

## **VACANCY NOTICE: NEAR R4**

Job title: Finance and Contracts Assistant - Initiating Agent for Blending and Guarantees

Contract Agent, function group IV — Sysper 229923

### **We are**

A dynamic and service oriented unit, responsible for providing financial and legal support to our operational colleagues who work at implementing the objectives of the Commission on neighbourhood relations and enlargement negotiations.

Within DG NEAR's Directorate R, Unit R.4 “Contracts and Finance Neighbourhood” ensures legal compliance and the sound financial management of cooperation activities under the responsibility of the geographical Directorates B (Neighbourhood South and Turkey) and C (Neighbourhood East and Institution Building), as well as of the support group of Ukraine and Directorate A (Thematic Support, Coordination of Policy and Financial Instruments).

The unit includes an Horizontal team, currently composed of 8-9 staff members, involved in providing cross-sectoral assistance on bilateral cooperation, to both the Finance and Contract Sections in the EU Delegations in the Neighbourhood region and to relevant geographical sectors in HQ. The team is also acting as Finance and Contract section for blending projects financed within the framework of the Neighbourhood Implementation Platform (including financial instruments) and initiatives covered by budgetary guarantees (e.g. EFSD+). The team assists on matters of a procedural and regulatory nature, including about cases of litigation or issues under the attention of the Ombudsman, the Court of Justice, the Court of Auditors, risk of litigation, etc.

### **We propose**

An attractive and challenging position as Finance and Contracts Assistant working on the provision of legal and contractual assistance, concerning bilateral and regional cooperation, including, where required, on financial instruments, blending facilities and EU trust funds.

The jobholder will closely cooperate with the Team Leader on negotiation and drafting of agreements with International and European Financial Institutions, including co-ordination and negotiation meetings notably in the field of blending platforms, and on the preparation of replies to requests submitted by other EU bodies (e.g. Ombudsman, CoJ, CoA) or Commission services (e.g. IAS, OLAF).

### **We are looking for**

An experienced, dynamic, reliable, well-organised colleague with a good team spirit and strong customer orientation. She/he should be pro-active, flexible and able to organise the work independently with a strong sense of responsibility, and attention to details. The ability to multi-task under tight deadlines would be an asset.

A positive attitude, very good knowledge of the EU Financial Regulation and the applicable legal framework, very good writing skills, excellent inter-personal skills and a good judgement are also essential. Experience within the EU institutions, EU Delegations or one of the EU Agencies would be an advantage. An excellent knowledge of English and a good knowledge of French is essential.

**Only FG IV contract agents in the Commission, candidates from the FG IV EPSO CAST valid reserve list or candidates registered as FG IV in the EU CV online database may apply**



## EUROPEAN COMMISSION

### Job Description Form

Job description version6 (*Active*)  
Job description version229923 in *NEAR.R.4*  
Valid from10/11/2021until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Finance and Contracts Officer - Initiating Agent for Blending and Guarantees

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

INNOVATIVE FINANCING incl BLENDED MECHANISMS

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

Initiation of blending operations (global and individual commitments).

Initiation of budgetary guarantees (global and individual commitments and financial transactions).

Legal and financial advice, horizontal support on blending and budgetary guarantee matters.

**Legal disclaimer**

## **Functions and duties**

### + LEGAL ANALYSIS, ADVICE and ASSISTANCE

- *Participation à la revue des instruments légaux, guides et documents standard.*
- *Assurer des conseils et l'appui au personnel, au sein de la Direction et dans les Délégations, en ce qui concerne la mise en œuvre correcte des règles légales et procédures correctes de contractualisation et gestion financière. Participer à la formation au personnel dans la matière.*
- *Analyse des demandes de déviations, approbations préalables et enregistrement des "non-compliance events".*

### + PROCUREMENT and CONTRACT MANAGEMENT

- *Aider, contribuer et/ou participer à la négociation avec des opérateurs pour la finalisation de contrats et leur modification.*
- *Analyser les questions juridiques relatives aux engagements globaux et individuels et rédiger des notes de synthèse, des documents et / ou des exposés sur ces questions.*
- *Participer activement dans les réunions préparatoires et d'approbation des plateformes de blending et garanties budgétaires (notamment TAM et NIP Board)*
- *Assurer la gestion financière et légale des procédures de contractualisation ainsi que des contrats pour des services accessoires (notamment, appui légal externe ou audit externe).*

### + INFORMATION and DOCUMENT MANAGEMENT

- *Responsable des archives pour les dossiers sous sa responsabilité, ainsi que d'enregistrer et archiver les documents sous sa responsabilité en suivant les normes E-Domec avec l'aide du correspondant DMO.*
- *Suivi de la correcte application des systèmes CRIS, ABAC, ARES et OPSYS.*

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Former les nouveaux arrivants sur les contrats et les procédures de gestion financière.*
- *Participer et contribuer activement aux groupes de travail liés au développement des procédures financières et contractuelles.*
- *Participer à des sessions de formation ciblant les collègues de l'OPS et de la FCA.*
- *Encoder et valider les transactions financières concernant le garanties*
- *Vérifier l'exactitude des engagements globaux initiés dans CRIS/ABAC.*
- *Analyser les aspects financiers et contractuels des Accords de Financement et, le cas échéant, leurs modifications ultérieures.*

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Analyser et fournir une expertise sur les aspects financiers et contractuels des modalités de mise en œuvre proposées des Programmes d'Action Annuels pour garantir la légalité et la régularité par rapport aux règles et réglementations applicables et fournir des conseils adéquats à l'équipe opérationnelle.*

### + FINANCIAL and BUDGETARY MANAGEMENT

- *Participer à l'analyse des demandes de paiement, et au paiement des acomptes en conformité avec les circuits financiers (checklists, ABAC, archivage).*
- *Surveiller les dates de mise en œuvre, en attirant l'attention de l'équipe opérationnelle sur les dégagements et les clotures nécessaires.*
- *Encoder et suivre les prévisions de paiements, de paiements et d'ordres de recouvrement et assurer le respect des délais de paiement.*
- *Assurer la coordination avec les services de DG BUDG et les unités opérationnelles de DG NEAR et NEAR/INTPA pour la préparation des transactions financières concernant les garanties et le fonds d'approvisionnement commun.*

+ AUDIT, CONTROL and INSPECTION

- *Aider à la collecte des informations nécessaires à l'audit et au contrôle par les services de la Commission ou la Cour des comptes européenne.*

**Job requirements**

**Experience"**

+ LAW, ECONOMICS, BUDGET, FINANCE, CONTRACTS and ACCOUNTING, FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING

Job-Related experience:at least 3 years

Qualifier:essential

Experience in at least one of the listed domains is required.

+ BUDGET and FINANCE, PROCUREMENT and CONTRACT MANAGEMENT

Job-Related experience:at least 1 year

Qualifier:desirable

**Languages**

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

## ***Knowledge***

## **Knowledge**

- **TRADE**
  - TRADE TREATIES (bilateral and multilateral)*
    - Economic Partnership Agreements*
- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - BUDGET and FINANCE*
    - Financial regulation and procedures*
    - Budget requirements and allocations*
  - PROCUREMENT and CONTRACT MANAGEMENT*
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
    - Subventions and procurement*
- **LAW**
  - PROCEDURAL LAW*
    - EU procedural law*
    - Legal and administrative rules and procedures of the Member state(s)*
    - Judicial systems and legal processes*
    - Adoption of legal acts by the Institution by using Poetry, LegisWrite*
    - Internal legal procedures and terminology*
    - Principles of Community and international law*
  - LEGISLATIVE WORK*
    - Preparation and adoption of legislative proposals and other acts*
    - Drafting agreements*
    - Legal texts revision*
  - LEGAL ANALYSIS, ADVICE and ASSISTANCE*
    - Legal analysis*
    - Analysis of legal and contractual documents*
    - Interpretation of legal texts*
    - Legal work support tools - Contentieux*
- **INVESTIGATION, COMPLIANCE and INFRINGEMENT HANDLING**
  - Complaints and requests handling*
- **AUDIT, CONTROL and INSPECTION**
  - INTERNAL CONTROL*
    - Internal control rules and procedures*
    - Control rules and procedures*
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - PROJECT MANAGEMENT*
    - Project monitoring methods and techniques*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
  - ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
    - Administrative rules and procedures of the Institution*
- **INFORMATION and DOCUMENT MANAGEMENT**
  - DOCUMENT MANAGEMENT*
    - Manual and electronic management of records, files and documents*
- **COMMUNICATION and PUBLICATION**
  - MISSIONS, MEETINGS and VISITS (incl Protocol Service)*
    - Missions, seminars, meetings (budgetary aspects)*

## **Knowledge**

- *IT TOOLS for SPECIFIC APPLICATION AREAS*
  - IT tools for RESEARCH and various TECHNOLOGIES*
    - Data warehouse*
    - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
      - SINCOM2 (Système INformatique COMptable)*
    - IT tools for OFFICE AUTOMATION*
      - Word*
      - IT tools and systems for HRM*
      - IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*
      - IT tools and systems for COMMUNICATION and PUBLICATION*
        - Intranet*
  - *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
    - EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
      - Decision-making procedures in the EU institutions*

## **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*
- *Delivering Quality and Results*
  - Ability to work in a proactive and autonomous way*
  - Client orientation*
- *Prioritising and Organising*
  - Capacity to deliver in a structured way*
  - Coordination skills*
  - Planning capacity*
- *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:*

**Other**

*Comments:*