# CALL FOR EXPRESSIONS OF INTEREST
# FOR CONTRACT STAFF

**EPSO/CAST/P/1/2015 - Financial officer – Function Group III (FGIII)**
**EPSO/CAST/P/2/2015 - Financial adviser – Function Group IV (FGIV)**
**EPSO/CAST/P/3/2015 - Project/programme officer – Function Group III (FGIII)**
**EPSO/CAST/P/4/2015 - Project/programme adviser – Function Group IV (FGIV)**

*Deadline for registration:*
*this call is open for registration without any deadline for submitting applications*

The European Personnel Selection Office (EPSO) is launching an open-ended selection procedure to create a pool of candidates from which the Executive Agencies can recruit Contract Agents in the fields of Finance and Project Management.

These Executive Agencies run EU programmes on behalf of the European Commission in various fields such as Research, Education, Business, Innovation, Energy, Environment and Health. They are located in Brussels and Luxembourg:

- [Education, Audiovisual and Culture Executive Agency (EACEA)](), Brussels

- [Executive Agency for Small and Medium-sized enterprises (EASME)](), Brussels

- [European Research Council Executive Agency (ERC Executive Agency)](), Brussels

- [Consumers, Health, Agriculture and Food Executive Agency (CHAFEA)](), Luxembourg

- [Research Executive Agency (REA)](), Brussels

- [Innovation & Networks Executive Agency (INEA)](), Brussels

The working conditions of contract staff are governed by the Conditions of Employment of Other Servants of the European Union (CEOS) [1] and the general provisions for implementing Article 79(2) of the CEOS in the agencies.[2], [3]

You may apply to any or all of the following profiles and function groups:

**Financial officer - FG III (EPSO/CAST/P/1/2015)**
**Financial adviser – FGIV (EPSO/CAST/P/2/2015)**
**Project/programme officer - FG III (EPSO/CAST/P/3/2015)**
**Project/programme adviser - FG IV (EPSO/CAST/P/4/2015)**

We draw your attention to the fact that Calls for expression of interest for contract staff typically attract a large number of highly qualified candidates. Furthermore, for this specific Call, only a limited number of candidates registered in the database will be shortlisted, tested, interviewed and, finally, offered a job.

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[1] http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF (chapter IV, p. 215).
[2] For more information on general implementing provisions, please refer to the agencies' websites
[3] We draw candidates' attention to the fact that the general implementing provisions may be revised in the coming months.

**WHAT TASKS CAN I EXPECT TO PERFORM?**

Under the supervision of an official or member of the temporary staff, the contract agent staff member will carry out tasks in the fields of Finance and Project Management. By way of example, these tasks may include:

**Financial officer (FGIII)/ Financial adviser (FGIV):**
- Budget planning and follow-up and budget information and reporting
- Financial coordination and advice, financial analysis and reporting
- Financial initiation and/or verification
- Financial support
- Management of financial information
- Preparation and following-up of calls for tender and calls for proposals
- Administrative tasks related to assets

**Project/Programme Officer (FGIII)/ Project/Programme Adviser (FGIV):**
- General programme management : grant cycle management and call for tenders management
- Preparation of technical specifications for calls for tender
- Evaluation, monitoring and promotion of calls for proposals
- Evaluation, monitoring and negotiation of projects
- Financial evaluation of projects and programs
- Preparation of reports and statistics
- Project/programme management support

Please see ANNEX I for more information about the typical duties to be performed.

**AM I ELIGIBLE TO APPLY?**

On the date of validation of your application, you must meet ALL of the following conditions:

| General conditions | • Enjoy full rights as a citizen of a Member State of the EU<br>• Meet any obligations under national laws on military service<br>• Meet the character requirements for the duties concerned<br><br>The European Institutions apply an equal opportunities policy and accept applications without distinction on grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. |
|---|---|
| Specific conditions: languages | • Language 1: minimum level - C1 in one of the 24 official EU languages[4]<br>• Language 2: minimum level - B2 in English, French or German; must be different from language 1<br>*For details on language levels, see the Common European Framework of Reference for Languages*<br>*(https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)*<br><br>Please see ANNEX II for additional information on languages in EU selections. |

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[4] 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 (Croat), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

| Specific conditions: qualifications & work experience | *For FGIII :* <br> • *Post-secondary education attested by a diploma, or* <br> • *Secondary education, attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.* <br><br> *For FGIV :* <br> • *Completed university studies of at least three years attested by a diploma, or* <br><br> • *When in an EU Member State access to a profession of an equivalent level to function group IV is by State examination, professional training or an equivalent procedure, the Authority Authorised to Conclude Contracts of Employment (AACC) may agree to recognise this qualification as being equivalent to a university degree.* <br><br> *Only qualifications issued by EU Member State authorities or recognised as equivalent by the relevant EU Member State authorities will be accepted. Where diplomas are obtained from a non-EU country, you may be required to provide proof of their equivalence from a recognised authority.* |
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## HOW WILL I BE SELECTED?

**The selection procedure includes the following stages:**

1) *Recruiting services search the database of registered candidates*
2) *Pre-selection: computer-based multiple choice tests .*
3) *Job interview*
4) *Recruitment*

We draw your attention to the fact that inclusion in the database is not a guarantee that you will be offered a job. To be eligible for a job offer you need to fulfil the eligibility requirements and have successfully completed the first 3 stages described above.

*1) Recruiting services search the database of registered candidates*
As needs arise, the recruiting services will search EPSO's Recruiter Portal database and shortlist a limited number of candidates who, based on the information in their applications, best match the job requirements in question.

*2) Pre-selection: computer-based multiple choice tests*
If shortlisted, you will receive an invitation to sit a series of computer-based multiple choice tests in one of EPSO's accredited centres. Detailed instructions will be provided via your EPSO Account.
In order to pass the pre-selection phase, you must obtain the minimum pass mark as indicated in the table below.

Please note that once you have succeeded the computer-based multiple choice tests for a certain profile and function group, you will not have to sit those tests again. However, the results achieved for a given profile are only valid for this profile and function group. Nevertheless, your results will remain valid and visible in the EPSO Recruiter Portal database, so that recruiting services can shortlist and invite you directly to an interview.

| Tests | Language | Nr of questions | Duration | Passmark | |
|---|---|---|---|---|---|
| Verbal reasoning | Language 1 | 20 | 35 min | 10/20 | |
| Numerical reasoning | Language 1 | 10 | 20 min | Combined 10/20 | |
| Abstract reasoning | Language 1 | 10 | 10 min | | |
| Competency-based test | Language 2 | 25 | 50 min | FGIII 13/25 | FGIV 16/25 |

The results of the tests will be communicated via your EPSO Account.

### *3) Job interview*

If you pass the pre-selection tests, you will be invited to an interview conducted by a selection panel, to assess your suitability for the job, your qualifications, your experience and linguistic knowledge to perform the tasks involved.

The invitations for these job interviews will be sent by the recruiting services to the email address you indicated in your EPSO Account.

(If you are called for an interview you may already be asked to provide copies of diplomas, certificates and other supporting documents to prove that the information in your application matches your qualifications and experience).

### *4) Recruitment*

If you are successful in the pre-selection tests and in the interview you may receive a formal employment offer.[5]

Before recruitment, you will be asked to provide the originals of the supporting documents and certificates to check the information in your application and confirm your eligibility.

## HOW, WHEN AND WHERE CAN I APPLY?

You must apply online[6] via your EPSO Account[7] and choose the reference corresponding to the profile and function group, as indicated below. You must fill in the application form in English, French or German.

EPSO/CAST/P/1/2015 - Financial officer - FG III
EPSO/CAST/P/2/2015 - Financial adviser – FGIV
EPSO/CAST/P/3/2015 - Project/programme officer - FG III
EPSO/CAST/P/4/2015 - Project/Programme adviser - FG IV

*Please note that in this Call, once you have validated your application, you will no longer be able to make any changes. The data entered are processed by EPSO with a view to organising the selection procedure.*
*Until otherwise stated on EPSO 's website this Call will remain open for registration without any deadline for submitting applications. Should the Executive Agencies and the European Commission decide to close this Call, you will be informed accordingly with sufficient notice via the EPSO website.*

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[5] Successful candidates might exceptionally be offered a position by other services besides executive agencies.

[6] http://jobs.eu-careers.eu

[7] If you do not have an EPSO Account, or need more information, please visit
http://europa.eu/epso/apply/how_apply/index_en.htm

## HOW WILL EPSO COMMUNICATE WITH ME?

EPSO will contact you via your EPSO account. It is up to you to consult your EPSO account at regular intervals — at least twice a week — to keep track of the progress of the procedure and to check the information relevant to your application. Please go to the contact page[8] or eu-careers.info for any correspondence with EPSO.

To ensure that all general texts and all communication between you and EPSO are clearly understood on both sides, English, French, or German only will be used for the invitation to the tests and for all correspondence between you and EPSO.

## HOW WILL THE EXECUTIVE AGENCIES COMMUNICATE WITH ME?

All communication related to job interview(s), including invitations  will be sent by email to the address indicated in your EPSO Account. You may receive more than one invitation from different recruiting services.

## HOW CAN I ASK FOR REVIEW/ FILE AN APPEAL PROCEDURE?

The provisions concerning appeal procedures can be found on the EPSO website at: http://europa.eu/epso/apply/how_apply/importantdocuments/index_en.htm

## GROUNDS FOR DISQUALIFICATION LINKED TO THE APPLICATION PROCESS

EPSO takes great care to see that the principle of equal treatment is observed. Consequently, if at any stage in the procedure EPSO finds that you have created more than one EPSO account, made more than one application per profile and function group to this selection procedure or that you have made any false declarations, you may be disqualified.

Fraud or attempted fraud may render you liable to penalty. We would point out that anyone recruited by the Institutions must show themselves to be of the highest possible integrity.

## WHAT IF I NEED SPECIAL ARRANGEMENTS DUE TO A DISABILITY?

| | |
|---|---|
| 1. | If you have a disability or a condition that might pose difficulties for you when taking the test, tick the corresponding box on the online application form and indicate what arrangements you consider necessary to make it easier for you to take the test, quoting the number of the selection procedure and your application number (be sure not to omit these). |
| 2. | Send either a medical certificate or a certificate attesting your disability issued by a recognised body (whichever is appropriate) as soon as possible after validating your online application. These supporting documents will be examined so that special arrangements to suit each case can be made in order to satisfy (as far as possible) requests that are judged to be reasonable. Requests and supporting documents should be sent: either by e-mail to: EPSO-accessibility@ec.europa.eu, or by fax to: +32 22998081, addressed to 'EPSO accessibility', or by post to: European Personnel Selection Office (EPSO) 'EPSO accessibility' (Avenue Cortenbergh, 25) 1049 Bruxelles/Brussel BELGIUM |

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[8] http://europa.eu/epso/about/contact/index_en.htm

**In the field of finance, the main duties which can vary from one service to another may include per profile and function group:**

**FINANCIAL OFFICER - FGIII**

**1. Financial initiation and/or verification, financial support**
- Register and manage incoming invoices, reimbursement request, cost claims in the European Commission's financial system (ABAC)
- Initiate financial transactions including commitments, de-commitments, payments, recovery orders, guarantees and credit operations in the European Commission's financial system (ABAC)
- Collect, check and process all documentation required to support the commitment, de-commitment, payment requests, recovery orders and credit operations
- Follow-up the financial implementation of commitments, preparation of de-commitments and ensuring timely closure of administrative commitments
- Provide general administrative support, including document archiving, drafting and formatting of financial documents
- Support in the preparation, planning, reporting, forecast and follow-up of the budget
- Assist in the development and implementation of financial procedures and the elaboration and updating of model documents

**2. Support in the frame of calls for proposals/tenders**
- Collect, verify and process all financial and legal documents required from beneficiaries
- Analyse the financial viability of beneficiaries
- Assist in all financially linked tasks: budget adjustments, information on eligibility of costs, information about rules of the specific programme etc.
- Prepare the contract/grant agreement/amendment using the appropriate IT tools
- Follow up the financial implementation of projects
- Liaise with beneficiaries on all financial issues
- Prepare payments and recovery orders in conformity with the contract and the regulations
- Ensure the respect of the Financial Regulation and the compliance with the agency's Manual of procedures.

**3. Management of financial information**
- File financial documents, correspondence and returned files and requests for clarification, according to filing rules
- Open/register/filter incoming mails related to financial issues and route them to appropriate services
- Oversee original contracts and the corresponding database
- Maintain a master archive of signed contracts and advance payments at the level of the unit; ensure proper use of IT reporting tools
- Ensure quality/coherence of financial and contractual data in/between different databases.

**4. Support accounting management**
- Execute accounting transactions and reconcile outstanding transactions.
- Manage and reconcile bank accounts
- Report on budgetary and general accounts
- Follow-up relevant accounting regulations/instructions
- Analyse and follow up the accounting quality

- Participate in the creation and optimisation of relevant accounting tools
- Contribute to the collection of necessary information for audit and control.
- Prepare Cash- flows.

**5. Support audit management**
- Prepare assignments for outsourced ex-post audits
- Provide "on-the-spot" controls and perform audit missions
- Follow up implementation of corrections identified as a result of audited grants
- Assist in the collection of necessary information for audit and control by Commission deparments or by the European Court of auditors.

## FINANCIAL ADVISER FGIV

### 1. Budget/finance planning and follow-up
- Plan, prepare, follow up and report on the annual and multi-annual budget
- Prepare the budgetary implementation and assist in the preparation of the financing decision/annual work programme for the operational expenditure
- Ensure effective planning and management of budget processes
- Follow consumption of commitments and payment credits using the European Commission's financial system (ABAC) and Business Object
- Execute the necessary transactions in ABAC needed for the management of the operational budget
- Provide advice, support and training (including drafting manuals).

### 2. Budget/finance information and reporting
- Contribute to drawing up Annual Activity Reports (AAR) and providing information for Internal Audit Service (IAS) and the Court of Auditors
- Contribute to drawing up the Annual Work programme
- Monitor and report on commitments, expenditures and recoveries, in particular for annual activity reports, annual work programme and requests of the Court of Auditors and other entities
- Provide statistical and financial analysis upon request.
- Prepare and manage reporting on budgetary and general accounts and/or third party and contractor files

### 3. Budget/Financial coordination and advice
- Regularly review legal instruments and methodology in the financial domain. Prepare and keep up-to-date the financial procedures for the Department / Unit
- Ensure collaboration / co-ordination with colleagues and departments in order to develop and implement homogeneous and compatible procedures, norms and methods to process and access financial information and documents.
- Provide advice, training and technical support to staff having operational initiation and verification functions in all the financial process: preparation of contracts, commitment, payments, and recoveries.

### 4. Budget/Financial analysis and reporting
- Extract, provide and analyse information, data or statistics on financial / contractual aspects of the contracts of the department / unit
- Prepare reports or replies to information requests on budget and finance matters
- Provide information and give presentations to management and other stakeholders on financial and budgetary issues
- Ensure quality and consistency of financial and contractual data in the different databases.

**5. Audit analysis and support**
- Provide assistance for "on-the-spot" control and audit missions
- Participate, on request, to audit missions
- Assist in the collection of the necessary information for audit and control by Commission departments or the European Court of Auditors
- Analyse financial aspects of control and audit reports by Commission services, the European Court of Auditors and Member States.

**In the field of project management, the main duties which can vary from one service to another may include per profile and function group:**

## PROJECT/PROGRAMME OFFICER FGIII

### 1. Project/programme management
- Assist in preparing, managing and monitoring calls for proposals/ tenders
- Contribute to the evaluation and selection of projects, including the selection of experts and allocation of experts to proposals
- Manage the timely preparation and implementation of the technical and financial aspects of the grant agreement
- Monitor the fulfilment of contractual obligations (via financial activity and periodic reviews, audits, reporting and assistance) and ensure quality control
- Contribute to horizontal activities of the programme and liaise with the European Commission

### 2. Financial Expenditures
- Monitor and follow up the financial expenditures of projects
- Ensure the legality and regularity of all transactions
- Follow up the financial aspects of the projects, ensuring the principle of sound financial management.

### 3. Quality management and evaluation
- Assist in monitoring, quality auditing and evaluating the programme/project
- Contribute to the analysis and assessment of the results and the impact of the programme/project, provide feedback and make suggestions for improvements
- Assure and contribute to the effective dissemination and implementation of project results.

### 4. External communication - Public information
- Disseminate best practices and results of projects and programmes, present them at events organised either by the Agency, the Commission or by third parties
- Contribute to papers and internet publications of programme and project results
- Organise workshops, conferences.

## PROJECT/PROGRAMME ADVISER FGIV

### 1. Calls for proposals and calls for tenders – promotion, evaluation and negotiation
- Launch, manage, promote and monitor calls for proposals / tenders
- Provide information to the public about the calls for proposals, the program and its priorities
- Evaluate, analyse and assess results, provide feedback, and make suggestions for future improvements

- Contributing to the preparation and validation of procedures for calls for proposals/tenders, in line with the annual work programme and other relevant legal acts
- Select and recruit external evaluators
- Plan and organise the evaluation process
- Ensure the correct transmission of results to applicants
- Plan and co-ordinate communication and training activities related to calls for proposals.

## 2. Project management
- Monitor the implementation of projects and the contractual obligations
- Prepare frameworks for the negotiation of projects, with the assistance of external experts
- Manage the technical and financial aspects of projects in liaison with the financial officers, and be responsible for the technical, legal and financial consistency of the whole agreement
- Carry out periodic reviews and assessment of project reports
- Act as the main interlocutor of the beneficiaries during the implementation of the grant agreement, launch and collect all supporting documents for grant agreement amendments
- Maintain close collaboration with financial officers: give visa as Operational initiating agent
- Provide the "certified correct" assurance on project implementation
- Participate in project meetings with project consortia to explain relevant EC policies and procedures, to share the results between different projects, to encourage networking, and to monitor the technical and financial implementation of projects
- Approve project reports and control the eligibility of the expenditures, their regularity and their adequacy with the grant agreement provisions
- Prepare statistics for implementation, policy and dissemination purposes.

## 3. Internal and external communication and dissemination of information
- Identify and disseminate best practices and present the program and projects at workshops, seminars, conferences and other public events
- Facilitate the exchange of experiences
- Ensure the dissemination and promotion of project results, up-dating regularly the projects database
- Contribute to the preparation of publications
- Provide advice, support, and feedback.

## 4. Internal co-ordination and consultation
- Participate in the co-ordination of activities with Commission departments to ensure the success of the projects and the implementation of the programme
- Consult, co-ordinate and ensure contacts with other units/sectors in shared areas of activity
- Participate in relevant committees and inter-service group meetings
- Support inter-service consultations in the project(s) domain

## 5. Representation and external coordination
- Participate in the co-ordination of activities with external organisations in order to ensure the success of the projects and the implementation of the programme.
- Co-ordinate, share information and participate in working groups and task forces with EU institutions and Member States
- Represent the agency in Monitoring and Management Committees
- Contribute to the co-ordination of the project/s with programmes or projects lead by other EU institutions, national and external organisations.

# ANNEX II - LANGUAGES

In the light of the judgment given by the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, Italy v Commission, the EU institutions are required to state the reasons for limiting the choice of second language in this selection procedure to a small number of official EU languages.

The second language options for this selection procedure have been defined in line with the interests of the service, which require new recruits to be immediately operational and capable of communicating effectively in their daily work. Otherwise the efficient functioning of the institutions could be severely impaired.

It has long been the practice to use mainly English, French and German for internal communication in the EU institutions and these are also the languages most often needed when communicating with the outside world and dealing with cases. Moreover, English, French and German are by far the most common choices where candidates for selection procedures are free to choose their second language. This confirms what is currently expected of candidates for European institution posts in terms of their level of education and professional skills, namely that they have a command of at least one of these languages.

Consequently, in balancing the interests and needs of the service and the abilities of candidates, and given the particular field of this selection procedure, it is legitimate to organise tests in these three languages so as to ensure that all candidates are able to work in at least one of them, whatever their first official language. To ensure equal treatment for all candidates, everyone — including those whose first official language is one of the three — must take this test in their second language, chosen from among these three. Assessing specific competencies in this way allows the institutions to evaluate candidates' ability to be immediately operational in an environment that closely matches the reality they would face on the job. This is without prejudice to later language training so as to acquire a capacity to work in a third language in accordance with Art. 85(3) of the CEOS.