



2018-IPR-R8-FGIII-010573

**FG III - Finance and Contracts Assistant in  
Procurement**

<p><b>Position for:</b></p> <p><b>FGIII Finance and Contracts Assistant - Procurement</b></p>	<p>As the science and knowledge service of the Commission, the mission of DG Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p> <p>The current vacancy is within the Finance and Procurement Unit which is part of the Support Services Directorate.</p> <p>The mission of the Finance and Procurement Unit is to steer the application of harmonised financial and procurement procedures across the whole JRC and to support and coordinate the execution of the budget by efficiently managing all the financial and procurement activities, in a client responsive manner and in compliance with all applicable rules and regulations.</p> <p>The unit is currently looking for a Finance and Contract Assistant in function group III who will run procurement procedures for the purchase of works, services and supplies necessary for the implementation of JRC scientific and technical activities.</p> <p>Qualifications:</p> <p>Working language will be English (Level B2) but a sound knowledge of Italian will be considered as an advantage.</p> <p>An experience of at least 2 years in procurement is required.</p> <p>On-the-job training and specific trainings in finance and procurement and the related IT tools will be provided.</p>
<p><b>Directorate Unit</b></p>	<p>Support Services Finance and Procurement</p> <p>Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>
<p><b>Indicative duration</b></p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p><b>JRC Site Country</b></p>	<p>Ispra Italy</p>
<p><b>Rules and eligibility</b></p>	<p>The candidate must be on any valid EPSO reserve list for Function Group III contract staff.</p> <p>Applicants to the following Calls for expression of interest can also be considered:</p>

CAST Permanent - EPSO has launched in January 2017 an open-ended selection procedure to create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents. Details available at the link below: [https://epso.europa.eu/documents/2240\\_en](https://epso.europa.eu/documents/2240_en)

**Auxiliary contract staff:**

<https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members>

Article 3b of the Conditions of Employment of Other Servants of the European Union applies: the actual period of employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.

*Please note that due to the high number of applications received only shortlisted candidates will be contacted.*