



EUROJUST

Vacancy notice for the post of:

Budget & Operations Support Officer
Reference: 15/EJ/CA/05
Contract agent – FG III

Deadline for applications:	April 19th 2015 00:00 CET
Place of employment:	The Hague, Netherlands
Type and duration of contract:	CA (one year, without possibility of renewal)
Function group and grade:	FGIII
Probationary period	Nine months
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€2 476,74

Applicants are invited to apply for the post of **Budget & Operations Support Officer** to be employed by Eurojust.

EUROJUST is a European Union body established in 2002 (Council Decision 2002/187/JHA of 28 February 2002 on the setting up of EUROJUST, amended by Council Decision 2003/659/JHA of 18 June 2003 and by Council Decision 2009/426/JHA of 16 December 2008 on the strengthening of Eurojust) to enhance the effectiveness of the competent authorities within Member States dealing with serious cross-border and organised crime.

The College of EUROJUST is composed of 28 National Members, one nominated by each EU Member State. The College elects one of the National Members to be its President. The Administrative Director is responsible, under the supervision of the President, for the day-to-day administration of Eurojust and staff management.

For further information, please consult our website: www.eurojust.europa.eu

The Budget, Finance and Procurement Unit is organised in four sectors: Budget, Finance, Procurement and Missions.

The **Budget & Operations Support Officer** reports to the respective Head of Sector and provides support through the administration of the day-to-day operations of the Sector. The Sector carries out responsibilities in some of the following functional areas: coordination of procurement procedures, supporting the Units/Services with advice on contract extensions, existing contracts, budget execution rates, information dissemination to Eurojust post-holders, liaison with operational units and suppliers, handling and processing of invoices, and drafting of reports, guidelines and regulations, mission notifications, claims and reimbursements.

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 decommitments 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 Sector;
- Processing invoices;
- Providing advice to Eurojust post-holders and members of the National Desks in accordance with the financial regulations (including procurement grants and missions, as appropriate);
- Providing assistance to users of the ABAC electronic workflow system or e-Mission and rules outlined in the operating manual;
- Providing assistance for the opening and closing of the financial year;
- Keeping records up to date, drafting reports and providing necessary administrative support;
- Acting as a point of contact for queries on all operational-related issues and facilitating the circulation of relevant information within the Budget, Finance and Procurement Unit and within the organisation;
- Contributing to the general Procurement/Budget strategy;
- Continuously developing and improving budget or procurement processes, templates and guidelines by integrating necessary updates such as lessons learned, risk mitigation factors, and legal developments;
- Carrying out ex ante and ex post controls verification as requested;
- Assisting in the training of staff members in financial operating tools and administrative procedures; standard procurement procedures and use of new TRACE software for contract management;
- Contributing to the identification, development and implementation of methods of performance measurements for the relevant 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;
- 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; and
- Participating in projects in the field of expertise of the Sector; participating in projects outside of the Unit where relevant and requested.

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; and
- 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.
- 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.

2.2. Minimum qualifications and professional experience

A level of post-secondary education attested by a diploma,

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;

¹ Before appointment, the successful applicant will be required to produce an official document showing that he/she does not have a criminal record.

² 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.

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

- Relevant experience and knowledge of the duties as outlined in at least some of the key responsibilities of the post;
- Knowledge and understanding of some aspects of financial, accounting, budgetary, procurement, mission and cost-control principles and practices;
- At least three years, following the awarding of a diploma (see above), of professional experience in positions related to the key responsibilities of the post;
- At least three years' experience in working in administration;
- Proficiency in English, as this is the working language of Eurojust;
- 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;
- Ability to work effectively in a dynamic, highly demanding environment and manage responsibilities; and
- Ability to multi-task, excellent customer focus approach and determination to find solutions to unforeseen problems.

Advantageous

The following characteristics will be considered as additional assets:

- Knowledge of the EU's financial regulations and EU budgetary procedures;
- Experience in using financial, budgetary and reporting tools and other common office software;
- Professional experience in an EU institution/agency/body or other multi-cultural environment; and
- Experience in a customer-focused environment.

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 one year. The contract is without the possibility for renewal.

Contract 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

5. Submission of applications

Please fill out the Eurojust Application Form in English and submit it to the following e-mail address by the stated 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 a 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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