

## Selection of temporary staff for OIB (Office for Infrastructure and Logistics in Brussels)

**Selection reference:** COM/2023/461

**Function Group and grade range:** Assistant AST 1-3

**Job title:** Accounting Assistant – Deputy Document Management Officer, job nr 417357

**Where:** OIB.RPP.4, Brussels

**Publication deadline:** 24 March, 12.00 hours Brussels time

### ➤ We are

The mission of OIB is to ensure a functional, safe and comfortable workplace for Commission staff and to provide high quality support, based on a client-oriented approach in an environmentally friendly and cost-effective way.

Unit OIB.RPP.4's mission is:

- To steer OIB's strategic planning and programming cycle.
- To support the Head of Service by ensuring that OIB activities are compliant with sound financial management, internal control principles and respecting rules and regulations.
- To ensure the domain leadership role in logistics, through benchmarking, reporting, process optimisation and seeking efficiencies in the logistics domain.

OIB.RPP.4 coordinates these processes in close cooperation with all OIB operational departments and units in a service-oriented manner.

### ➤ We propose

OIB is in a dynamic evolutive phase with its different core businesses changing rapidly. We propose a challenging and stimulating post of Accounting Assistant / deputy Document Management Officer for the OIB.

RPP.4 is looking for a competent, dynamic and motivated person to join the unit's Accounting & Internal Control team. This team has strong ties with the operational and financial units of the OIB, providing support, guidance, instruction and general leadership in the accounting and Document Management area. It is thus a highly visible horizontal post with a great view of the financial operations and document management of the office. The unit is focusing on team work, development of skills and to work in a constructive and engaging atmosphere. OIB has a value charter which is the base for our cooperation.

The successful candidate will contribute to the following tasks:

- To liaise with operational and finance units so as to perform year-end financial closure activities with a view to preparing and reporting key financial information to stakeholders.
- To act as a point of contact to operational and finance units throughout the year for guidance and support for accounting matters, monitoring their actions.
- To contribute to the improvement of the accounting processes for the OIB by identifying changes, efficiencies and quality improvements; and
- To help the units in implementing appropriate internal controls over financial reporting and as such ensuring the quality of the financial data.
- To ensure the back up for the Document Management Officer of the OIB. Together with the DMO, responsible for the document management processes of the Office and the OIB filing plan. To provide DMO expertise and training and represent OIB in document management meetings.

➤ **We look for**

A colleague with:

- A high level of enthusiasm and motivation, interest in continuous learning;
- A focus to meet deadlines, resilience and an ability to deal with several tasks at the same time;
- Strong analytical skills and the ability to communicate the results;
- A sound financial, accounting and/or audit background, knowledge and experience;
- A good knowledge of and experience in document management;
- Knowledge of the accounting, financial operations and document management of the Commission is an advantage;
- Experience of accounting/financial IT systems (SAP, ABAC, Commission local systems or other ERP) and ARES is an advantage;
- Flexibility and the ability to work both in a team and independently and;
- Good communication skills in English and/or French.

**How to apply?**

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

[Melanie.CENGIZ@ec.europa.eu](mailto:Melanie.CENGIZ@ec.europa.eu)

cc: [Annika.OERBOM@ec.europa.eu](mailto:Annika.OERBOM@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) have at least a level of completed post-secondary education attested by a diploma, followed by at least 3 years' relevant professional experience in accounting, or
- (b) have at least a level of completed secondary education attested by a diploma giving access to post-secondary education, followed by at least 6 years' 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 considered<sup>1</sup>.

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.

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<sup>1</sup> 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 AST.**

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).