

**2022-IPR-R8-FGIII-019831****FG III – Finance and Contracts Assistant****POSITION FOR:**

Member of the contract staff FGIII – art. 3b of the Conditions of Employment of Other Servants

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

WE ARE:

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.

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/>

The current vacancy is within the Budget Execution Unit in Ispra which is part of the Support Services Directorate of the JRC and namely in the Contract Management and Financial Verification Team.

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.

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.

WE PROPOSE:

A dynamic and challenging job as Finance and Contracts Assistant within a team located in Ispra. The main tasks related to this job will be the management of contacts and related administrative and financial aspects, contract analysis and advice, in cooperation with legal counsels.

The main tasks related to this job include (non-exhaustive list):

- Monitor the administrative and financial aspects of contracts during their life time;
- Manage performance guarantees and pre-financing guarantees, check and accept CAR insurances (*polizza assicurativa postuma decennale*) and monitor payments of related premium;
- Prepare contract amendments and renewals;
- Monitor plafond consumption and warn the operational initiating agent (OIA) accordingly;
- Act as "contact point" towards contractors for clarification on administrative or financial aspects of contracts, if needed by liaising with Unit R8 legal counsels. Where possible, assist the OIA for requests concerning other aspects of the contracts;
- Liaise with and assist the Heads of Unit and Heads of Sector of client Units for any contractual issue, such as: disputes, contractor's under performance etc.;
- Give feed-back to the Procurement Sector on "lessons learned" during the life of a contract, propose improvements for future contracts;
- Financial initiation or verification of (de)commitment and payments/recovery orders linked, as well as document and file management, are also part of the job.

WE LOOK FOR:

An experienced finance and contracts assistant with a sense of initiative and flexibility.

At least 2 years of experience in contract management and advice in relation to financial and administrative aspects are essential.

The successful candidate has a clear verbal and written communication, has a strong client-oriented approach, is able to work autonomously while also sharing knowledge and experience in the team, is willing to learn lessons and build on those for constant improvement.

Knowledge of Commission's accounting system ABAC is an asset.

Knowledge of JIPSY is an advantage.

Excellent written and spoken knowledge in English (C1 level) and good written and spoken knowledge in Italian (B2 level) are required.

INDICATIVE CONTRACT'S DURATION:

36 months initial contract with possible renewals, up to maximum 6 years.

PLACE OF WORK:

Ispira (IT)

ELIGIBILITY CRITERIA:

Candidates for this contract agent post shall:

– (i) have passed a valid EPSO CAST selection procedure;

or

– (ii) be registered in the EPSO Permanent CAST https://epso.europa.eu/documents/2240_en

With a valid application number to one of the above, you may then apply for this specific vacancy at JRC through: <http://recruitment.jrc.ec.europa.eu/?type=AX>.

RECRUITMENT POLICY:

The Joint Research Centre

- Cultivates a workplace based on respect for other people and the environment.
- Embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.