



**2019-IPR-R8-FGII-011184**

**FG II - Finance and Contracts Agent**

<p><b>Position for:</b></p> <p><b>FGII – Finance and Contracts Agent</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 Budget Execution Unit which is part of the Support Services Directorate. The mission of the Budget Execution Unit is 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 Financial Initiating Agent who will be in charge of the financial initiation of commitments and payments, who will assist in the preparation of calls for tender, management of orders and contracts, creation of revenue-related transactions in ABAC as well as providing other administrative support including document and file management.</p> <p>Qualifications:</p> <p>Working languages will be English and Italian (minimum level required is B2).</p> <p>An experience of 1 year in finance and procurement is desirable.</p> <p>The successful candidate will be integrated in a team under the supervision of a Team Leader.</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 Budget Execution</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</b> <b>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 II contract staff.</p> <p>Applicants to the following Call for expression of interest</p>

	<p>can also be considered:</p> <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: <a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></p> <p><b>Auxiliary contract staff:</b> <a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members">https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</a></p> <p>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.</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>
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