



2020-PTT-C1-FGII-013608

**FG II - FINANCE AND CONTRACTS
ASSISTANT**

<p>Position for:</p> <p>FG II – Financial and contracts Assistant in the Unit JRC.C.1</p>	<p>We are</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: https://ec.europa.eu/jrc/</p> <p>The Directorate for Energy, Transport and Climate provides support to Community policies ensuring sustainable, safe, secure and efficient energy production, distribution and use and fostering sustainable and efficient mobility in Europe and provides scientific and technical analyses in support to integrated air quality, climate and related policies.</p> <p>The JRC.C1 Energy Storage Unit, located in Petten (NL), performs scientific research into energy storage technologies in support of European energy and transport policies, by means of desktop and experimental activities.</p> <p>We propose</p> <p>We offer a post of Financial Assistant within the Unit JRC.C1, with the following tasks:</p> <ul style="list-style-type: none">• Coordination of all Unit financial transactions (tenders, commitments, invoices, payments, revenues, etc.)• Acting as Unit Operational Initiating Agent of the Unit• Interfacing with the local (Petten) financial and contractual team for all financial and contractual matter• Analysis of the Unit documents related to procurement contracts and grant agreements• assistance to the Unit management in all contractual and financial matter, such as the choice of the correct strategy for future procurements• Administration of the annual Unit budgets, including the monitoring of the expenses• Assistance to and guidance of the involved Unit staff members in charge of the preparation of technical specifications;• Guaranteeing Unit activities compliance with existing rules governing the Commission’s administration.
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	<p>We look for</p> <p>We look for a dynamic and motivated finance & contract operator, with a solid experience in contractual management in the Commission, a strong sense of duty, an eye for detail, spirit of initiative, ability to work independently, under pressure and with tight deadlines.</p> <p>She/he should be able to prioritise the assigned workload and carry out the tasks with a sense of commitment and responsibility. The nature of the tasks requires very good inter-personal skills, capacity to interact with scientists and laboratory technicians, sound judgement and responsibility.</p> <p>The candidate should have a good knowledge of English (C1), which is the main language used on the JRC Petten site.</p> <p>She/he should have a strong knowledge of the relevant Commission IT tools (ABAC, ARES). A good knowledge of the grants and procurement corporate tools will be considered an asset as well as additional experience in typically JRC tools such as JIPSY and PPMT will be an asset. Competence in office automation tools (Outlook, Word, Excel) is a prerequisite.</p>
<p>Directorate Unit</p>	<p>Directorate for Energy, Transport and Climate Energy Storage Unit</p> <p>Further information: https://ec.europa.eu/jrc/en/research-facility/battery-energy-storage-testing-safe-electric-transport</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p>JRC Site Country</p>	<p>Petten The Netherlands</p>
<p>Rules and eligibility</p>	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function Group II contract staff, you can still apply by following these steps.</p> <p>You express your interest by applying to the CAST Permanent or to the permanent JRC Call for researchers.</p> <p>1. CAST Permanent: 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. https://epso.europa.eu/documents/2240_en</p>

Only then you can apply for this specific position, through <http://recruitment.jrc.ec.europa.eu/?type=AX>

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 in case a high number of applications is received only shortlisted candidates will be contacted.