



## EUROPEAN COMMISSION

### Job Description Form

Job description version4 (*Approved*)  
Job description version82885 in *NEAR.R.4.DEL.West Bank and Gaza Strip.006*  
Valid from01/11/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Finance and Contracts Officer

**Domains**

**Generic domain**

BUDGET and FINANCE

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

To ensure, under the supervision of the Head of Section and the Deputy Head of Section, that the contractual (creation and management of legal commitments) and financial (budgetary commitments and de-commitments, payments, recoveries) management of projects and programs of development aid and of financial and technical cooperation with third countries is carried out in line with the overall instructions given by HQ. To assist the Head of Section and the Deputy Head of Section in co-ordinating the sub-section's activities, where required

## Functions and duties

### + BUDGET and FINANCE

- Give a financial visa in accordance with internal rules, where required; follow up of financial circuits
- Advise on sound financial management
- Advise and comment on draft financing agreements
- Liaise with Operational Sections; liaise with DG NEAR financial services
- Ensure proper archiving and filing of documents related to EU assistance programmes
- Ensure proper functioning of informatics tools for budgetary and accountancy management (CRIS, ABAC, OPSYS) where required

### + PROCUREMENT and CONTRACT MANAGEMENT

- Supervise call for proposals procedures; participate in and ensure functioning of call for proposals evaluation committees
- Verify tender procedures; participate in tender evaluations and ensure functioning of evaluation committees
- Prepare contracts
- Prepare decisions on awarding of contracts
- Ensure proper implementation of contracts

### + AUDIT, CONTROL and INSPECTION

- Analyse financial reports and statistics
- Assist to establish audit plans
- Assist with audit missions
- Follow up of audit reports

### + EXTERNAL RELATIONS

- Liaise with beneficiary country on aspects concerning cooperation programmes/projects, including closures of contracts and engagements
- Liaise with various partners (civil society, NGOs, IOs, etc) on aspects concerning programmes and contracts
- Maintain good and effective contacts with representatives of the diplomatic missions of the Member States and with representatives of the principal international donors

### + EXTERNAL COMMUNICATION (general)

- Presentation of EU activities
- Active participation in and organisation of information sessions in the framework of calls for tenders and calls for proposals

## Job requirements

### Experience"

#### + BUDGET and FINANCE

Job-Related experience: at least 1 year

Qualifier: essential

Professional experience pertinent to the duties to be carried out of at least one year. Experience of two years or more would be an advantage.

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	B2	B2	B2	B2	B2

## **Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING  
BUDGET and FINANCE  
FINANCIAL and BUDGETARY MANAGEMENT  
Financial regulation and procedures*

## **Competences**

- *Delivering Quality and Results  
Ability to work in a proactive and autonomous way  
Capacity to act upon problems*
- *Working with Others  
Ability to work in a team*

## **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:*

### **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:*

Tense security situation

### **Other**

*Comments:*