



Vacancy notice for the establishment of a reserve list for:

Grant Officer
Reference: 14/EJ/CA/05
Contract Agent – FG IV

Deadline for applications:	04/01/2015 at 00:00 CET
Place of employment:	The Hague, Netherlands
Type and duration of contract:	CA (3 or fewer years with possibility of renewal)
Function group and grade:	FG IV
Probationary period	Nine months
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€ 3170,61

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

The **Grant Officer** will report to the **Head of Sector Budget Planning & Control**. He/she will report, monitor and process transactions in the financial system related to grants provided by Eurojust. He/she may also have financial tasks for other budget areas.

1. Key accountabilities

The successful applicant will be responsible for:

- Developing and managing the financial monitoring of grants;
- Acting as key financial officer for grants provided by Eurojust and grants provided by external sources;
- Ensuring that the costs are in compliance with the conditions defined in the grant agreements and with the Eurojust Financial Regulation and financial rules;
- Preparing payments for grant related reimbursements to international grantees;

- Preparing timely forecasts on expenditures and other reports on significant financial information to management;
- Reviewing and developing efficient working methods to speed up and simplify the award and reimbursement processes to maximise the use of allocated funds;
- Advising the Head of Sector Budget Planning & Control on grant and budget issues related to Eurojust's financial operations;
- Acting as financial verifier and/or authorising officer for grants and for other budget areas;
- Planning/managing/monitoring the relevant budgets to ensure timely decisions;
- Managing the entire lifecycle of grants in the financial systems used by Eurojust;
- Liaising with project partners on financial aspects of project implementation, monitoring and reporting;
- Identifying and attracting alternative sources of funding as far as current or future regulations will allow; and
- Carrying out any other duties requested by the Head of Sector Budget Planning & Control in the interest of the service.
- Be a proactive contact point towards the JITs Network Secretariat.

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 duties¹;
- Be physically fit to perform his/her duties;
- Have a thorough knowledge of one of the languages of the European Union² 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) A level of education that corresponds to completed university studies of at least 3 years attested by a diploma and after having obtained the university diploma at least one year of appropriate professional experience;

AND

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

² The languages of the EU 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.

- b) Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties.

3. Selection criteria

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

Essential

- Have a minimum of three years' proven professional experience related to the key accountabilities of the post;
- Ability to identify/adjust the priority level of activities and assignments, allocating the appropriate time and resources to each;
- Ability to conduct research and analysis, identifying issues, formulating options and making conclusions and recommendations;
- Highly developed communication and organisational skills;
- Knowledge of EU grants' financial requirements;
- Knowledge of budgetary principles, monitoring and reporting of financial data;
- Experience in using financial, budgetary and reporting tools (please clearly indicate the reporting tools you have used);
- Ability to deal with a high workload;
- Ability to deal with confidential matters professionally; and
- Fluency 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.).

Advantageous

The following characteristics are considered as additional assets:

- Knowledge of the ABAC system.

4. Contractual conditions

The Administrative Director will appoint the successful applicant as a member of the contract staff pursuant to Article 3(a) of the *Conditions of employment of other servants of the European Union*, for a period of **3 years or less**. The contract may be renewed.

Contract staff are required to serve a probationary period of **nine** months.

For any 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

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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