



2018-BRU-I2-FGIII-9852

FG III - Finance and Contracts Assistant

<p>Position for:</p> <p>FG III Finance and Contracts Assistant</p>	<p>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.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: http://www.jrc.ec.europa.eu</p> <p>The Unit for Foresight, Behavioural Insights and Design for Policy is based in Brussels. It is part of the Competences Directorate of the JRC which is under the authority of the Director General. Its mission is to strengthen the capacity of JRC in anticipatory intelligence (horizon scanning, anticipation, foresight), behavioural sciences, design for policy and science and technology studies to progressively combine their methods and approaches into the EU Policy Lab. The main aim of the EU Policy Lab is to bring support innovation in policymaking at EU level. The Unit is composed by a multidisciplinary team where teamwork is fostered.</p> <p>We are looking for a motivated, dynamic and proactive colleague to take the following responsibilities and tasks:</p> <ul style="list-style-type: none"> • Assist with the launch, management and monitoring of contracts activities: defining terms of reference, preparing call for tender, supporting selection process and award procedures and follow up of contract and sub-contracted staff. • Assist in planning, monitoring and executing the expenditure of budget. • Assure the respect of the Commission rules on financial and contractual management. • Provide necessary information for audits. • Assist in drafting the work programme of the Unit. • Monitor the state of execution and contribute to the preparation of amendments of the work programme of the Unit. <p>Qualifications:</p> <p>Suitable candidates should:</p> <ul style="list-style-type: none"> • Have knowledge in budget, finance, accounting, audit and contract management. • Be capable to communicate and work in team; • Have the ability to work proactively and delivering quality and results on time; • Have thoroughly knowledge of English and French (C1) <p>A job-related experience of at least 3 years is desirable.</p>
<p>Directorate</p> <p>Unit</p>	<p>Competences Foresight, Behavioural Insights and Design for Policy</p> <p>Further information: http://blogs.ec.europa.eu/eupolicylab/ https://ec.europa.eu/jrc/</p>

Indicative duration	An initial contract of 36 months, with possible renewals up to maximum 6 years
JRC Site Country	Brussels Belgium
Rules and eligibility	<p>The candidate must be on a valid EPSO reserve list for Function Group III contract staff.</p> <p>Applicants to the following Call for expression of interest can also be considered:</p> <p>1. 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</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>