



VACANCY NOTICE

INTER-AGENCIES MOBILITY

For Budget Adviser

Contract Agents FGIV

(Ref. REA INTER-CA/2018/BUDG/FGIV/C4/11)

The Research Executive Agency (REA)

The Research Executive Agency (REA), a multicultural and dynamic body set up by the Commission Decision 2008/46/EC^I of 14 December 2007 and amended by the Commission Implementing Decision 2013/778/EU^{II} of 13 December 2013, is entrusted with the management of the following parts of the Specific Programme Implementing “Horizon 2020 – The EU Framework Programme for Research and Innovation (2014-2020)”^{III} (“H2020”):

- “[Marie Skłodowska-Curie actions](#)” and the “[FET-Open](#)” activity under Part I – ‘[Excellent Science](#)’; the “Space” activity of Part II – ‘Industrial Leadership’;
- the objectives “Food security, sustainable agriculture and forestry, marine and maritime and inland water research, and the bioeconomy”, “Inclusive, innovative and reflective societies” and “Secure society” of part III – ‘Societal challenges’;
- the specific objectives “Spreading excellence and widening participation” (part IV) and “Science with and for society” (part V) of the H2020 Specific Programme.

The Agency is also responsible for the management of the Research Enquiry Service as well as the administrative and logistical support services for call planning, call publication, logistical support for evaluations including the management of the common evaluation platform, contracting and payment of independent expert evaluators, validation of legal entities and preparation of legal entities’ financial viability assessment. The operational budget managed by the REA will increase from € 1.75 billion per year in 2014 to €2.5 billion in 2020.

REA has 3 Departments and 14 Units and is growing from 761 in 2018 to 822 staff members in 2020.

Staff consists of approximately 25% Temporary Agents and 75% Contractual Agents, all recruited on a broad geographical basis.

Further information on the REA may be obtained at:

<http://ec.europa.eu/research/rea/index.cfm>

The recruiting unit REA.C4 is a horizontal Unit that provides support services for the H2020 evaluation process. We:

- coordinate the Call Planning for the Research Family and other clients,
- manage the evaluation facility at the Covent Garden premises in Brussels and the organization of the evaluation logistics.

^I OJ L 11, 15.1.2008, p. 9

^{II} OJ L 346, 20.12.2013, p. 54

^{III} OJ L 347, 20.12.2013, p. 104

- handle the contracting and payment of evaluator experts for all the Directorates-General and Executive Agencies of the 'Research Family', as well as for monitor experts used by the REA.
- carry out the legal entity and the bank account validations for H2020 experts, issue expert contracts, and prepare and execute the related payment files in compliance with the procedures in force and within the time-to-pay (TTP) objective of 30 days.

We work in cross-sectoral teams which are responsible for different processes falling under the Unit's responsibility (e.g. Call Planning, Validation, Expert Contracting, Evaluation Support, Payments); each team is led by a Task Coordinator under the supervision of a Head of Sector.

We aim to provide high quality and in-time services to experts, DGs and Agencies in a transparent and customer-oriented way, so that experts and Operational Services can get on with their work. We enjoy working together.

Description of the job

The list of tasks includes the following:

Functions and duties

Overall purpose:

To prepare the annual and multiannual operational and administrative (operating) budgets (draft, initial and revised budgets). To plan, prepare, follow-up, set-up and report on the annual and multiannual operational and administrative budget. To provide advice on budget issues ensuring proper budget management in respect of financial regulations. To set-up financial and budget related procedures.

+ BUDGET and FINANCE - Budget planning, establishment and follow-up

- Perform the coordination, the preparation, the forecast (monthly, yearly, multi-annually) and the establishment of both the administrative and the operational budgets of the REA and their related activities and documentations for the Hierarchy, the Management and the Steering Committee of the Agency as well as for the European Commission and the Budgetary Authority.
- Analyse and follow-up of financial data relating to the execution of programmes, actions and funds.
- Provide advice on budgetary and financial issues and ensure proper and sound financial management in respect of financial regulations as well as of budgetary processes and procedures.
- Co-ordinate and supervise budget execution for both the operational and the administrative credits, reallocate and transfer credits following budget requirements and forecasts.
- Follow-up of the budget requirements, allocations, transfers and consumptions in commitment and in payment appropriations of the entire budget structure (programmes, central and local budget lines) in ABAC using ABAC and BUDG Data Warehouse.
- Follow-up of the Budgetary Procedure of adoption of the Budgets (Steering Committee, European Commission, Parliament and Council).

+ BUDGET and FINANCE - Budget reporting, analysis and monitoring

- Prepare reports for the monitoring of both the administrative and operational budgets and analysis through key performance indicators (KPIs) which are addressed to the REA Management and to the Parent-DGs of the Agency.
- Prepare cost analysis reports on the administrative and the operational budgets for the Management and for the Annual Work Programme of the Agency.
- Maintain budgetary follow-up tables for staff, management and DG BUDG.
- Issue the budget execution report issuing the relevant IT tool (e.g. Business Object and Excel) and analyse the results comparing the actual spending with the forecasted.

+ BUDGET and FINANCE - Budget procedural support and advice

- *Keep up-to-date the budget templates, processes and procedures.*
- *Provide advice to implement budget processes, procedures, norms and methods (including the relevant templates).*
- *Advise management about resource utilisation and assumptions underlying budget forecasts and execution.*
- *Provide input on the implementation of internal control framework concerning budget issues.*
- *Provide support to management and units to implement financial and budgetary procedures, norms and methods, including on-the-spot training.*

+ BUDGET and FINANCE - Support to budget, finance, contracts and audit procedures

- *Collaborate with the financial cells and sectors of the Agency in the co-ordination of each REA Unit's budget monitoring and reporting and in the supervision of the respect of financial, budgetary, legal and contractual rules, procedures and deadlines.*
- *Work in close collaboration with the staff working in the horizontal administrative Units and in the Operational Units.*
- *Advise the REA services (administrative, horizontal and operational) on the best budget implementation.*
- *Collaborate and actively participate to the audit of the European Court of Auditors.*

Qualifications and experience required

A. Eligibility criteria

Contractual agents 3(a) or 3(b) should have:

- the same Function group as the one of the published post (FGIV) on the closing date of application;
- served at least three years in that same contract type (three years as CA 3(a) or three years as CA 3(b))
- successfully passed an EPSO CAST selection for that same function group (FGIV) (including the competency test).
- REA CA in the same Function group as the one of the published post (FGIV) will not be considered in the frame of the Inter-Agencies selection procedure.

B. Priority Order for the Selection procedure

All CA 3(a) and 3(b) currently employed (and at the time of the recruitment) can apply. However, according to the new General Implementing Provisions (GIPs) governing the conditions of employment of contract staff employed by the Commission on the terms of Article 3(a) and 3(b), the Selection procedure will be done in 2 phases:

- Priority will be given to Contract Agents 3(a);
- Should the selection of Contract Agents 3(a) applications not be fruitful, Contract Agents 3(b) applications will be taken into account.

C. Selection criteria

All eligible applications will be assessed on the basis of their motivation letter and CV against the requirements listed below.

1) Essential qualifications and experience

- Prior experience of budget/financial management and forecasting, reporting and analysis;
- Experience in preparation/planning of annual budgets and follow-up on implementation;
- Good technical knowledge of ABAC budget implementation;
- Knowledge of CORDA and ABAC reporting tools;
- Familiarity with EU Financial Regulations;
- Experience of financial audit/verification;

2) Advantageous qualifications and experience

- Experience in the development and review of procedures;
- Able to explain complex financial and budgetary issues in a clear and simple way;
- Working knowledge of French.

3) Inter personal competences

- Highly numerate with an eye for detail;
- Excellent planning, organisation and problem-solving skills;
- Strong customer-service orientation;
- Excellent oral and written communication skills and excellent knowledge of written and spoken English;
- High sense of diplomacy, discretion and confidentiality;
- Good ability to manage responsibilities and work under pressure.

Following the analysis of the applications by the Selection Board, the Agency will invite the most suitable candidates (a maximum of 10) for an interview.

Appointment and conditions of employment

The Agency will apply the Commission Decision C(2017)6760 final of 16/10/2017 on the General Provisions Implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3(a) and 3(b);

The selected Contract Agent 3(a) shall take up duty in the REA in principle three months after the job offer, unless it is otherwise agreed between the two Institutions and the staff member concerned;

The Agency of origin shall transfer the personal file to the REA no later than 30 days after the date of the move;

The rights and entitlements inherent to the country of employment (Belgium) will be adapted accordingly.

Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the grounds 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.

Application procedure

For applications to be valid, candidates must submit:

- a detailed curriculum vitae, in EU CV format¹.
- a letter of motivation, including his/her views on the proposed position (2 pages maximum).
- an eligibility grid (as per the attached template)

All documents should be named starting with the family name of the candidate.

Your EPSO candidate ID number and the reference of CAST must be mentioned in the eligibility grid.

Applications must only be sent by e-mail, with subject the reference of the Vacancy Notice, to the functional mailbox REA-INTER-MOBILITY@ec.europa.eu.

Closing date: Applications must be sent no later than **25/01/2019, 12:00 (midday), Brussels time (please check the**

¹ EU CV format available on: <http://europass.cedefop.europa.eu/documents/curriculum-vitae>
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time zones).

Supporting documents showing evidence of the provided information may be requested at a later stage. No document will be sent back to candidates.

Candidates are invited to apply in English to facilitate the selection process.

Under no circumstances should candidates approach the Selection Board themselves, either directly or indirectly concerning this recruitment. The authority habilitated to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

Selection procedure

Oral test (30 min)

Personal interview with a selection board in English to assess:

- your suitability to carry out the duties of Budget Adviser;
- your communication and inter-personal skills, including your ability to communicate complex ideas in English in a way that is easy to understand;
- your analytical and problem solving skills;
- your general knowledge about budgetary and financial management and forecasting, as well as the EU Financial Regulations,
- your motivation and your ability to adjust to working in the REA.

Information to candidates

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent by email only.

A candidate may request clarifications about the processing of their application by sending an email quoting the reference of the vacancy notice concerned, at the following address REA-INTER-MOBILITY@ec.europa.eu.

Appeal procedure

A candidate who feels that a mistake was made in the assessment of their profile may ask to have it re-assessed by sending, within 15 working days of the date on the email notifying the rejection of their application, a request for review, quoting the number of the selection procedure concerned to the Chair of the Selection Board at the following address: REA-INTER-MOBILITY@ec.europa.eu.

The selection board will reconsider the application and notify the candidate of its decision within 15 working days of receipt of the letter.

Data protection

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the REA. 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.

ELIGIBILITY GRID

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Surname: Date of birth:
 First name: Nationality:
 Gender: EPSO Candidate number.....
 CAST(s): Contract type: 3(a) 3(b) (circle the correct one)
 Current employer:

Please specify

ELIGIBILITY CRITERIA	YES	NO
1: Be a Contract agent who, on the closing date for applications and on the day of filling the vacant post, is employed within their current agency in a grade and function group corresponding to the published function group (FG IV);		
2. Have at least 3 years' service respectively as 3(a) or 3(b);		
3. Be in compliance with the general conditions and qualifications required for the post (including those referred to in Article 12(2) of the CEOS);		
<ul style="list-style-type: none"> • Be a national of a Member State of the European Union; 		
<ul style="list-style-type: none"> • Enjoy full rights as a citizen; 		
<ul style="list-style-type: none"> • Have fulfilled any obligations imposed by national laws concerning military service or civilian service; 		
<ul style="list-style-type: none"> • Have the appropriate character references as to the suitability for the performance of the duties; 		
<ul style="list-style-type: none"> • Be physically fit to perform the duties linked to the post; 		
<ul style="list-style-type: none"> • Have 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 the duties. 		
<p>4. Candidates possess the minimum qualifications required by Article 5(3) of the Staff Regulations, applicable by analogy to the contract staff pursuant to Article 82(2) of the CEOS:</p> <p>Recruitment as a member of the contract staff shall require at least:</p> <p style="padding-left: 40px;"><i>- in function group IV:</i></p> <p>(i) a level of education which corresponds to completed university studies of at least three years attested by a diploma, or</p> <p>(ii) where justified in the interest of the service, professional training of an equivalent level.</p>		

Declaration: I declare in my word of honour, that the information provided above is true and complete.

Date:.....

Signature:.....

