



Vacancy notice for the establishment of a reserve list for:

**Budget and Operations Support Officer**

**Reference: 14/EJ/08**

**Temporary agent – AST 3**

<b>Deadline for applications:</b>	<b>14/09/2014 at 00:00 CET</b>
<b>Place of employment:</b>	<b>The Hague, Netherlands</b>
<b>Type and duration of contract:</b>	<b>TA (5 years with possibility of renewal)</b>
<b>Function group and grade:</b>	<b>AST 3</b>
<b>Probationary period</b>	<b>Nine months</b>
<b>Security clearance level:</b>	<b>EU CONFIDENTIAL</b>
<b>Monthly basic salary:</b>	<b>€ 3 424,90</b>

*EUROJUST's mission is to enhance the effectiveness of the competent authorities within Member States dealing with serious cross-border and organised crime. For further information, please consult our website: [www.eurojust.europa.eu](http://www.eurojust.europa.eu)*

Eurojust is currently looking to recruit a **Budget and Operations Support Officer** within the Missions Sector of the Budget, Finance and Procurement Unit of Eurojust. The Missions Sector carries out responsibilities in some or all of the following functional areas: mission notifications, claims and reimbursements, information dissemination to Eurojust post-holders, liaison with operational units and suppliers, handling and processing of invoices, and drafting of reports, guidelines and regulations.

The **Budget and Operations Support Officer** will report to the Budget and Operations Officer/Head of Sector. He/she will collect, arrange and analyse financial and budgetary information, process transactions and contribute to ensuring effective financial control. He/she will also provide support to the Budget and Operations Officer/Head of Sector through the administration of the day-to-day operations of the Missions Sector.

## **1. Key accountabilities**

The successful applicant will be responsible for:

- Initiating, checking, validating and verifying financial and transaction data, processes, notifications and claims;
- Supporting the monitoring and control of transaction processes and expense appropriations;
- Executing commitments and de-commitments and dealing with questions about commitments and payments in the workflow;
- Acting as authorising officer by delegation or sub-delegation for the budget lines managed by the Missions Sector;
- Processing invoices, including travel agency invoices, for mission-related expenses;
- Liaising with the travel agency regarding any ticket-related issues;
- Providing travel advice to Eurojust post-holders and members of the National Desks in accordance with the Missions Guide and policy;
- Providing assistance to users with the in-house missions electronic workflow system and rules outlined in the Missions Guide;
- Providing assistance in the opening and closing of the financial year;
- Keeping records up to date, drafting reports and providing necessary administrative support to the Missions Sector;
- Acting as a point of contact for queries on all operational-related issues and facilitating the circulation of relevant information within both the Budget, Finance and Procurement Unit and the organisation;
- Training staff members in standard missions, financial operating tools and administrative procedures;
- Contributing to the identification, development and implementation of methods of performance measurement for the Missions Sector, including best practice and policies to improve existing processes and share innovations;
- Facilitating the conditions necessary for the promotion of good customer care;
- Acting as a back-up for any other staff member as appropriate; and
- Completing any other tasks requested by the Budget and Operations Officer/Head of Sector and/or the Head of the Budget, Finance and Procurement Unit to support the work of the Budget, Finance and Procurement Unit.

## **2. Eligibility criteria**

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for application:

### **2.1. General requirements**

The applicant must:

- Be a national of one of the Member States of the European Union;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;

- Produce the appropriate character references as to his/her suitability for the performance of his/her duties<sup>1</sup>;
- Be physically fit to perform his/her duties; and
- Have a thorough knowledge of one of the languages of the European Union<sup>2</sup> and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.

## **2.2. Minimum qualifications and professional experience**

- A level of post-secondary education attested by a diploma and after having obtained the diploma at least **3 years** of appropriate professional experience,

### **OR**

- A level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma, at least **6 years** of appropriate professional experience.

## **3. Selection criteria**

Applicants who meet the eligibility criteria set out in section 2 above will be assessed on the basis of the following criteria:

### **Essential**

- Experience and knowledge of financial, accounting, budgetary and cost-control principles and practices;
- Following the awarding of a diploma (see above), a minimum of three years of professional experience in positions related to the key accountabilities of the post;
- Experience in using financial, budgetary and reporting tools (please clearly indicate the reporting tools you have used, e.g. SAP, ABAC, Oracle, etc.);
- Excellent computer skills and ability to use relevant software applications, in particular Word, Excel, PowerPoint and Outlook;
- Proficiency in English, as this is the working language of Eurojust (**Note:** Native English speakers will be required to demonstrate knowledge of a second EU language at interview stage);
- Ability to work independently as well as in a team to achieve organisational goals;
- Highly developed communication and analytical skills;
- Organisational skills, ability to identify/adjust the priority level of activities and assignments and take initiative;
- Ability to establish and maintain effective team relationships at different professional levels without prejudice to nationalities or cultural backgrounds;
- Accuracy and inquisitiveness/thoroughness in the performance of assigned tasks;

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<sup>1</sup> Before appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record.

<sup>2</sup> The 24 official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

- Ability to work effectively in a dynamic, highly demanding environment with tight deadlines and conflicting priorities and manage responsibilities; and
- Ability to multi-task, excellent customer-focused approach and determination to find solutions to unforeseen problems.

### **Advantageous**

The following characteristics are considered as additional assets:

- Knowledge of the EU's financial regulations and EU budgetary procedures;
- Professional experience in an EU institution/agency/body or other multi-cultural environment;
- Proven experience in missions procedures and guidelines;
- Knowledge and proven experience with a travel and expenses management system, indicating the number of years and if working with the system on a full- or part-time basis;
- Knowledge of Data Warehouse/Business Objects reporting tool; and
- Experience in a customer-focused environment.

**Applicants are requested, when sending their application, to provide concrete examples illustrating how their knowledge, experience, skills and abilities meet the requirements of the position. This information shall be included under Point 8 of the application form - 'Motivation letter'.**

### **4. Contractual conditions**

The Administrative Director will appoint the successful applicant as a member of the temporary staff, pursuant to Article 2(f) of the *Conditions of employment of other servants of the European Union*, for a period of **five years**. The contract may be renewed. Temporary staff are required to serve a probationary period of **nine** months.

For further information on contractual and working conditions, please refer to the *Staff Regulations* and the *CEOS*:

[http://ec.europa.eu/dgs/human-resources/publications\\_en.htm](http://ec.europa.eu/dgs/human-resources/publications_en.htm)

### **5. Submission of applications**

Please fill out in English the Eurojust Application Form in English and submit it to the following e-mail address by the indicated deadline: **applications@eurojust.europa.eu**

The reference number of the vacancy must be indicated on the application form, in the heading of your e-mail and in all future correspondence relating to this application. If you wish to apply for more than one post, you must submit separate application forms.

On the day of the interview, applicants must bring originals or certified copies and photocopies of all the supporting documents concerning their educational qualifications and employment record.

**Eurojust has the right to disqualify applicants who fail to submit all the required documents on the date of the interview.**

*Information about selection procedures at Eurojust and application guidelines can be found here <http://www.eurojust.europa.eu/careers/Pages/application-procedure-form.aspx>.*

## **6. Request for review**

If a candidate is found ineligible, or is not invited for an interview, he/she may submit request for reconsideration, quoting the reference number of the vacancy. More details on the request for review procedure can be found [here](#).

***Please note that the Selection Board's work and deliberations are confidential and that any contact, direct or indirect, with its members is forbidden.***

## **7. Protection of personal data**

Eurojust will ensure that applicants' personal data are processed as required by all applicable data protection regulations and, in particular, with the rules on the protection and processing of personal data at Eurojust (OJ C 68/1, 19.3.2005).

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