



EUROPEAN UNION

DELEGATION TO CABO VERDE

**The European Union Delegation to Cape Verde, Praia is looking for:
Finance and Contracts Officer in the Finance, Contracts and Audit section**

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Cape Verde, Praia works in close coordination with the Embassies and Consulates of the EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealing with the Cape Verde government in areas that are part of the EU's remit.

As part of the process of regionalization of Sub-saharian Africa EU Delegations, the Finance, Contract and Audit functions related to the cooperation in Guinea Bissau will be transferred to the FCA section in Cape Verde. After recruitment and transfer, the team will be formed by seven staff members.

We offer

The post of Finance and Contracts Officer (Local Agent Group 1) in the Delegation's Finance, Contracts and Audit section dealing with the management of EU cooperation and international partnerships in Cape Verde and Guinea Bissau.

Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. The successful candidate **will serve under the supervision and responsibility** of the Head of Finance, Contracts and Audits section, providing support, expertise and assistance in these fields.

Following main tasks and duties are currently required:

Functions and duties

+ Financial Management of Cooperation portfolio

- Analyse payment requests and prepare financial transactions (payments, recoveries)
- Give financial visa in accordance with internal rules and follow-up of financial circuits
- Promote sound financial management

+ Contract Management in the cooperation and international partnerships areas

- Prepare and verify contracts (mainly grants to external beneficiaries)
- Participate in proposals/offers evaluations
- Prepare decisions on awarding of contracts
- Visit periodically the programmes and report contract implementation and/or specific problems and promote through his contacts the timely and effective project implementation

+ Monitoring and reporting on audits

- Verify audits and expenditure certifications presented by the beneficiaries
- Assist with the preparation and execution of the audit plans and follow-up of audit missions



+ **Analysis and advice**

- Give advice on contractual, financial and budgetary matters to the personnel of the operational section and to the projects to achieve correct and appropriate implementation of the contracts.
- Contribute to training concerning contractual, financial and budgetary questions of the Cooperation staff of the two Delegations and the projects
- Contributes to the elaboration of notes, manuals, guides and other pedagogical and practical material.

The base salary will depend on relevant and verified employment experience, typically starting from 242.914 CVE. There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

The expected start date will be **1st January 2024**.

Minimum requirements / eligibility criteria

- Minimum of master degree in finance, accounting, audit, law, international development, international relations, public administration or equivalent;
- Minimum of 5 years of experience in financial management, public procurement, financial regulations, audit.
- Excellent knowledge of Portuguese (C2) and level B2 in English or French
- Right to residence and work in Cape Verde
- Medical fitness to carry out the tasks assigned

Assets / selection criteria

- Experience in financial management, public procurement, financial regulations, audit on development cooperation.
- Experience with international cooperation institutions/agencies and/or national development institutions/agencies
- Sense of responsibility, team work fluency, and capacity to work under pressure;
- Level of computer skills (Word, Excel, specialized softwares, etc.);
- Level of language skills (written, oral) in Portuguese, English and French;

How to apply

Please submit your **application, consisting of a motivation letter and Europass format CV** via e-mail to DELEGATION-CABO-VERDE-LOCAL-AGENTS-RECRUITMENT@eeas.europa.eu

Reference Recruitment FCAS AL-1, no later than **13/08/2023, 23h59**. Only complete applications received on time via the functional mailbox indicated above will be considered.

The successful candidate will be subject to a medical check.

The process

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose. Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates based assessment of the information provided in the cover letter, CV, practical written testing and interviews. At least 3 best candidates will be invited to the final interview.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will use the same means of publication as for this job advertisement to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments to the above mentioned functional mailbox.

