



EUROPEAN COMMISSION

Temporary agent position - DG HERA (European Health Emergency Preparedness and Response Authority) of the European Commission

Selection reference: DG HERA/COM/2023/1916

Function Group: Assistant

Grade range: AST1-AST3

Job title: Finance and Contracts Assistant

Job Nr: 420897

Where: Unit HERA.4 - „Emergency Office“, Brussels

Publication deadline: 06.10.2023 - 12.00 (Brussels time)

- **We are**

Health Emergency Preparedness and Response Authority (HERA) is a relatively new Directorate-General of the European Commission.

HERA 's mission is to assist the Commission to improve preparedness and response to serious cross-border threats in the area of medical countermeasures, in particular:

- strengthening health security coordination within the Union involving all relevant actors during preparedness and crisis response times and bringing together the EU Member States, industry and relevant stakeholders in a common effort;
- addressing vulnerabilities and strategic dependencies within the Union related to the development, production, procurement, stockpiling and distribution of medical countermeasures;
- contributing to reinforcing the global health emergency response architecture.

HERA is responsible for the following tasks which shall be exercised in close cooperation with the Member States:

- assessing health threats and intelligence gathering relevant to medical countermeasures;



- promoting advanced research and development of medical countermeasures and related technologies;
- addressing market challenges and boosting the Union's open strategic autonomy in medical countermeasures production;
- swift procurement and distribution of medical countermeasures;
- increasing stockpiling capacity of medical countermeasures;
- strengthening knowledge and skills in preparedness and response related to medical countermeasures.

HERA is assisted by a Coordination Committee, the HERA Board and the HERA Advisory Forum.

HERA currently has 4 units. HERA 04 is the Emergency office. The Emergency Office's main purpose is to respond and proactively prepare for response to Emergencies as defined by the draft council regulation on "An Emergency framework for public health emergencies" which is a framework of measures for ensuring the supply of crisis-relevant medical countermeasures in the event of a public health emergency. The Emergency Office will also be ready and prepared to respond to events that do not necessarily meet the formal threshold of a "public health emergency", but nevertheless requires an intervention by HERA, to support member states in accessing the necessary medical countermeasures. The emergency office will also be responsible for identifying Lessons learned, for reporting, including producing the final emergency report and for HERA.

HERA website: <https://ec.europa.eu/health/hera/overview>

- **We propose**

An attractive position for an experience contract and finance assistant. The position is located in HERA.04, the Emergency Office. Indeed, HERA does not have a finance unit and relies on other DGs for most of its legal and financial matters. However, HERA still has projects to implement on its own from the support credits and has to monitor its financial transactions. The successful applicant will work with the Budget and Finance Officer and will collaborate with the financial units in DG SANTE and with executive agencies' financial teams. The jobholder will be entrusted with some of the following tasks:

- Follow-up of HERA financial transactions to ensure their conformity and the quality of data entered in financial accounting tool of the Commission (ABAC/SUMMA);
- Support to colleagues on procurement procedures and providing advice on contract matters, including if required through in house training;



- Contribution to the preparation of finance and budget documents and reporting;
- Ensuring adequate document management of contract and financial files.

This job is an excellent opportunity for an experienced colleague interested in the domain of finances, accounting, contract to contribute to the development of a new DG.

➤ **We look for**

A dynamic, motivated and well-organised financial assistant with experience in contract and finance, who likes to combine autonomous and team work. Team spirit and sense of initiative will be highly appreciated. The successful candidate should be motivated, be solution oriented, have good organisational and analytical as well as human relations skills, and be capable of establishing good professional relations. These various tasks require good knowledge and learning of procedures and financial rules in force in the Commission (EU Financial Regulation (europa.eu)), a good understanding of procurement procedures, a good practice of accountancy tools and strong knowledge of Microsoft Excel. Therefore, any accountancy experience in private or public sector outside the Commission would be relevant for this job too. Indeed, sound financial management principles are similar and the learning curve would be easier and faster with such a background. An excellent command of English is essential for this post as well as the capacity to communicate clearly and in a structured manner.

How to apply?

Interested candidates should send their CV and motivation letter in a single PDF document by the publication deadline to the following email addresses:

- Simon Anne - Anne-Adele.SIMON@ec.europa.eu
- HERA HRC team - HERA-HR-CORRESPONDENT@ec.europa.eu

indicating the selection reference DG HERA/TA/COM/2023/1916 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ **Am I eligible to apply?**

You must meet the following eligibility criteria when you validate your application:

General criteria:

Candidates must comply with the following formal criteria for this selection procedure on the deadline for applications:

- Be a national of a Member State of the European Union (EU) and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least:

- (a) a level of post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, followed by appropriate professional experience of at least 3 years

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

Candidates must have

- a thorough knowledge (minimum level C1) in one of the 24 official languages of the EU
- a satisfactory knowledge (minimum level B2) in a second official language of the EU, to the extent necessary for the performance of the duties.

The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

➤ **What about the selection steps?**

The post has also been published internally in the Commission, inter-institutionally, and has been brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions and laureates of competitions have priority. It is only in case no suitable candidate can be found among the afore-mentioned categories that other applications will be considered¹.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications we may receive, only candidates selected for interview will be notified.

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

Candidates selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the** Conditions of Employment of Other Servants, **in function group AST**.

The grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous professional experience, in accordance with Commission Decision C(2013)8970 laying down the criteria applicable to classification in step on engagement.

¹ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal)



The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with Commission Decision C(2013)9049 on policies for the engagement and use of temporary agents.

All new staff has to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to Working conditions and benefits of EU Careers.

For information related to Data Protection, please see the Specific Privacy Statement.

3. How to appeal?

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR (HR-MAIL-F6@ec.europa.eu).