



2022-IPR-R8-FGII-021848

FG II - Finance and Contracts Agent

**POSITION FOR:**

Member of the contract staff FGII – 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.

The mission of Directorate Support Services is to ensure the efficient and effective deployment of the 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 by providing efficient customer-driven services. We facilitate current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour to 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. We are 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 position as Finance and Contracts Agent within a team located in Ispra. The main tasks related to this job will be to assist in

- the management of orders and payments
  - Prepare the order/contract/addendum with the selected contractor;
  - Create financial commitments;
  - Prepare payments in a timely manner ensuring they are financially and procedurally correct;
  - Follow up on contract renewals and amendments till full contract signature;
  - Provide advice and support throughout the finance process;
- the creation of financial commitments

as well as providing other administrative support including document and file management

- Record and route incoming correspondence;
- Finalize and transmit outgoing correspondence;
- Using archiving software (ARES) whenever necessary;
- Ensure follow up and respect of deadlines.

On-the-job training, specific training in finance and related IT tools will be provided.

**WE LOOK FOR:**

We are looking for a Finance and Contract agent with a sense of initiative and flexibility.

The successful candidate has a strong service-oriented attitude, is well organized, enjoys team work and is able to communicate clearly and concisely.

At least one year of experience in the field of finance is required. Working languages will be English and Italian (B2 level).

**INDICATIVE CONTRACT'S DURATION:**

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

**PLACE OF WORK:**

Ispra (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/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.