Contract agents
Deadline for sending application. Please send your CV and cover letter to Ms. Yvonne FROEBERG (Yvonne.froeberg@eeas.europa.eu) - The closing date for the submission of applications is 04/01/2019. Late applications will not be accepted.

We are:

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. The EEAS supports her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice President of the Commission with regard to her responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

Within the EEAS, the Field Security Division is responsible for assisting the EU's network of 140 Delegations worldwide to fulfil their duty of care towards the EU's security interests which are staff, infrastructure and information.

We propose:

A post of contract agent FG IV as Finance and Contracts Officer in the Field Security Division.

Key responsibilities of the position will in particular entail:

- Oversight of the Resources and Logistics sector's Framework Contracts for Security Services, Radio installations and maintenance, purchasing and maintenance of armoured vehicles and other security equipment;
- Liaison with EU counterparts in EU Delegations, inter alia Heads of Administration, Delegation Security Coordinators and Regional Security Officers - on the situation and advancement of security equipment purchasing and deployments;
- Coordination with horizontal HQ functions, i.e. Contracts, Budget and Legal Affairs Divisions, on budgetary, procurement and legal matters;
- Application of controls to ensure compliance with the budgetary rules; sound financial management;
• Planning of the annual budgetary programme including, reserving the appropriation of budgetary funds according to the evolution of the existing and envisaged contracts;
• Periodic reporting of budgetary and financial overviews;
• Coordination and support for the yearly accounting closure;
• Contribute to responses to, and follow-up of, ex-post control, Internal Audit Division, Internal Audit Service, Court of Auditors and even OLAF reports or investigations in the area of the managed contracts.

We look for:

Candidates for this contract agent IV post should:

- (i) have passed a valid EPSO CAST in FG IV; or
- (ii) be registered in the EPSO Permanent CAST in FG IV

• meet the minimum qualifications for engagement as contract agent FG IV:
  - have completed university studies of at least three years attested by a diploma;
  - have minimum working experience of three years in an international environment with exposure to financial, procurement and legal matters; and
  - have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset.

Selection Criteria:

Candidates should:

• have an excellent ability to maintain interpersonal relations and to ensure communication in a complex, multi-cultural environment;
• have strong numerical, drafting, communication and analytical skills combined with sound judgement;
• be stress resistant and able to work under tight deadlines;
• have excellent knowledge of the European Institutions, Financial Regulation and EU Public Procurement Directives; and
• have experience with the different financial data systems as ABAC Workflow, ABAC Assets, Data Warehouse Business Objects (BO).

Furthermore:

• experience of working in a team in multi-disciplinary and multi-cultural environment; and
• experience of dealing with lawyers and other specialists on contentious files; and
• experience of working in/with an Embassy, a Delegation, an international organisation, in an International NGO, or international corporation,

would be considered as strong assets.

Specific conditions of employment:

The successful candidate will be required to undergo security vetting if (s)he does not already hold security clearance to an appropriate level (EU SECRET), in accordance with the relevant security provisions.

Place of Employment:
Brussels, Belgium

Practical Information

Contract agent position (Function group IV); renewable contract for a maximum duration of 6 years (with a valid CAST exam).

Interviews will be scheduled in January 2019 (only short listed candidates will be contacted).

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The selection panel will make a pre-selection on the basis of the qualifications and professional experience described in the CV and motivational letter, and will produce a shortlist of eligible candidates who best meet the selection criteria for the post.

The candidates who have been preselected will be invited for an interview by a selection panel. The panel will recommend a shortlist of candidates for a final decision by the Authority Empowered to Conclude Contracts of Employment. The Authority may decide to interview the candidates on the final shortlist before taking this decision.

**Post available:** 16/01/2019 in EEAS HQ (Brussels)

www.eeas.europa.eu

**Source URL:**