



2020-BRU-I2-FGIII-014170

FG III - Finance and Contracts Assistant

<p>Position for:</p> <p>FGIII - Finance and Contracts Assistant</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 Unit for "Foresight, Modelling, Behavioural Insights & Design for Policy" is based in Brussels, Ispra and Seville. 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), modelling, behavioural sciences, design for policy and science and technology studies. These methods and approaches are at the core of both the Competence Centre on Foresight and the EU Policy Lab (https://blogs.ec.europa.eu/eupolicylab/). 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"> • Launch, manage and monitor 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; • Monitor and execution the expenditure of budget; • Assure the respect of the Commission rules on financial and contractual management; • Provide necessary information for audits. <p>Qualifications:</p> <p>The ideal candidate should have the following competences:</p> <ul style="list-style-type: none"> • Knowledge of budget, finance, accounting, audit and contract management. • Capability to communicate and work in team; • Ability to work proactively and delivering quality and results on time; • Job-related experience 3 years (desirable); • Very good knowledge of English and French (C1);
<p>Directorate Unit</p>	<p>Competences Foresight, Modelling, Behavioural Insights & Design for Policy</p> <p>Further information: https://blogs.ec.europa.eu/eupolicylab/</p>

Indicative duration	36 months initial contract 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>If you are not in any valid EPSO reserve list for Function Group III contract staff, you can still apply by following these steps.</p> <p>You express your interest by applying to the CAST Permanent.</p> <p>CAST Permanent is 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. https://epso.europa.eu/documents/2240_en</p> <p>Only then you can apply for this specific position, through http://recruitment.jrc.ec.europa.eu/?type=AX</p> <p>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</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 in case a high number of applications is received only shortlisted candidates will be contacted.</i></p>