



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version402149 in *NEAR.R.4.DEL.Syria.004*
Valid from01/09/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Finance and Contracts Assistant - Initiating Agent

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job

No

Overall purpose

Under the supervision of the Head of Section, the jobholder will assist in the implementation and control of financial transactions and contractual aspects of programmes and projects of the EU Delegation Syria.

Functions and duties

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Analyse the financial and contractual aspects of the proposed implementation modalities of Annual Action Programmes to ensure legality and regularity with respect to the applicable rules and regulations and provide adequate advice to the operational team.*
- *Analyse the financial and contractual aspects of Financing Agreements and, where relevant, their subsequent amendments.*
- *Check the correctness of the global commitments initiated in CRIS/ABAC/OPSYS.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Advise operational team on procurement and grant procedures.*
- *Participate in the preparation of the calls for proposals guidelines and tender files and dossiers in accordance with the approved financial circuits (routing slips, checklists, encoding in OPSYS, PPMT, ABAC, archiving).*
- *Participate in evaluation committees for the selection and the award of contracts and grants.*
- *Prepare evaluation reports of tenders and calls for proposals.*
- *Participate in the preparation of contracts and addenda in line with the financial circuits (routing slips, checklists, encoding in OPSYS, PPMT, ABAC, archiving).*

+ BUDGET and FINANCE

- *Create legal entity files (LEF) and Bank account files (FIF).*
- *Participate in the analysis of requests for payment, and payment of advance payments in line with the financial circuits (routing slips, checklists, encoding in ABAC, OPSYS, archiving).*
- *Other tasks: prepare letters, notes for the file, monitoring tables, etc..*
- *Monitor the implementation dates of the contracts, drawing the attention of the operational team to potential decommitments and closures.*
- *Participate in the preparation of closure files according to the approved financial circuits (routing slips, checklists, encoding in CRIS, ABAC, OPSYS, archiving).*
- *Monitor payment deadlines and suspension of payments, in order to ensure compliance with payments deadlines.*

+ AUDIT, CONTROL and INSPECTION

- *Provide assistance for "on the spot" and audit missions.*
- *Follow up audited contracts.*
- *Assist in the collection of the necessary information for audit and control by Commission services or the European Court of Auditors.*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible, following the instructions of the Head of Sector and with the help of the DMO correspondent in the Delegation.*
- *Correct encoding in CRIS, ABAC, OPSYS, PPMT, including uploading of documents.*
- *Correct use of ARES.*

Job requirements

Experience"

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience: at least 2 years

Qualifier: an advantage

Experience within the EU institutions, an EU Delegation or one of the agencies would be an advantage. Knowledge of the management information system CRIS, ABAC, OPSYS, PPMT is an advantage. Background in law and/or accounting would be an asset.

Languages

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

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - Analysis of financial documents*
 - Financial information systems*
 - BUDGET and FINANCE**
 - Budgetary rules and procedures*
 - Financial circuits*
 - Preparation of financial dossiers*
 - Rules and procedures relating to grants*
 - PROCUREMENT and CONTRACT MANAGEMENT**
 - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
 - Calls for proposals and evaluation/selection process*
 - CONTRACT MANAGEMENT**
 - Rules and procedures relating to the preparation of contracts*
 - ACCOUNTING**
 - Rules and procedures relating to recovery activities*

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
Numeracy
- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Capacity to act upon problems
Client orientation
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
Perseverance
- *Working with Others*
Ability to work in a team
Knowledge sharing

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

- ☐ Atypical working hours
- ☐ Specialised Job

Missions

- ☒ Frequent, i.e. 2 or more missions / month
- ☐ Long duration, i.e. missions lasting more than a week

Comments:

The job holder will be expected to carry out missions where assistance operations are carried out (Damascus, Gaziantep, Amman). This might change once the team is relocated to Damascus and according to the distribution of tasks.

Workplace, health & safety related issues

- ☐ Noisy environment
- ☐ Physical effort / materials handling
- ☐ Work with chemicals / biological materials
- ☐ Radioprotection area
- ☐ Use of personal protective equipment
- ☐ Other

Comments:

The EU Delegation to Syria is temporarily hosted in the premises of the EU Delegation to Lebanon, in Beirut. This leads to severe constraints in terms of work space. The incumbent will therefore have to share his/her office space with another Programme Officers and/or Delegation staff.

Other**Comments:**

The jobholder will be part of a dynamic and enthusiastic team. Although the work to be carried out by the team is challenging and the workload heavy, this provides the opportunity to work in a stimulating and cooperative atmosphere that proves extremely rewarding both professionally and personally.