



European
Commission

AST FCA

Description

Function Group:	AST Temporary agent
Reference Number:	COM/2024/933
Application Deadline:	16/05/2024 at 12h noon Brussels time
Location:	Asunción (Paraguay)
Living conditions allowance:	20%
Unit:	INTPA.C.4
Contact point:	Enrique Lobera and/or Armando Lama

Entity presentation

This job - located in Asuncion - is administratively attached to INTPA.C.4.

We are a Delegation of the European Union, responsible for the diplomatic representation of the European Union and the implementation of the cooperation policies with Paraguay. Other key tasks include coordination with Member State embassies in the country, delivery of information concerning the European Union, promotion and protection of the EU's interests and values and pursuit of the EU's policies in all areas.

The Delegation's main tasks are two-fold: Political, Economic and Trade relations and Co-operation and External assistance. In carrying out our tasks we aim to maintain and develop good and effective contacts with our government partners in our countries, as well as with EU Member States, international organisations and, where necessary, third countries. We observe and report regularly to Headquarters on political, social and economic developments in Paraguay. The Delegation has one operational section. The relations between the EU (at the time the European Community) and Paraguay date back to 1992, when both parties signed the Framework Cooperation Agreement. In 2001, the EU Delegation in Paraguay opened as a dependence (Regionalised Delegation) of the Regional Delegation in Uruguay with a resident Chargé d'Affaires in charge. In 2013, the regionalised Delegation became a fully-fledged Delegation and the HR/VP appointed the first Head of Delegation with the diplomatic rank of Ambassador.

The Multiannual Indicative Program (MIP) of cooperation between Paraguay and the European Union for the period 2021-2027 focuses on two priority areas: green and resilient economy and the fight against inequalities.

The MIP covers five programs. Two in the area of green and resilient economy: Forest4Life Paraguay (€12M); and Support for the Development of Sustainable Value Chains in Paraguay (€10M). And three in the area of fighting inequalities: Violence against Women and Girls in Paraguay (€4M); Education and Vocational Training (€12M); and Social Protection and Employment (€10M). The MIP 2021-27 is



developed in two phases: from 2021 to 2024 with an amount of €51M divided into the five indicated programs; and from 2025 to 2027, with an amount still to be determined.

Job presentation

We propose a very interesting and challenging job as Assistant finances and contracts.

The assignment, in the context of the rotation exercise 2024, under article 2 of annex X to the Staff Regulations, would be for 4 years. The indicative date for taking up of duties is 01.09.2024.

Under the responsibility of the Head of 'Finance, Contract and Audit' section, the official selected will assure the ex ante-/ex post verification of the conformity of financial and contractual operations with legality, regularity, internal procedures and sound financial management. He/she will also contribute to financial reporting, provide training and replace the Head of Section in his/her absence when so requested.

Candidates are reminded that a detailed description of the tasks to be carried out can be found in the Job Description which can be consulted via SYSPER 2.

For additional information on the Delegation and its environment, please consult the EEAS post reports using the direct link to the page under "Recruitment policy".

External candidates can send a request to receive these reports to HR-DEL-ROTATION@ec.europa.eu

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Job holder profile

The job holder profile should correspond to the job description available in Sysper.

Education in business administration, finance, accounting or law or equivalent practical experience in finance, auditing, accounting or finance and contract management.

- Capacity to assure quality, speed and accuracy in performing a diversity of tasks in a complex, multicultural environment without any immediate and constant supervision - Ability to communicate information and ideas clearly and to judge the impact of decisions
- Ability to conceptualise problems, identify and implement solutions.

Sound experience in :

- Application of Commission rules and procedures relating to calls for tenders/proposals, indirect management, contracts, commitments and payments
- Financial and budgetary management
- Proven experience and/or training in oral and written communication.



A clear ability to operate fluently in English and Spanish is essential.

A working knowledge of French is sufficient.

Knowledge of OPSYS and/or ABAC accounting system

Previous experience of working in a Delegation of the Commission in a third country: an advantage

Previous experience of working with DCI rules and procedures: an advantage

How to apply

Interested candidates should send their application (CV and motivation letter in pdf format) respecting the deadline of the vacancy to the following email address: HR-DEL-ROTATION@ec.europa.eu.



Eligibility criteria

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

General criteria:

- Be a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

For AST posts:

In order to be recruited in this position, you must have at least either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



The post has also been published internally in the Commission, inter-institutionally, and has been brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions and laureates of competitions have priority. It is only in case no suitable candidate can be found among the afore-mentioned categories that other applications will be considered².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ Type of contract and working conditions

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AST.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous professional experience, in accordance with Commission Decision C(2013)8970 laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 3 years.** The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with Commission Decision C(2013)9049 on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.