VACANCY NOTICE: NEAR R4

Job title: Finance and Contracts Assistant - Initiating Agent for EU Trust Funds and Migration Unit

Contract agent function group III – Sysper Job No. 337499

We are

The mission of DG NEAR is to take forward the EU's Neighbourhood and Enlargement policies, including implementation of the cooperation programmes. Unit R.4 "Contracts and Finance Neighbourhood" of Directorate R ensures the sound financial management of the projects under the responsibility of the relevant Neighbourhood Directorates and the Support Group for Ukraine, providing assurance to the responsible Authoring Officers and acting as Authorising Officer by Sub-delegation for payments and recoveries. The Unit includes a dedicated sector acting as Finance, Contract and Audit section for the EU Delegation Syria, the Trust Funds managed by DG NEAR as well as the Migration Unit.

We are looking for

A motivated colleague, with knowledge of contractual and financial procedures and experience in financial transactions in the public or private sector. Experience within the EU institutions, a Delegation or one of the agencies would be an advantage. Knowledge of the management information system CRIS, ABAC and OPSYS would be an advantage. Background in accounting, economics, finance, law, audit (any of) would be an asset. Open-mindedness, ability to work in a team, often under tight deadlines and personal commitment are required in connection with this function. Working languages in the Unit are English and French.

We propose

The contract staff member will work under the supervision of an official on contractual and financial files that are managed by the Unit R.4 for the Trust Funds managed by DG NEAR (i.e. MADAD and North of Africa window) and the Migration Unit. He/she will notably participate in the initiation of financial transactions, verification of the legality, regularity and their compliance with internal procedures and principles of sound financial management. He/she will participate in the management of calls for tenders and calls for proposals, and the preparation of contracts, as well as checking payment files for the contracts.

FG III or FG IV contract agents in the Commission or candidates having completed and validated their application on a FG III/FG IV EPSO CAST may apply. The end date of the post is expected to be May 2026, subject to budget availability.

Candidates concerned are asked to submit their CV and a brief letter of motivation to the functional mailbox as follows: NEAR-R4@ec.europa.eu

Deadline for applications: 22/08/2022