



2020-IPR-R8-FGII-015357

**FG II - FINANCE AND CONTRACTS AGENT -
INITIATION**

<p>Position for:</p> <p>FGII - Finance and Contracts Agent</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 current vacancy is within the Budget Execution Unit in Ispra which is part of the Support Services Directorate.</p> <p>The Support Services Directorate of the DG JRC ensures the efficient and effective deployment of the resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations and to make the JRC sites safe, secure and attractive working environments by providing efficient customer-driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour of their respective communities at large.</p> <p>The mission of the Budget Execution Unit is to support and coordinate the execution of the Ispra and Brussels budget in close collaboration with the operational services, managing efficiently expenditure activities in compliance with all applicable rules and regulations. We also provide logistic and administrative support to colleagues in Brussels.</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 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 (minimum level required is B2) and Italian (B2). An experience of 1 year in finance is required.</p> <p>The successful candidate will be integrated in a team under the supervision of a Team Leader. On-the-job training, specific trainings in finance and the related IT tools will be provided.</p>
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Directorate Unit	Support Services Budget Execution Further information: https://ec.europa.eu/jrc/
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Ispra Italy
Rules and eligibility	<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.</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>