

Administrator for OIB (Office for Infrastructure and Logistics in Brussels)

Selection reference: OIB/COM/2023/1319

Function Group and grade range: Administrator (AD5-7)

Job title: DEPUTY HEAD OF SECTOR FINANCE CONTRACT

Job nr: 415874

Where: OIB.LS.4.002 – “Catering”, Brussels

Publication deadline: 23/06/2023, 12.00 hours Brussels time

➤ **We are**

The Brussels Infrastructure and Logistics Office (OIB) is responsible for all activities related to the accommodation of staff, the management of the Commission's social infrastructure and logistics in Brussels as well as the social infrastructure on the site of Ispra.

Unit LS.4 – “Catering” is supporting the mission to provide Commission and Agencies’ staff with an innovative, green and sustainable catering offer with 90 colleagues, organised in five sectors and centrally responsible for the implementation of the new hybrid catering offer of the Commission. We are an agile, friendly, and dynamic unit committed for the success of our inspiring mission. Our work is multi-layered and diverse.

The Finance and contract Sector provides the Unit with the budget establishment and management, the financial management, the accounting, preparation and follow-up of procurement procedures and the implementation of the new catering model. We implement very innovative procurement modes, such as SAD (Single Administrative Document). The sector contributes with its financial expertise towards new initiatives and implementation of catering innovations.

We look forward to integrating a dedicated and ambitious colleague sharing our values and dynamics.

➤ **We propose**

An enriching and varied function of Deputy Head of the Finance and Contracts Sector which offers the opportunity to monitor the unit’s financial management and to assist the Head of Sector in managing and coordinating a team of around 21 people.

If you are interested in the sound management of budgetary resources, the application of relevant rules and the establishment and follow-up of public procurement procedures; if you want to face new challenges in a particularly dynamic working environment, then OIB.LS.4 is the place for you.

As Deputy Head of Sector, you will:

- Oversee the circuit/process for direct expenditure of OIB LS4 Catering's financial transactions and as Imprest Accounting Officer.
- Oversee the global process of call for tenders (quality of requirements, deadlines, etc.).
- Act as head of project.
- Contribute to the preparation of briefings notes, lines to take, analyse and evaluate outcomes.
- Organise and/or participate and/or represent the unit in meetings with internal or external stakeholders.
- Provide the available information for audit and control by Commission services or the European Court of Auditors.
- Manage the yearly ex-post control exercise.
- Have a leading and reporting role in the preparation of the draft budget and active supporting role in budget execution and incomings.
- Monitor and ensure as Subdelegated Authorising Officer the day-to-day transactions and budget management performed by the team with respect to internal and external deadlines.
- Contribute and improve the Management Plan and management control of Unit.
- Support the development of methodologies of the sector.
- Have regular contacts with management of OIB for the matters under your responsibilities.
- As part of the Unit LS.4 management team, help to coordinate the daily tasks of the team and define the needs of the sector, ensure the legality and regularity of the transactions processed by the team and act as Financial Verificator for payments, commitments, and as Authorising Officer by Sub-Delegation for payments.
- Be involved in crucial and visible projects driving the new catering model proposed by OIB.
- Be asked regularly to bring professional expertise and advice to business and management.

➤ **We look for**

An experienced, well-organized, motivated, resilient, and proactive Deputy Head of Sector. The ideal candidate should have:

- excellent knowledge and proven experience in financial management in the EU, budget cycle (both for administrative and operational budgets) and in interpreting and applying the financial regulation,
- good coordination and planning capacities,

- excellent inter-personal skills and an ability to interact constructively, efficiently and effectively with colleagues in the Unit and within OIB, with the hierarchy, as well as with other Commission services (DG BUDG, Cabinets, etc.). A previous experience in team management or coordination is an asset.
- a very good sense of initiative, problem solving capacities, analytical reasoning skills and the ability to deliver results in a structured and timely manner; capacity to organize and prioritize tasks and anticipate problems,
- enthusiasm, a sense of responsibility and capacity to work autonomously while respecting team spirit and collegiality,
- good oral and written communication skills in English or French.

How to apply?

Interested candidates should send their application respecting the deadline of the vacancy to the following email address:

OIB-REST-SECRETARIAT@ec.europa.eu

indicating the selection reference in the subject (**OIB/COM/2023/1319**).

The application must include:

- Your CV in English
- A motivation letter in English

No applications will be accepted after the deadline for applications, 23/06/2023, 12.00.

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 at this position, you must have at least:

- (a) a level of education which corresponds to completed university studies of at least 4 years attested by a diploma, followed by at least 3 years of relevant professional experience in accounting OR
- (b) a level of education which corresponds to completed university studies of at least 3 years attested by a diploma, followed by at least 4 years of relevant professional experience directly linked to the duties.

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 and the information in your application form (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.

A good knowledge of English or French would be an asset.

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 (Croat), 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 aforementioned 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 original, in support of the statements made in their application.

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

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

➤ **Type of contract and working conditions**

The place of employment will be in Brussels.

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

The grade within the proposed grade range, 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.

The duration of the **1st contract will be of 3 years.** The contract might then be extended only once for a maximum of 2 years. 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).