



2022-SVQ-R1-FGIII-021548 FG III - Finance and Contracts Assistant - Procurement

POSITION FOR:

Member of the contract staff FG III– 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 Directorate R - Support Services Unit (JRC.R.1).

The mission of JRC.R.1 unit is to support and coordinate the implementation of resource management functions on the JRC Seville Site in a client responsive manner and in compliance with all applicable rules and regulations, focusing on offering service support to the Directorates of the Seville Site. JRC.R.1 Unit also provides technical support to the scientific programmes of the site and it develops and maintains the infrastructure of JRC Seville.

WE PROPOSE:

JRC.R.1 unit is looking for a contractual agent to work in the field of Public Procurement – Contract Management

The successful candidate will provide assistance in the preparation of calls for tender acting as procurement officer, he/she will work on management of contracts and will be providing other administrative support including document and file management of the procurement files.

In particular, he/she will help to:

- Elaborate with all operational actors throughout the procurement process.
- Assist in preparing and monitoring the financial aspects of calls for tender.
- Administer tendering procedures and support the evaluation and negotiation of tenders.
- Prepare orders and contracts for signature of the authorising officer.
- Follow up on contract renewals and amendments until full contract signature.
- Ensure adherence to main delivery and financial deadlines.
- Report deviations to contract execution.
- Prepare related correspondence, notes, reports and files.

The selected candidate will need to ensure full respect of the Financial Regulation and Rules of Application.

Moreover, he/she will share knowledge and information with other financial and operational actors in the JRC, provide "back-up" for colleagues within the sector and give advice and support to operational units throughout the public procurement process.

WE LOOK FOR:

We look for an experienced, customer service oriented, well-organised and responsible colleague.

This post requires motivation, eagerness to learn, team playing capacity but equally capacity to work autonomously. The ideal candidate should essentially have:

- At least 2 years of experience in the mentioned field;
- Good organisational skills, especially with regards to priority setting and planning;
- Customer service oriented; ability to identify user's needs
- Ability to work accurately with an eye for detail;
- Excellent oral and written communication skills in English (C1 level). Intermediate level of Spanish (B2 level)

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

Seville (ES)

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/en/documents/call-expressions-interest-0>

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.