



EUROPEAN COMMISSION
OFFICE FOR ADMINISTRATION AND PAYMENT OF INDIVIDUAL ENTITLEMENTS

FINANCE AND CONTRACTS OFFICER – PROCUREMENT COORDINATION (AD5/AD7)

Vacancy: COM/2023/1096

Grade: AD5-AD7

Where: PMO.7, Brussels

Publication: until 17/05/2023, 12.00 hours noon Brussels time

We have an open vacancy in PMO.7 According to Article 29 of the Staff Regulations, the applications from officials of the Institutions and laureates of competitions have precedence over applications from other categories of persons. The post is therefore also published internally in the Commission and inter-institutionally, and it is also brought to the attention of competition laureates via the appropriate channels. However, should no suitable candidate be found among the aforementioned categories, it will be possible to consider other candidates, for a temporary agent position AD5-AD7.

For these reasons, any person fulfilling the selection requirements may express his/her interest for the post.

We are

The mission of the PMO (Paymaster Office or Office for the administration and payment of individual entitlements) is to provide a high-quality and user-friendly service to beneficiaries by promptly and accurately managing, determining and paying individual rights and expenses (e.g., salaries, pensions, sickness insurance reimbursements and mission expenses).

Within the PMO, Unit PMO.7 'Budget and Internal Control' is a horizontal service in charge of financial and control matters, as well as coordination of procurement. The unit's role is to collect revenue and to proceed with regular payments for above 5 billion EUR per year (e.g. salaries, pensions, unemployment benefits) for Commission and some other institutional clients and at the same time provide PMO management with assurance that the underlying internal control system is effective. In the area of procurement, the Unit coordinates all procurement activity of PMO (notably in the area of travel management and insurances), which in most cases includes also institutional clients of PMO. We are experts in our domains of activity and we care much for our continuous professional development. We promote collaboration and well-being within the unit and across PMO.

We propose

An exciting position in a friendly and rewarding environment, a stimulating job in a dynamic team, as procurement officer within the PMO Sector.7.002: SPP, Internal Control and Procurement. The position provides significant visibility across the Commission and beyond. It also offers many opportunities for professional development.

The successful candidate will be requested

- to ensure verification of calls for tender and calls for proposals. S/he will verify that the methodology, including eligibility, selection criteria and award criteria are correctly applied in the evaluation process and that procedures are implemented accordance with the applicable rules. S/he will also verify the award of contracts to be signed with the selected contractor (including the draft publication) in accordance with the Financial Regulation;
- to provide guidance/advice to the operational units on the procedural aspects of procurement and assist in preparing procurement files;
- to prepare briefings for the management and contribute to the development and implementation of homogeneous and compatible procedures and practices within the Office; prepare PMO participation to the GAMA group (inter-DG committee for evaluation of procedures).

Our work is stimulating, multi-faceted and enjoys high visibility. It is framed by deadlines and legal and financial procedures but requires a creative and flexible approach. As our success relies on excellent teamwork, the new colleague should be able to work constructively and communicate efficiently as team member. We value personal and professional qualities such as commitment, spirit of initiative, openness to change and contribution to good working atmosphere. Please note that the selection panel will be organised a few days after the publication deadline.

We look for

A pro-active and committed colleague who will take charge of procurement procedures in PMO.

The successful candidate should

- demonstrate a good knowledge in financial management, and the corporate procedures (especially procurement) in force,
- be able to work independently and in teams, including liaising with PMO business units,
- take initiatives when appropriate,
- have a keen understanding of the sensitive political issues at stake, with a positive, problem-solving and flexible attitude,
- have a structured but flexible approach to work and the ability to handle several priorities at the same time, keeping good track of multiple pending processes and issues,

- have the ability to establish and maintain good working relations with internal and external interlocutors, such as Institutions, Bodies and Agencies and auditors.
- have good verbal and oral expression skills in EN and FR.

Knowledge of the travel / insurance sector will be considered an asset.

The successful candidate will be called upon to work closely with the Head of Sector in the organization and distribution of work within the team, to maintain a balance of workload throughout the year. For that, experience in team leading/coordination will be appreciated.

Am I eligible to apply?

On the closing date for application, in order to be eligible for the post, you must meet the following general and specific conditions.

General conditions

- (a) be a national of one of the Member States of the Union and enjoy his/her full rights as a citizen;
- (b) have fulfilled any obligations imposed on him/her by the laws concerning military service;
- (c) produce the appropriate character references as to his/her suitability for the performance of his/her duties;
- (d) be physically fit to perform his/her duties.

In addition, candidates must:

Specific conditions - languages

- (e) produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his duties.

Specific conditions - qualifications & professional experience

In order to be recruited at this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

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 your eligibility and the information in your application form (diplomas, certificates and other supporting documents).

The EU institutions apply an equal opportunities policy and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Selection procedure

No applications will be accepted after the closing date of the vacancy.

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 received only candidates selected for interview will be notified.

Should they be chosen, candidates will be requested, as part of the actual recruitment procedure, to supply documentary evidence, in original, in support of the statements made in the application.

For functional 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/or French only.

Should a position be offered, candidates will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission medical service.

Type of contract and working conditions

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

The successful candidate will be engaged as a temporary agent under Article 2(b) of the [Conditions of Employment of Other Servants of the European Communities](#) (CEOS) in function **group AD, grade AD 5 or AD 7**, depending on years of (relevant) professional experience.

He/she will be classified depending on the length of his/her previous professional experience in step 1 or step 2 within that grade, in accordance with Commission Decision C(2013)8970.

The duration of the **1st contract will be up to 3 years** with possibility of extension of up to maximum two years.

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 [CEOS](#).

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](#).

How to apply?

By the closing date for application, the interested candidates should send their CV and motivation letter in a single PDF file to:

Name surname: przemyslaw.slowik@ec.europa.eu and/or aspasia.simou@ec.europa.eu

Please mention in the subject of your application the title of the job “Finance and contracts officer – Procurement coordination”.

Appeals

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).