



2022-GEE-R6-FGIV-020052

**FG IV - Finance and Contracts Officer - Finance,
contracts and legal officer**

POSITION FOR:

Member of the contract staff FGIV – 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 in Unit JRC.R.6 of the Directorate R – Support Services of the JRC. Its mission is to ensure the efficient and effective deployment of the financial and technical resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations. We aim 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 to the their respective community at large.

Unit JRC.R6 supports and coordinates the implementation of support services functions on the Geel Site of the JRC in a client responsive manner.

WE PROPOSE:

We propose a job that includes the management of procurement files and financial transactions, the handling of ongoing litigations and provision of legal advice on local legal issues and the management of JRC Geel site insurance contracts.

WE LOOK FOR:

We are looking for an enthusiastic, motivated, organized, pro-active and stress resistant colleague with experience in legal matters, handling insurances, contract management and procurement. The candidate shall have at least 3 years' experience in the field and shall have a university diploma in law.

S/He will be able to work in a team and autonomously under the supervision of the Unit Head. An excellent team spirit and a client and result oriented approach is desirable. An eye for detail, conscientiousness, a good sense of responsibility, well-developed communication skills, diplomacy and discretion are among the qualities required of the ideal candidate.

Good knowledge of Dutch and English (level C1) is required. Any other languages would be an asset.

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

Geel (BE)

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

or

- (iii) be registered in the specialised call for researchers <https://ec.europa.eu/jrc/en/working-with-us/jobs/vacancies/function-group-iv-researchers> (used mainly by the JRC).

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.