



POLICY/PROJECT ASSISTANT – Financial and Contractual correspondent

Vacancy: Contractual Agent (3b) FGIII

Vacancy Reference: GFIII-B2-22

Where: DG REFORM – Unit B2 - Brussels

Publication: from 4/08/22 until 26/08/22

We are

The Directorate General for Structural Reform Support (DG REFORM) is under the coordination of Commissioner Ferreira. The mission of DG REFORM is to provide and coordinate technical support to Member States for the preparation and implementation of structural reforms - in particular in the context of economic governance process - as well as for the efficient and effective use of the European Union funds. The support is open to all Member States, upon request.

DG REFORM currently provides support to 27 Member States. It has approximately 200 members of staff based in Brussels, Athens, Nicosia, Zagreb and Bucharest. It is composed of a management team, a horizontal policies unit and two Directorates. Directorate A is composed of 3 units responsible for budget and finance; planning, evaluation and coordination of support; and Cyprus settlement support. Directorate B is composed of 5 units responsible for revenue administration and public financial management; governance and public administration; sustainable growth and business environment; labour market, education, health and social services; and financial sector and access to finance. DG REFORM has a strong coordination role across the Commission, as well as frequent contacts with Member States and other stakeholders.

DG REFORM manages the Structural Reform Support Programme (SRSP), and its successor programme the Technical Support Instrument (TSI). The TSI is the European Commission's key tool for supporting Member States in designing and implementing growth-enhancing and inclusive reforms, which can also offer support to Member States for the preparation and implementation of their Recovery and Resilience Plan. Both the SRSP and the TSI have a dedicated budget and a legal framework for the provision of technical support to Member States. DG REFORM also manages the Aid Programme for the Turkish Cypriot community. In addition, DG REFORM coordinates the policy making work of the European Commission in the area of public administration and governance.

The post is in Unit REFORM.B2 - Governance and public administration and will be Brussels based with wider geographical responsibility. The unit is responsible for technical support projects in the fields of governance and better policy making at the state level, human-resources reforms, efficiency of the public administration and service delivery, transparency, anti-corruption and anti-fraud, judicial systems and public procurement reforms as well as digital public administration. The unit is also responsible for the development and management of the "Competence Centre" which ensures the coordination of European Commission activities and policy in the area public administration reforms. The Unit is composed of 25 staff members, based in Brussels (22) and Athens (3).

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We propose

A Contract Agent FG III post, in charge of supporting the unit in the management of technical support projects as well as in the monitoring and preparation of contracts.

In particular, the selected candidate will provide support to the policy officers and the Head of unit for:

- The monitoring of all technical support projects handled by the unit, both on operational and financial aspects.
- The preparation of contracts in conjunction with the financial unit of DG REFORM. In this context, the selected candidate will also help to answer legal/financial/contractual questions of the team.
- The validation of terms of reference of technical support projects.

The selected candidate will also support the policy officers for managing the administrative components of technical support projects (amendments, evaluation, etc.).

Finally, the selected candidate may also be invited to manage a limited number of projects.

We look for

We are looking for a contractual agent with a strong background in project management and contracting. Experience in the area of public administration and public administration reforms are considered strong advantages. Knowledge of EU financial regulation and contracting rules as well as of the financial management rules of the European Commission are requested.

The successful candidate should possess robust analytical skills, good communication skills, excellent drafting skills in English and good policy judgment. Experience in the design of technical support projects and in project management would be considered strong advantages.

The ideal candidate is a committed and enthusiastic with a good sense of responsibility and initiative. He/she should be service-minded, be able to prioritize and be willing to work in a challenging environment.

The successful candidate ideally have the following skills:

- High level of customer-orientation;
- Strong analytical and problem solving skills including the ability deal with large amount of information in a limited time;
- Ability to establish and maintain effective working relations with co-workers in an international and multi-disciplinary work environment;
- High degree of commitment and flexibility;
- This vacancy needs excellent communication skills in English, both orally and in writing.

Any of the following elements represent an advantage:

- Job-Related experience: at least 3 years
- Prior work experience in project management as well as financial management is considered an asset

Am I eligible to apply?

You must meet the following eligibility criteria when you send your application:

General conditions:

Candidates will be eligible for this selection procedure if they fulfil the following formal criteria at the time of the application deadline:

- Be a national of a Member State of the European Union (EU) and enjoy his or her full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post
- Produce the appropriate character references as to suitability for the performance of the duties

The EU institutions apply an equal opportunities policy and accept applications without distinction on the 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 requirements for the FG III CAST test:

Language 1: minimum level C1 in one of the 24 official EU languages

Language 2: minimum level B2 in English, French or German; must be different from language 1

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)

For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

For the current vacancy we require:

	Listening	Reading	Spoken Interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

Specific conditions - qualifications & professional experience

For function group III:

- 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; or
- where justified in the interest of the service, professional training or professional experience of an equivalent level

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate your eligibility and the information in your application form (diplomas, certificates and other supporting documents)

How to apply

The interested candidates should send their application respecting the deadline of the vacancy to the following email address:

Send your CV and motivation letter to: HR-Bxl-Other-Agents-REFORM@ec.europa.eu

copy to: reform-B2@ec.europa.eu

Mention the Vacancy Reference : _GFIII-B2-22

Selection procedure

No applications will be accepted after the closing date of the vacancy.

Candidates selected for interviews will be invited to sit an [EPSO CAST exam](#) relevant to the function group (unless they have already successfully passed the exam).

The request to sit the [EPSO CAST](#) exams does not commit in any way the European Commission to offer a Contract Agent position, should they succeed the test.

During the recruitment process, candidates will be requested to supply documentary evidence, in original, in support of the statements made in the application.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French only.

For more information on the Contract Agent positions please consult the following [EPSO page](#).

Should a position be offered, candidates are required to undergo a mandatory medical analysis and physical check-up with our selected medical service.

Contract agents carry out tasks under the supervision of officials or temporary staff members.

