



EUROPEAN UNION

DELEGATION TO CABO VERDE

**The European Union Delegation to Cape Verde, Praia is looking for:  
Financial Secretary 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 in Sub-saharian Africa EU Delegations, the Finance and Contract functions related to the cooperation in Guinea Bissau will be transferred to the FCA section in Cape Verde. After recruitments and transfers, the team will be formed by seven people.

**We offer**

The post of Financial Secretary (Local Agent Group 3) in the Delegation's Finance, Contracts and Audit section dealing with the management of EU cooperation and international partnerships in Guinea Bissau and Cape Verde.

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 Audit section, providing support, expertise and assistance in those fields.

Following main tasks and duties are currently required:

***Functions and duties***

Specific tasks include the following:

- Preparation & initiation of payment files (registration of invoices & supporting documents in the IT systems; monitoring of the time limits for invoice registration and payment delays);
- Preparing, registering, monitoring circuit and expediting of correspondence in both Portuguese and English/French for the internal administration, HQ and local partners (dispatch of all outgoing mail in the section);
- Assistance in the preparation of contracts and contractual amendments, and follow-up for final registration and classification;
- Secretariat for the opening/evaluation committees related to the calls for proposals and tenders;
- Secretarial assistance in general, such as preparing documents in Word and Excel, organizing missions, meetings, uploading of documents in the relevant IT registration systems, research on the Commission's intranet and on the internet;
- General organization of section's files (paper and electronic) and archives;
- All other secretarial tasks as instructed by the Head of Section.



The base salary will depend on relevant and verified employment experience, typically starting from 124.188 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 **1<sup>st</sup> January 2024**.

### **Minimum requirements / eligibility criteria**

- Minimum a High school diploma.
- Minimum of 3 years of professional experience as secretary, accounting/financial assistant or similar functions.
- 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 support to finance, accounting, audit, public procurement;
- Experience with international cooperation institutions/agencies and/or national institutions/agencies;
- Sense of initiative and responsibility, organization, reliability, strong team spirit, sense of service;
- Ease at letter drafting, at numerical analysis, ability to conceptualize problems;
- Level of computer skills (Word, Excel, specialized software, 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](mailto:DELEGATION-CABO-VERDE-LOCAL-AGENTS-RECRUITMENT@eeas.europa.eu)  
Reference Recruitment FCAS AL-3, 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 on assessment of the information provided in the motivation 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.