



VACANCY NOTICE
FINANCE AND PROCUREMENT ASSISTANT
(ELA/CA/2020/002)

Type of contract	Contract Agent
Function group and grade	FGIII
Duration of contract	5 years (renewable)
Area	Administration
Place of employment	Bratislava (Slovakia) ¹
Estimated monthly basic salary	2.179,19 € ²
Deadline for applications	14 February 2020 12:00 Brussels time
Reserve list valid until	31 December 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:

<https://ela.europa.eu>.

<https://ec.europa.eu/social/main.jsp?catId=1414&langId=en>

The job

The European Labour Authority is launching a vacancy notice in view to establishing a reserve list of Contract Agents with the profile of Finance and Procurement Assistant.

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

Working in close cooperation with other colleagues of the financial sector, the jobholders will play key roles in the financial processes of ELA, in particular by initiating its financial transactions, by ensuring their legality and regularity and by providing support to its procurement procedures.

1.1 Tasks

The Finance and Procurement Assistant's tasks will include, inter alia:

- Registering third party invoices and credit notes in the ABAC system;
- Initiating financial transactions in the ABAC system (commitments, payments and recovery orders);
- Collecting, checking and processing all documentation required to execute the aforementioned transactions;
- Verifying the legality and regularity of financial transactions (commitments, payments and recovery orders);
- Contributing to the initiation and coordination of procurement procedures in line with work planning priorities;
- Drafting procurement and experts' contracts;
- Assisting to the planning, reporting and follow-up of the budget;
- Contributing to the development and implementation of financial procedures, templates and guidelines;
- Contributing to the development and improvement of procurement processes, templates and guidelines;
- Acting as a contact point for queries on financial / procurement related issues and facilitating the circulation of relevant information within ELA;
- Assisting in preparation of external and internal audits;
- Undertaking additional tasks as required in the interests 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 post-secondary education attested by a diploma⁵; 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.

3. Selection criteria

Essential:

- Suitability to perform the tasks in section 1.1;
- Proven experience of at least 3 years in the field of finance, budget and procurement;
- Thorough knowledge, by training and experience, of the EU budgetary and financial rules and procedures;
- Thorough knowledge, by training and experience, of the EU procurement rules and procedures.

Advantageous:

- Experience in working in a new organisation and / or organisation through change processes;
- Experience in working in a European Union Institution.

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

- Attention to detail;
- Pro-activeness and ability to handle multiple tasks when required;
- Service-oriented attitude;
- Communication and interpersonal skills.

The selection process

4. How to apply

You must apply through the EU CV Online system⁶. 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.

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

⁵The diploma must be issued by a Member State or recognised by NARIC

⁶ EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

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 from candidates invited to interviews/ tests (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: 14 February 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 mail⁷, postmarked no later than the closing date for registration. All subsequent communication between the Commission 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.

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 according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

⁷ European Commission, Directorate General for Employment, Social Affairs & Inclusion, ELA Establishment Plan, Rue de Spa 3 04/106, B-1049 Brussels.

5.3 The assessment phase

Following the initial assessment of the applications, the most suitable candidates for the post will be invited to sit a CAST test with the profile of Finance Assistant organised by EPSO.

Those candidates who successfully pass the CAST test at EPSO shall then be invited to an interview with the selection committee⁸. The interview will enable the selection committee to carry out an assessment of the pre-selected candidates according to the selection criteria described in Section 3. The interview will be conducted in English.

Pre-selected candidates invited will be requested to submit, at the time of the interview, a non-certified copy 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 December 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 ELA.

Other important information

6. General information

6.1 Equal opportunities

⁸ N.B. Those candidates pre-selected in the screening phase who are already in a valid CAST reserve list with a relevant profile to the present vacancy at FGIII level will be invited directly to an interview with the selection committee.

The European Commission, on behalf of ELA, 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. Please check ELA website on the status of the selection process: <https://ela.europa.eu/vacancies.html>. All the applicants will receive an information on the outcome of their application.

The selection committee intends to finalise the recruitment process for this vacancy by April 2020, with a view for the selected candidate to take office during the 2nd quarter 2020.

6.4 Recruitment conditions / Career

Successful candidates may be offered a contract as a contract 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 who is offered a contract of employment will, on his/her entry into service, be placed in function group III, grades 8, 9 or 10 according to the length of his/her professional experience. The basic monthly salaries for grade Contract Agent FGIII, as at 1 July 2019 in Bratislava, are:

- grade 8: 2.179,19€
- grade 9: 2.465,61€
- grade 10: 2.789,69€

Please note that the estimates above includes the coefficient of correction applicable to Slovakia, currently equal to 79.0% (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 European Commission, on behalf of ELA, 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 Commission
DG Employment, Social Affairs and Inclusion
ELA Establishment Group
Selection procedure: Ref. ELA/AD/2020/002
Rue de Spa 3, Office 04/110
1049, 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.