



## VACANCY NOTICE

Accounting Assistant

Contract Agent  
(Ref.TEN-T/2008/CA/FGIII/34)

### The TEN-T Executive Agency (TEN-T)

The TEN-T Executive Agency was created by the Commission's Decision C(2006)5034 of 26 October 2006, in accordance with Council Regulation (EC) No.58/2003. The Agency manages the Community funds available for the promotion of trans-European networks in the transport sector under the Decision on Community guidelines for the development of the trans-European transport network, in close collaboration with DG TREN.

On the basis of its initial mandate, the Agency recruited over 40 experts from all corners of the EU to help it with its initial task of managing the TEN-T projects in the context of the 2000-2006 financial perspective. Thanks to its modified mandate however, which received final approval from the Commission on 11th July 2008, the Agency can now prepare for the take-over of the 2007-2013 TEN-T projects, and is set to carry out its duties until 2015. The Agency is therefore increasing in size, employing up to 99 agents, based in Brussels. **The purpose of this publication is to set up a reserve list which will be used to cover the future possible needs of the Agency.**

### The TEN-T Executive Agency (TEN-T) - Tasks

The Agency shall be responsible, in the framework of Community action in the field of the trans-European transport network, for the implementation of tasks concerning the granting of Community financial aid pursuant to the Council Regulation (EC) No 2236/95 and the Regulation (EC) No 680/2007, with the exception of tasks requiring discretionary powers in translating political choices into action, such as programming, the establishment of priorities, the selection of projects according to Article 5 of the Regulation (EC) No 680/2007, programme evaluation and legislative monitoring. The Agency shall be responsible in particular for the following tasks:

- a) Assistance to the Commission during the programming and selection phases, as well as management of the monitoring phase of the financial aid granted to projects of common interest under the budget for the trans-European transport network, as well as carrying out the necessary checks to that end, by adopting the relevant decisions using the powers delegated to the Agency by the Commission;
- b) Coordination with other Community financial instruments, in particular by ensuring the coordination of the granting of financial aid, over the entire route, for all projects of common interest which also receive funding under the Structural Funds, the Cohesion Fund and from the European Investment Bank;
- c) Technical assistance to project promoters regarding the financial engineering for projects and the development of common evaluation methods;

d) Adoption of the budget implementation instruments for revenue and expenditure and implementation, where the Commission has delegated responsibility to the Agency, of all operations required for the management of Community actions in the field of the trans-European transport network, as provided for in the Council Regulation (EC) No 2236/95 and the Regulation (EC) No 680/2007;

e) Collection, analysis and transmission to the Commission of all information required by the Commission for the implementation of the trans-European transport network;

f) Accompanying measures to contribute to the efficiency and effectiveness of the TEN-T programme in order to maximise its European added value, including promotion of the TEN-T programme to all parties concerned and the improvement of its visibility to the general public, in the Member States and bordering third countries;

g) Any technical and administrative support requested by the Commission.

For further information please go to the following web site:

[http://ec.europa.eu/ten/transport/agency/index\\_en.htm](http://ec.europa.eu/ten/transport/agency/index_en.htm)

## Description of the job

The jobholder will be an Assistant Accountant who reports to the Accountant, who is as well the Internal Control Coordinator of the Agency. S/he will be responsible for tasks related to the implementation of accounting and internal control in the Agency.

S/he will in particular carry out:

- Contribute to the implementation of the accounting processes and the preparation of reports on budgetary and general accounts and/or third party and contractor files.
- Participate in year change activities (carry forward of outstanding documents, carry over of residual appropriations), perform periodic control procedures.
- Manage the bank accounts, the execution of payments and ensure reconciling of bank accounts.
- Design, promote and facilitate the internal control and risk assessment systems for the Agency within the framework of the Commission guidelines on internal control standards and ensure their effective implementation.
- Draw up procedures and recommendations; follow up of the implementation of the action plans.
- Assist in the coordination of the up-dating of the Agency's manual of procedures concerning financial, procedural and legal aspects related to the financial management and provide guidance on it.
- Assist the Accountant/Internal Control Coordinator in managing the liaison with the European Court of Auditors, coordinate the collection of the requested information for audits and assist in the preparation of the Agency's response to the audit reports in order to guarantee the quality and coherence of the information.
- Other administrative and financial work in function of needs of the service.

## Qualifications and experience required

### A. Eligibility criteria

- § A post-secondary education attested by a diploma;
- § Or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years.
- § To have a thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another EU language to the extent necessary to perform his/her duties;

In addition, in order to be eligible a candidate must:

- § be a national of one of the Member States of the European Union;
- § be entitled to his or her full rights as citizen;
- § meet the appropriate character reference as to his/her suitability for the performance of his/her duties;
- § have fulfilled any obligations imposed by the applicable laws concerning military service, and
- § be physically fit to perform the duties linked to the post.

**Candidates must be included in the European Personnel Selection Office (EPSO) data base for contract agents in function group III in a field appropriate to the profile of the post and have successfully passed the EPSO selection tests for that function group.**

### B. Selection criteria

#### Essential:

- § Proven professional experience acquired in positions related to the profile of the post;
- § Experience of working in a multi-cultural and international environment;
- § Knowledge of European Union institutions and policies;
- § Very good command of the English language in the fields concerned;
- § High degree of organisational skills and ability to work under pressure.

#### Advantageous:

- Professional experience in an EU Institution;
- Good interpersonal, communication and problem solving skills;
- Knowledge of more than two Community languages, in particular working languages (French and/or German).

## Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the selection committee.

The jobholder will be recruited as contract staff, in function group III, pursuant to Article 3a of the new Conditions of Employment of Other Servants of the European Communities (CEOS).

The basic monthly salary within this function group will depend on the number of years of **relevant professional experience at appropriate level** (in function group III, either grade 8, grade 9 or grade 10).

The initial contract will be for a duration of 5 years and may be renewed.  
The place of employment will be Brussels where the Agency has its activities.

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

For further information on the legal framework of contract agents, see the web site of the Directorate-General for Personnel and Administration (DG ADMIN) at [http://ec.europa.eu/dgs/personnel\\_administration/statut/tocen100.pdf](http://ec.europa.eu/dgs/personnel_administration/statut/tocen100.pdf)

## Equal opportunities

The European Union takes great care to avoid any form of discrimination in its recruitment procedures and actively encourages applications from women.

## Application procedure

For applications to be **valid**, candidates must submit:

- a detailed curriculum vitae, in EU CV format<sup>1</sup>;
- a letter of motivation, including his/her views on the mission of the proposed position (2 pages maximum).

Your **EPSO candidate ID number** must be mentioned in your CV and motivation letter.

Please note that the motivation letter forms an essential basis for the pre-selection decision.

Applications must only be sent to the following mailbox: [TENTEA-recruitment@ec.europa.eu](mailto:TENTEA-recruitment@ec.europa.eu), indicating the above-mentioned reference number **TEN-T/2008/CA/FGIII/34** as subject.

### Closing date:

Applications must be sent no later than **5/12/2008**.

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.

In no circumstances should candidates approach the selection committee themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

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<sup>1</sup> EU CV format available on:

<http://europass.cedefop.eu.int/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>