly by maintaining an overview of budget commitments and by producing reports, reconciliations and other documentation needed for the supervision of the budget implementation;
- Monitoring the budget execution per commitment, budget line and activity;
- Assisting in the development of financial procedures and in the elaboration of templates and other standard documents;
- Contributing to the continual improvement of financial and administrative practices and procedures;
- Assisting with the maintenance and development of the financial tools of the EPPO;
- Checking and processing mission orders and claims, in line with the applicable rules;
- Initiating and verifying financial transactions in the accounting system (e.g. commitments, payments, recovery orders and credit operations, etc.);
- Processing, maintaining and updating Financial Identification Forms and Legal Entities Forms, according to the EPPO's financial rules;
- Assisting in the opening and closing of the financial year;
- Providing support in ensuring compliance with relevant regulations, financial rules, procedures, internal rules on budget implementation, internal control statutory/regulatory requirements, keeping records up-to-date;
- Contributing to the definition of internal control measures specifically related to finance.

The place of employment will be Luxembourg. However, especially in the first months, frequent travels to Brussels are to be expected.

3. Requirements

3.1 Eligibility criteria

To consider eligible, candidates must satisfy all the following eligibility criteria by the closing date for submitting applications:

- i. Have a level of post-secondary education attested by a diploma, and after having obtained the diploma, at least **9 years** of appropriate professional experience⁴, or
- ii. Have a level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma, at least **12 years** of appropriate professional experience.

⁴ Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said EU Member States will be taken into consideration.

In addition, candidates must:

- be nationals of one of the Member States of the Union and enjoy their full rights as citizens;
- have fulfilled any obligations imposed by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of the duties⁵;
- be physically fit to perform their duties⁶;
- have a thorough knowledge (C1) of one of the languages⁷ of the European Union and of a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of their duties.

3.2 Selection criteria

Applications will be assessed on the basis of the CV and motivation letter (maximum 1 page) against the criteria listed below.

Essential

- Knowledge of financial, accounting, budgetary and cost-control principles and practices;
- Experience in applying financial procedures and rules;
- Experience in processing financial transactions;
- In-depth knowledge and practical experience of EU financial rules, processes and policies;
- Familiarity with standard computer applications, accounting and finance software packages;
- Experience in a multicultural working environment.

Advantageous

- Experience with contributing to setting up a new agency/institution/department;
- University degree in an area relevant to the position;
- Knowledge of the EU Staff Regulations and CEOS;
- Knowledge of ABAC, Ares archiving system and MS SharePoint;

Inter personal competencies

- Strong analytical skills;
- Ability to organise and prioritise, focusing on results and on accuracy;
- Quality-driven, customer-oriented attitude;
- Excellent problem-solving skills and an ability to develop creative solutions;
- Ability to work under pressure to meet the targets set up by the hierarchy by responding to changes in a rapidly evolving work/project environment;
- Ability to communicate effectively in a multicultural environment;
- High sense of discretion and confidentiality;

⁵ If successful, you will be asked to provide prior to recruitment, a police certificate confirming the absence of any criminal record.

⁶ Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centre to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

⁷ In accordance with the Common European Framework of Reference for Languages: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

- Proven ability to work both in a team and independently, combined with the capacity to work on several projects simultaneously.

4. Application procedure

Candidates are required to check carefully before submitting an application whether they meet all the eligibility criteria, particularly concerning the required types of diplomas and professional experience as well as their linguistic capacity.

In order to facilitate the process, candidates are invited to apply in English.

Applications will be submitted **only by email** to eu-epo-recruitment@ec.europa.eu.

Only complete applications will be accepted and considered. Candidates must send a complete application quoting the reference of the call for applications, as detailed below:

1. **Curriculum Vitae** preferably in the Europass format⁸;
2. **Motivation Letter** (maximum one page);

Failure to submit these documents will render your application ineligible.

Start and end dates of all previous positions and whether full time or part time work should be indicated in the curriculum vitae. Part-time work will be taken into account in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment.

PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

Inquiries related to this call for applications may be sent to eu-epo-recruitment@ec.europa.eu.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English.

All candidates will be notified about the outcome of their application via email.

5. Closing date for applications

The closing date for application is **12/07/2019, 12 noon, Brussels time** (please check the time zones).

The EPPO will disregard any application received after deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or fault with the internet connection could lead to difficulties in submission. The EPPO cannot be held responsible for any delay due to such difficulties.

⁸ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

6. Selection procedure

Eligibility and suitability of candidates will be firstly assessed according to compliance with the eligibility and selection criteria based to the application provided.

Following that assessment, the most suitable candidates may be invited for an interview and a written test.

After the interviews, and, where applicable, the results of the written tests, the Selection Committee might propose a list of successful candidates. Such list will be valid for a specific period of time and might be extended.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS), the successful candidate will be required to make a declaration of non-conflict of interest before recruitment. The EPPO Appointing Authority will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest in relation to the position offered and will adopt appropriate measures. To that end, the candidate, using a specific form will inform the Appointing Authority of any actual or potential conflict of interest.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question.

7. Contract and Remuneration

Successful candidates may be offered a contract as a temporary agent in accordance with the CEOS for an initial period of 3 years, renewable for another period of 3 years. After the second period, the contract may be renewed for an indefinite period.

Successful candidates who will be offered a contract of employment will, on their entry into service, be placed in step 1 or step 2 of the AST 4 grade, according to the length of their professional experience. The basic monthly salary for grade AST 4 currently is:

- Step 1: € 4 231,23
- Step 2: € 4 409,02

In addition to the basic salary, the following benefits apply:

- Additional specific allowances (e.g. expatriation, household, dependent child, installation) depending on the individual's family situation and the place of origin;
- Flexible work arrangements (such as part-time work, flexible working hours, teleworking);
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service.

The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

In line with Article 97 of Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office, continuity of contracts, including pension rights, shall be offered to staff employed by Institutions, offices, agencies and bodies of the Union as Temporary agents under point (a) of Article 2 of the CEOS, Temporary agents under point (f) of Article 2 of the CEOS who, without interruption, are engaged by the EPPO following the present selection procedure.

8. Equal opportunities

The EPPO applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as 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.

9. Data Protection

The EPPO ensures that candidates' personal data are processed as required by Regulation (EU) 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) No 45/2001 and Decision No 1247/2002/EC. (Official Journal of the European Union L 295, 21 November 2018, p. 39–98).

10 Appeals

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure, may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union within the time limit provided for, at the following address:

European Public Prosecutor's Office (EPPO)
For the attention of the interim Administrative Director, Mr Olivier SALLES
Ref.: EPPO/AST/2019/001
MO 59 04/75
1049 Brussels
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting him/her.