

Selection of temporary staff for Directorate-General for Communication

Selection reference: COM/2023/1974

Function Group and grade range: Assistant (AST)

Job title: Finance and Contracts Assistant

Where: DG Communication, Brussels

Application deadline: 08/09/2023 until 12.00 hours noon Brussels time

➤ **We are**

The successful candidate will join a dynamic team of 18 communication professionals, working on two main areas. On the one hand, we help coordinate the Commission's communication activities (including our response to disinformation) across departments. On the other hand, we run the Commission's largest communication campaigns, reaching more than three hundred million people in the European Union.

➤ **We propose**

A position involving a variety of financial, budgetary and accounting tasks in a pleasant and challenging working environment, as well as the possibility to acquire knowledge in the field of finances and contract management. The job objective is to ensure that the budgetary operations of the unit are fully in line with the principles of sound financial management, and comply with the relevant procedures.

In your role as Finance and Contracts Assistant, you will:

- coordinate, advise and support the financial actors of the unit in the implementation of procurement procedures and in the management of contracts;
- analyse and provide feedback to financial actors on the drafting of procurement documents;
- initiative and follow up on financial transaction;
- monitor and forecast unit expenditures;
- update and supervise the unit's table of commitments and payment appropriations; and,
- update manuals and templates related to procurement.

The unit offers a friendly and rewarding working environment offering many possibilities for personal and professional development. The Finance and Contracts Assistant will work as part of a team that also includes a Legal Assistant and an Administrative and Financial Assistant.

➤ **We look for**

A motivated and a quick-learning colleague who enjoys team work and possesses a strong sense of responsibility and confidentiality.

The ideal candidate has a solid experience and knowledge in the fields of finance, budget and/or accounting. Experience with the use of accounting software is an advantage.

The ideal candidate should also have a good level of English.

How to apply?

Interested candidates should send their application respecting the deadline of the vacancy to the following email address: COMM-B1@ec.europa.eu and indicating the selection reference in the subject.

The application must include:

- Your CV in English
- A motivation letter in English

No applications will be accepted after the deadline for applications.

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 and, after having obtained the diploma, at least 5 years full-time of appropriate professional experience OR
- (b) a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the diploma, at least 7 years full-time of appropriate professional experience.

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, French or German 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)/2(d) 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).