# European Commission

## Joint Research Centre

### 2022-SVQ-R1-FGIII-019908

## FG III – Finance and Contracts Assistant

### POSITION FOR:
Member of the contract staff FGIII – art. 3b of the Conditions of Employment of Other Servants


### WE ARE:
As the science and knowledge service of the Commission, the mission of DG Joint Research Centre (JRC) is to support EU policies with independent evidence throughout the whole policy cycle.

The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: [https://ec.europa.eu/jrc/](https://ec.europa.eu/jrc/)

The current vacancy is in Directorate R - Support Services Unit (JRC.R.1).

The mission of JRC.R.1 unit is to support and coordinate the implementation of resource management functions on the JRC Seville Site in a client responsive manner and in compliance with all applicable rules and regulations, focusing on offering service support to the Directorates of the Seville Site. JRC.R.1 Unit also provides technical support to the scientific programmes of the site and it develops and maintains the infrastructure of JRC Seville.

### WE PROPOSE:
JRC.R.1 Unit is looking for a contractual agent to work in the field of finance and contract management.

The successful candidate will provide financial administrative support (implementation and execution of Seville budget) in close collaboration with the operational services, and they will efficiently manage expenditure activities in compliance with all applicable rules and regulations.

In particular, they will help:

- With financial initiation of financial transactions, including commitments, de-commitments and payments,
- To collect, check and process all documentation required to support the commitment, de-commitment, payment requests
- To provide support in the administrative management of contracts
- To provide support to procurement files, ensuring respect of applicable rules
- To ensure proper filing and archiving of financial documents according to filing rules

### WE LOOK FOR:
We look for an experienced, customer-service oriented, well-organised and responsible colleague. The varied work portfolio requires high motivation, eagerness to learn, to be a team player but also to be able to work autonomously. The ideal candidate should have:

- At least 3 years of experience in the mentioned field;
- Good organisational skills, especially with regards to priority setting and planning;
- Ability to identify user’s needs; be customer-service oriented
- Ability to work accurately with an eye for detail;
- Good command of IT tools (MS Office, etc.);
- Ability to work in a proactive and autonomous way;
- High flexibility;
- Good oral and written communication skills in English (B2 level);

Interested candidates should provide a CV and a cover letter. The application must also include contact details of two referees who may be contacted in the course of the selection procedure.

**INDICATIVE CONTRACT’S DURATION:**
36 months initial contract with possible renewals up to maximum 6 years.

**PLACE OF WORK:**
Seville (ES)

**ELIGIBILITY CRITERIA:**
Candidates for this contract agent post shall:
– (i) have passed a valid EPSO CAST selection procedure;  
or  

With a valid application number to one of the above, you may then apply for this specific vacancy at JRC through: [http://recruitment.jrc.ec.europa.eu/?type=AX](http://recruitment.jrc.ec.europa.eu/?type=AX).

**RECRUITMENT POLICY:**
The Joint Research Centre
• Cultivates a workplace based on respect for other people and the environment.  
• Embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.