

VACANCY NOTICE FOR POSITIONS OF Finance and Procurement Officer - Contract Agent (FGIII)

Reference no. EEA/CA/2022/1

Please send us your application by no later than 7 March 2022 at midnight (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising an open competition with a view to establishing a reserve list of contract agents to work within the area of Administrative Services in one of the two profiles:

- A. Finance;
- B. Procurement.

THE AGENCY:

The EEA is an Agency of the European Union (EU) and one of the decentralised Union bodies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

JOB DESCRIPTION:

The EEA is recruiting finance officers and procurement officers in a single recruitment procedure, and the job descriptions for each officer are as follows:

A. Finance Officer

The Finance Officer will be a member of the Finance Group, which is responsible for providing a variety of finance services to the Agency. The finance officers in the group each take responsibility for supporting specific departments and projects in their finance needs. The Finance Officer's responsibilities include:



- Performing a variety of financial transactions including raising commitments, placing orders with suppliers, processing payments of invoices and reimbursements, primarily using the Agency's finance system, ABAC;
- Working with project managers, the Procurement team and suppliers on the administration of contracts: ensuring timely and sound procurement, placement of contracts and orders, administration of amendments, delivery of services and settlement of invoices;
- Proactively collaborating with and supporting colleagues in a customer-focused manner: identifying their financial service needs and providing solutions, guiding them regarding finance processes and keeping them informed of transaction execution;
- Supporting compliant and effective budget execution by monitoring budget lines, providing financial information for analysis and forecasts, delivering financial reporting, supporting resource hearings and decommitting budget not needed;
- Performing control activities such as checks and reconciliations, ensuring the financial transactions comply with financial regulations and applicable guidelines and controls, and supporting audits;
- Ensuring processes are standardised and well documented, and collaborating with colleagues to ensure consistency, continuity and back-up of finance tasks.

B. Procurement Officer

The Procurement Officer will be a member of the Legal Services, Procurement and Logistics Group, which is responsible for providing a variety of procurement advice and services to the Agency. The Procurement Services are responsible for the planning, coordination and implementation of the Agency's annual procurement plan, and the Procurement Officer's responsibilities include:

- Performing a variety of procurement operations including drafting, publishing and registering procurement documents, notices and contracts, primarily using the Agency's Management Plan System, e-Notices and e-Tendering, the Agency's Document Management System ARES, the Agency's Financial System ABAC LCK; organising and coordinating the opening and evaluation of tenders/proposals as well as the award of contracts/grant agreements;

- Working with project managers, the resources and finance officers, and suppliers on the administration of contracts: ensuring timely and sound procurement, placement of contracts and orders, and administration of amendments;
- Proactively collaborating with and supporting colleagues in a customer-focused manner: identifying their procurement service needs and providing solutions, guiding them regarding procurement processes and keeping them informed of performance progress;
- Supporting compliant and effective procurement plan execution by monitoring framework contracts validity, providing information for planning, delivering progress reporting and supporting resource hearings;
- Performing control activities ensuring the procurement operations comply with financial regulations and applicable guidelines and controls and supporting audits;
- Ensuring processes are standardised and well documented, and collaborating with colleagues to ensure consistency, continuity and back-up of procurement tasks.

The Finance Officer will report to the Head of Group, Finance, and the Procurement Officer will report to the Head of Group, Legal Services, Procurement and Logistics, both of whom report to the Head of Programme ‘Administrative Services’ (see [organisational chart](#)).

ELIGIBILITY CRITERIA:

Candidates applying must satisfy the following eligibility criteria on the closing date for the submission of applications:

- a) A level of post-secondary education attested by a diploma, OR a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least 3 years;
- b) Following the award of one of the qualifications above, candidates must have a minimum of 3 years of relevant professional experience.

In addition, in order to be eligible a candidate must:

- Be a national of one of the member countries of the EEA (Member States of the European Union plus Iceland, Liechtenstein, Norway, Switzerland and Turkey);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a thorough knowledge of one of the languages of the EEA member countries and a satisfactory knowledge of another of these languages (corresponding to level B.2 of the Common European Framework of Reference for languages [CEFR](#));
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.

Candidates should assess carefully and check before submitting their application whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

SELECTION CRITERIA:

Essential:

(In your application, please provide examples from current or past work experience where these competencies have been applied)

- Proven and relevant professional skills, experience and performance related to the above-mentioned duties and responsibilities in one or more of the areas of the job description;
- Excellent skills and experience in using finance systems or procurement systems;
- Excellent command of written and spoken English language, at least at level C1 in all categories according to the Common European Framework of Reference for Language.

**Advantageous:**

- Good understanding of administrative procedures within the European, public or international institutions and agencies, and good knowledge of the EU institutional and regulatory framework, including the Financial Regulation and/or public procurement, grants or legal practice;

In addition to the requirements above, candidates invited to the written test and interview stage, will also be assessed against the following behavioural competencies:

- Excellent communication and interpersonal skills;
- Ability to work well with others as well as autonomously;
- Diversity awareness and sensitivity;
- Service-oriented mind-set;
- High sense of discretion and confidentiality;
- Attention to detail and ability to deliver accurate work;
- Ability to organise work and prioritise tasks.

CONTRACTUAL CONDITIONS:

The successful candidate will be offered a Contract Agent contract in accordance with Article 3a) of the [Conditions of Employment of Other Servants of the European Union](#). The selected candidate will be employed for an initial time period of four years, renewable.

Successful candidates who are recruited undergo an initial probation period of 9 months.

Please note that recruitment is done in the first step of the grade within Function Group III to which the successful candidate qualifies, depending on the duration of the acquired professional experience.

For information on salary, please see information published under [Contract Agents](#).



The place of work will be Copenhagen, Denmark.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to Temporary Agents. These rules specify that:

“An official shall carry out his duties and conduct himself solely with the interests of the Union in mind. He shall neither seek nor take instructions from any government, authority, organization or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Union.

An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.

Before recruiting an official, the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the appointing authority shall take this into account in a duly reasoned opinion. If necessary, the appointing authority shall take the measures referred to in Article 11a(2).”

For further information on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union see:

[Staff Regulations](#)

SELECTION PROCEDURE:

A Selection Committee is set up for the selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The Selection Committee is bound by the principle of



confidentiality as enshrined in Article 6 of Annex III to the Staff Regulations. This works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are eligible. Candidates admitted to a previous selection procedure will not automatically be eligible. **Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

In a spirit of transparency, and in order to align our working methods with current practice in certain Member States, the administration has decided to proceed with the publication of [names of Selection Committee members](#).

Should the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure, the candidate will be disqualified.

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria.

The Selection Committee will invite to the interview and to the written test phase the best qualified candidates (maximum of 24). Should the case arise that there are various candidates scoring the same number of points in the 24th ranking, the number of candidates to be invited may be increased accordingly to accommodate this.

The interview will be held in English and the candidate's knowledge of other languages will also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in the area of expertise required for the post. Candidates invited for an interview will be asked to undergo a written test in the area of expertise required for the post. The test and the interview will take place online.

At the end of the interviews the Selection Committee will submit the list of suitable candidates to the Appointing Authority who will decide on the appointment of the successful candidate and the



establishment of a reserve list for the post advertised or similar posts that may become available. This usually follows from follow-up recruitment interviews conducted by the Appointing Authority with the suitable candidates. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2023** and may be extended at the discretion of the Appointing Authority.

Prior to contract signature, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including a police certificate confirming the absence of any criminal record;
 - to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.
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