



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Approved*)
Job description version247831 in *INTPA.A.6.DEL.Kenya.004*
Valid from01/09/2024until

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Finance and Contracts Officer - Initiation and Verification - EU Trust Fund "Africa"

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job

No

Overall purpose

To ensure, under the supervision of the Head (and Deputy Head) of Section, that the contractual and financial management of projects and programs of development aid and of financial and technical cooperation with third countries are carried out in line with the rules, regulations and overall instructions given by Headquarters (Financial Regulations, Practical guide, Companion, Finance guides, instructions notes, wiki's, etc.).

General and specific assistance to colleagues in the FCA section, the Delegation, the FCA network and/or the unit if needed

Functions and duties

+ BUSINESS MANAGEMENT and PLANNING

- *Assist the Head of Finance, contracts and Audit (FCA) Section in the planning, management and reporting of the activities of the Section as well as ensure general liaison with the Operations staff in the EU Delegation and all other interlocutors*
- *RESPFIN tasks as back-up*
- *Draft financial aspects of contracts, draft documents linked to financial operations (addenda, payment orders, recovery orders and debit notes). Liaise with the Operations staff and provide advice and comments on draft financing agreements, identification and action fiches as well as on financial and budgetary matters*
- *Assist in preparing reports for Delegation and Commission management and in providing support to visiting missions. Assist in giving support to beneficiaries, including the office of the National Authorising Officer (NAO).*
- *Interface with INTPA financial and legal services, and ensure proper functioning of informatic tools for budgetary and accountancy management*

+ BUDGET and FINANCE

- *Ensure financial initiation/verification of the financial transactions under the responsibility of the agent.*
- *Ensure that the adequate financial circuits are followed.*
- *Advice and comments on draft financing agreements, identification and action fiches.*
- *Provide advice on sound financial management and application of EU rules, included EUTF's specific rules.*
- *Ensure the quality (including accuracy and comprehensiveness) of the input into the IT tools used and ensure the coherence of data between the different databases*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Ensure control and initiation/verification of procurement and grant award procedures*
- *Assist in the preparation of files for Tenders and Calls for Proposals; ensure their financial initiation and participate in evaluation committees.*
- *Perform the function and duties of chairman or secretary in tender procedures and calls for proposals in direct management; attend evaluation committees under indirect management as observer*
- *Assist in the preparation and negotiations of technical and financial aspects of contracts.*
- *Ensure the financial initiation of new contracts, amendments and closures; ensure the quality, including accuracy and comprehensiveness, of data entered into IT systems*
- *Ensure the accurate encoding and financial initiation of payments, clearings, recovery orders, waivers and ensure the quality, including accuracy and comprehensiveness, of data entered IT systems.*

+ AUDIT, CONTROL and INSPECTION

- *To Assist in the drafting of the Annual Audit Plan.*
- *Prepare Terms of Reference (TOR) for individual audit engagements*
- *Ensure timely follow-up of individual audit engagements throughout their life cycle.*
- *Review draft and final reports received of each individual audit engagements*
- *Ensure timely follow-up is made on the conclusions of each audit engagement.*
- *Ensure the correct encoding of the audit results in the adequate systems. Assist in gathering the necessary information for RER and CoA reviews Follow-up on the implementation of the recommendations made in audit reports and discharge procedure.*

+ POLICY DEVELOPMENT

- *Contribute to work through co-creation on all matters relevant to the activities of the unit, acting together and with other services, drawing on the expertise of colleagues, to identify, build & develop common actions & policies under the DGs strategic objectives*
- *Contribute to the rollout and implementation of Global Gateway in the relevant areas of competence of the Unit*
- *Ensure that gender aspects are fully considered at all levels and activities of the section.*

Job requirements

Experience"

+ AUDIT, CONTROL and INSPECTION, PROCUREMENT and CONTRACT MANAGEMENT, BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 3 years

Qualifier:an advantage

Previous experience working in an EU Delegation : an advantage. Previous experience working in an EU external relations DG : an advantage

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - BUDGET and FINANCE*
 - FINANCIAL and BUDGETARY MANAGEMENT*
 - Financial regulation and procedures*
 - Financial circuits*
 - PROCUREMENT and CONTRACT MANAGEMENT*
 - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
 - Calls for tender*
 - CONTRACT MANAGEMENT*
- **AUDIT, CONTROL and INSPECTION**
 - RISK ANALYSIS*
 - Risk Analysis, assessment and management*
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
 - GENERAL PROGRAM MANAGEMENT*
 - Programme planning and evaluation*
 - PROJECT MANAGEMENT*
 - Project contracts negotiation and monitoring*
 - Project monitoring methods and techniques*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
 - ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
 - Administrative rules and procedures of the Institution*
- **COMMUNICATION and PUBLICATION**
 - PRINTING and PAPER PUBLISHING*
 - Quality standards for paper and electronic publications*
 - EU publications and their production circuit*
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
 - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - IT tools for OFFICE AUTOMATION*
 - Eurolook*
 - Excel*
 - Functional mailboxes*
 - Outlook*
 - Word*
 - IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*
 - Ares*
- **INTER-INSTITUTIONAL RELATIONS**
 - Administrative rules and procedures of the institutions of the European Communities*
 - Inter-institutional procedures*
- **INTERNATIONAL RELATIONS (generic)**
 - Multilateral international agreements and negotiation methods and procedures*

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Ability to communicate in meetings
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Capacity to act upon problems
Financial management skills
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Working with Others*
Ability to work in a team
Knowledge sharing

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

- Atypical working hours
- Specialised Job

Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

Comments:

The candidate is invited to consider carefully the living conditions and security situation. Before taking her/his duties, the selected candidate will have to undertake the Security trainings BASE, SAFE and Hostile Environment Awareness Training (HEAT) for Kenya (strongly recommended)

Other

Comments: