



VACANCY NOTICE – 2023-KRU-R7-FGIII-022559

Job Title: *Finance and Contracts Assistant - Procurement*

Type of contract	Member of the European Commission's contract staff, Function Group III (article 3b of the Conditions of Employment of Other Servants)
Duration of contract	36 months (renewable up to maximum 6 years)
Area	<i>Procurement and Contract Management</i>
Place of employment	Karlsruhe (DE)
Indicative basic salary	3028,92 - 3877,46 € (applicable as of 1 st of July 2022) For more detailed information please consult: Working Conditions

WE ARE

The [Joint Research Centre \(JRC\)](#) provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

The current vacancy is with the Support Services Karlsruhe Unit of the Support Services Directorate. The unit's mission is to support and coordinate the implementation of the resource management functions on the JRC Karlsruhe Site in a client responsive manner and in compliance with all applicable rules and regulations. Thus acting as a focus of resource management support to the Directorate of this Site.

This position is within the financial services group in the procurement team and covers procurement support for calls for tender incl. all necessary administrative and logistic support. It includes the function as Financial Initiating Agent contributing to reporting and monitoring on contracts, commitments and expenditures and preparing the payment workflow of invoices on contracts ensuring that they are financially and procedurally correct, that is, in conformity with the contract and the regulations.

We OFFER

- a manifold and versatile job in the field of finances, procurement and contract management.
- an opportunity to support scientific work at the JRC Karlsruhe site with respect to the needs for goods and services.
- a family-friendly working environment, allowing also online collaboration within a highly dynamic and multi-cultural team.



WE PROPOSE

The jobholder will run public procurement procedures and act as Financial Initiating Agent (FIA) for contract signature, with legality, regularity, internal procedures compliance and sound financial management.

WE LOOK FOR

We are looking for a Finance and Contracts Assistant – Procurement. He/she shall have job-related experience of at least 1 year. Experience in other domain relevant to the functions and tasks mentioned in the job description is desirable.

Good interpersonal and communication skills are essential. Furthermore, the tasks require a good capacity to deal with all procedural, administrative and financial issues. The candidate will be part of a team, should be able to work independently and maintain a high standard of quality and accuracy.

A good level (B2) of written and spoken German and English is essential. Knowledge of French is of advantage.

HOW TO APPLY

If you are **already on a valid CAST FG III reserve list**, or you **have already applied to the call below**, you can directly submit your application at <http://recruitment.jrc.ec.europa.eu/?type=AX>.

If not, before applying to this position, **you must register** for the following:

- the [Call for Expressions of Interest | EU Careers \(europa.eu\)](http://europa.eu) (CAST Permanent FG III), which is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union).

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