



VACANCY NOTICE

BUDGET OFFICER

(ELA/AD/2020/006)

Type of contract	Temporary agent
Function group and grade	AD5
Duration of contract	5 years (renewable)
Area	Finance
Place of employment	Bratislava (Slovakia) ¹
Estimated monthly basic salary	3.994€ ²
Deadline for applications	28 August 2020 12:00 Brussels time 11 September 2020 12:00 Brussels time
Reserve list valid until	31 March 2021

The European Labour Authority

The European Labour Authority ('the Authority' or 'ELA') is a new Union decentralised body in the area of cross-border labour mobility, currently in its initial start-up phase.

Its aim is to facilitate access for individuals and employers to information on their rights and obligations; support cooperation between EU countries in the cross-border enforcement of relevant Union law, including by facilitating joint inspections; and mediate and facilitate a solution in cases of cross-border disputes between national authorities.

The Authority should reach its full operational capacity by 2024. The European Commission is responsible for the initial set up phase until the Authority is sufficiently staffed and ready to fulfil its mandate.

Further information on the Authority is available on:

www.ela.europa.eu

The job

The Authority is launching a vacancy notice with the aim of establishing a reserve list of Temporary Agents for the position of Budget Officer.

¹ Depending on the availability of the new offices of ELA in Bratislava, the successful jobholder may be required to take duties for a limited period of several months in Brussels, hosted at premises of the European Commission.

² This estimate takes into account the coefficient of correction applicable to Slovakia, currently equal to 79% (compared to Brussels). Additional allowances, as well as deductions for the community tax, contributions for medical insurance, pension and unemployment insurance are not included in this estimate.

1. Profile

Reporting to the Head of Sector: Finance and Procurement, the Budget Officer will be responsible for planning, monitoring and reporting on the annual budget of ELA.

1.1 Tasks

The Budget Officer's tasks will include, inter alia:

- Coordinate the planning and preparation of the annual budget in close cooperation with administrative and operational units;
- Monitor the implementation of the annual budget;
- Produce regular reports on budgetary issues;
- Produce reports, reconciliations and other documentation needed for the supervision of the budget implementation (Single Programming Document, Annual Activity Report, etc);
- Advise and support the management on budgetary issues;
- Maintain an overview of the annual budgetary operations;
- Contribute to the implementation, maintenance and development of the financial tools in use/to be used by ELA for budget planning, monitoring and reporting;
- Initiate budgetary operations in the accounting system (e.g. credit operations, etc.);
- Verify financial transactions in the accounting system (e.g. commitments, payments and recovery orders, etc.);
- Act as Accounting correspondent and contribute to the accounting activities of ELA;
- Ensure the respect of budgetary rules in the opening and closing of the financial year;
- Ensure the carry-over of appropriations;
- Ensure compliance with relevant regulations, financial rules, procedures, internal rules on budget implementation, internal control statutory/regulatory requirements, keeping records up-to-date;
- Contribute to the follow up of internal controls and/or financial audits;
- Perform any other task requested by the line management in the interest of the service.

Qualifications and experience required

2. Eligibility criteria

By the closing date of this vacancy notice candidates must:

- be a national of a Member State of the European Union;
- enjoy their full rights as citizens³;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties⁴;
- have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union;

³ Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record

⁴ Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

- have a level of education which corresponds to a completed university degree when the normal period of university education is four years or more, and at least 1 year relevant professional experience after the completion of a university degree, when the normal period of university education is 3 years.

3. Selection criteria

Essential:

- Suitability to perform the tasks in section 1.1;
- Knowledge (by training or experience) of the EU Financial Regulation;
- Proven professional experience in budget and accounting/financial reporting-related positions.

Advantageous:

- Experience in working in a new organisation and/or leading organisations through change processes;
- Experience in an International or EU organisations relevant to the tasks in section 1.1;
- Experience in using an internationally broad ERP system, in particular SAP and/or ABAC;
- Experience with internal controls and/or financial audits.

Moreover, the following competencies will be assessed during the selection process:

- A pro-active and dynamic working attitude;
- Attention to detail;
- Problem solving skills with a practical, hands-on approach to solve complex issues;
- Sense of integrity, initiative and responsibility;
- Communication and interpersonal skills;
- Proficient level of written and spoken English;
- Service-oriented attitude.

The selection process

4. How to apply

You must apply through the EU CV Online system⁵. Only complete applications registered via EU CV Online before the deadline will be considered. Applications must include a motivation letter and a CV, both submitted in English to be considered.

Please note that this selection procedure is published in parallel with selection procedures for other profiles at ELA. It is not possible to apply for more than one position. You are encouraged to apply for the position that best suit your profile and experience.

⁵ EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

To be able to apply via EU CV Online, you must first create an account or sign in to an existing account. If not done already, you must first fill in the electronic CV. Once the CV is completed, you may choose and apply to the call for expressions of interest of your choice. You are advised to fill out all relevant fields of the application. All technical questions concerning EU CV Online must be sent through the contact page of EU CV Online.

Before applying, you should carefully check whether you meet all the eligibility criteria.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a problem with the internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required later on in the recruitment process (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

**Deadline for applications: ~~28 August 2020 12:00 Brussels time~~
11 September 2020 12:00 Brussels time**

You may apply at:

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces

If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail⁶, postmarked no later than the closing date for registration. All subsequent communication between ELA and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.

If you require more information, please send an e-mail to EMPL-ELA-HR@ec.europa.eu.

⁶ European Labour Authority, ELA HR, Avenue du Beaulieu 29, 06/020, 1160 Brussels.

5. Steps of the selection procedure

5.1 Admission to the selection procedure

After the deadline for online registration, the selection committee will check the submitted applications against eligibility criteria described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria under Section 3.

5.2 Initial assessment of the applications

The selection committee will assess each eligible application against the selection criteria and in accordance to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

5.3 The assessment phase

Following the initial assessment of the applications, the most suitable candidates for the post will be invited to the assessment phase, to be held in Brussels. This phase will involve an interview with the selection committee and one or more test(s) related to the field of the vacancy.

The assessment phase will be conducted in English.

Candidates will be requested to submit, if successful and considered for recruitment, originals or certified copies of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

5.4 Verification of documents and scrutiny

The candidates' application will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

You will also be disqualified if you:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

5.5 Reserve list

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the interim Executive Director of ELA for approval. The adopted reserve list will be valid until 31 March 2021. Reserve lists may be extended by decision of ELA. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by ELA (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the ELA.

Other important information

6. General information

6.1 Equal opportunities

The Authority applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

6.2 Selection committee

A selection committee will be appointed. Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden.

6.3 Approximate timetable

The selection process may take some months to be completed; no information will be released during this period. The selection committee intends to finalise the recruitment process for this vacancy by autumn 2020, with a view for the selected candidate to take office at the beginning of 2021.

6.4 Recruitment conditions / Career

Successful candidates may be offered a contract as a temporary agent in accordance with the conditions of employment of other servants of the European Communities for an initial period of 5 years, renewable once. After the second period, the contract may be renewed for an indefinite period.

The place of employment is Bratislava, Slovakia. However, depending on the availability of the new offices of ELA in Bratislava, the successful jobholder may be required to take duties for a period of several months in Brussels, hosted at premises of the European Commission.

6.5 Remuneration

The successful candidate (s) offered a contract of employment will, on their entry into service, be placed in step 1 or step 2 of the AD5 grade, according to the length of their professional experience. The basic monthly salaries for grade AD5 Officers, as at 1 December 2019 in Bratislava, are:

- Step 1: €3.994
- Step 2: €4.163

Please note that the estimates above includes the coefficient of correction applicable to Slovakia, currently equal to 79% (compared to Brussels). In addition to the basic salary, staff members may be entitled to various allowances. These may include:

- Household allowance (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold);

- Dependent child allowance (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme);
- Education allowances (in very specific cases) or Payment of the education fees applicable to selected educational institutions);
- Expatriation allowance (16% of the sum of basic salary and other applicable allowances).

The salary is subject to a Community tax deducted at source, as well as contributions for medical insurance, pension and unemployment insurance.

6.6 Protection of personal data

As the body responsible for organising the competition, the Authority, ensures that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, offices and agencies and on the free movement of such data (Official Journal of the European Union, L 295/39 of 21 November 2018). This applies in particular to the confidentiality and security of such data.

6.7 Appeal procedure

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

European Labour Authority
C/o European Commission, DG Employment & Social Inclusion
Selection procedure: Ref. ELA/AD/2020/004
Avenue de Beaulieu, 29 (BU-29), Office 06/020
1160, Brussels,
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.