

VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	Finance and Contracts Assistant
Function group/grade	AST 3
Type of contract	Temporary Agent - Assistant
Reference	FRA-TA-PROCAST-AST3-2023
Deadline for applications	15/03/2023 13:00 (CET)
Place of employment	Vienna, AUSTRIA

The European Union Agency for Fundamental Rights (FRA) is organising a selection procedure in order to constitute a reserve list, from which to fill a vacant post for a Finance and Contracts Assistant (function group AST, grade 3) in the Corporate Services Unit.

1 BACKGROUND

The European Union Agency for Fundamental Rights (FRA) provides independent, evidence-based advice to policy-makers, to help ensure full respect for fundamental rights across the EU, for everyone. To this end, the Agency collects and analyses information and data on a range of fundamental rights issues, provides assistance and expertise to EU Institutions and to EU Member States' governments, raises rights awareness, communicates its findings and strengthens cooperation and ties between fundamental rights actors.

The Corporate Services Unit

The Corporate Services Unit is responsible for supporting the operational work of the Agency, enhancing its ability to function as a best practice, knowledge-based, lean and service-oriented public body. It is composed of the following business areas: Planning, monitoring and evaluation, Finance and Contracting, Digital Services and Facilities, Legal Services, Human Resources and Quality management.

2 DUTIES

The successful candidate will be expected to carry out the following tasks:

- Assist in the preparation and publication of the procurement documents for calls for tender, negotiated procedures for middle and low value contracts;
- Support the proceedings of opening and evaluation committees, drafting evaluation reports, requests for clarifications to tenderers, award decisions, letters to successful and unsuccessful tenderers;
- Prepare and ensure timely signature of contracts and amendments, including specific contracts under framework contracts in cascade as well as with re-opening of competition;
- Act as contact point for operational colleagues in procurement matters as well as for tenderers;
- Support the internal Steering Committee on procurement procedures;
- Contribute to the procurement planning and reporting;

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- Act as Financial Initiating Agent (FIA) for commitments and third party initiation in accordance with the applicable financial rules;
- Contribute to the drafting of procurement templates, procedures and policies to ensure compliance with the applicable regulatory framework and coordinate the performance of market analysis when required;
- Provide the necessary supporting documents at the request of the audit entities;
- File electronically and physically (if applicable) all documents related to the procurement procedures;
- Provide advice and assistance on procurement issues to the Agency's staff.

Duties applicable to all staff:

- Actively work towards the achievement of the goals of FRA in accordance with the Strategic Plan;
- Perform any other work-related duties assigned by the manager.

3 ELIGIBILITY CRITERIA

Candidates who do not meet one or more of the following eligibility criteria by the deadline for submission of applications will be marked ineligible and their application will not be considered further:

General conditions¹

- Be a national of one of the Member States of the European Union and be entitled to full rights as a citizen² ;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Meet the character requirements as to suitability for the performance of the duties involved;
- Be physically fit to perform the duties linked to the post³.

Qualifications and work experience⁴

- a level of post-secondary education attested by a diploma, followed by at least three years of professional experience acquired in positions related to the profile of the post, or
- a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least six years of professional experience acquired in positions related to the profile of the post.

Language skills

- Have a thorough knowledge (level C1) of English, as this is the working language of FRA, and
- Have a satisfactory knowledge (minimum level B2) of another language of the EU.

¹ See Article 12 of the Conditions of Employment of Other Servants of the European Union.

² Prior to appointment, successful applicants will be required to prove that they do not have any criminal record.

³ Before being engaged, successful applicants will be required to undergo a medical examination.

⁴ Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the Member States shall be taken into consideration. Any certificate of equivalence should be obtained by the deadline for applications.

The levels indicated correspond to the Common European Framework of Reference for Languages⁵.

Computer skills

- Candidates should have extensive practical experience with computer applications such as MS Office package or similar (mainly Word, Excel, PowerPoint, Outlook).

4 SELECTION CRITERIA

In order to select the best-qualified candidates for interview and possible test phase, the Agency will consider the following **essential** criteria:

- A minimum of three years of professional experience in positions related to the profile of the post as described under the section “Duties”;
- Experience with the application of financial rules and, in particular, public procurement rules and legal frameworks;
- Proven experience in planning, organising and managing public procurement procedures and/or in the financial monitoring of contracts;
- Experience preparing or updating public procurement (and/or grant) document templates;
- Experience in the preparation (initiation) of budgetary and financial transactions;
- Experience producing financial and budgetary reports;
- Experience in the preparation and management of call for tenders.

The following criteria will be considered as **advantageous**:

- Experience with ABAC;
- Experience with the e-procurement modules (PPMT, e-tendering, e-submission, or similar);
- Knowledge of the EU Financial Regulation;
- Knowledge of French language (minimum B1).

In addition to the **essential and advantageous** criteria, candidates invited to the interview and test phase will also be assessed against the following requirements:

- **Communication:** communicate clearly and precisely both orally and in writing;
- **Analysis and Problem-solving:** ability to identify the critical facts in complex issues and develop creative and practical solutions;
- **Working with Others:** work cooperatively with others in teams and across organisational boundaries and respect differences between people; create a sense of team spirit by encouraging shared goals and exchange of knowledge and experience;
- **Learning and Development:** develop and improve personal skills and knowledge of the organisation and its environment; commit to train others, share knowledge, and systematically improve working methods;
- **Prioritisation and Organisation:** ability to prioritise the most important tasks, work flexibly and organise own and others’ workload efficiently;

⁵ See <https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

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- **Quality and Results:** take personal responsibility and initiative for delivering work to a high standard quality within set procedures; show clear customer orientation (internal and external); build systematic and methodical processes into projects and work of self and own team;
- **Resilience:** remain effective under work pressure, be flexible and adapt to a changing work environment; encourage others to do the same and adjust own and team's approach to embrace changing circumstances.

5 SUBMISSION OF APPLICATIONS AND DEADLINE

Candidates are requested to submit their application electronically through the Agency's website: fra.europa.eu. **Only online completed applications via the e-recruitment system will be accepted.**

Applications must be sent no later than **15/03/2023 13:00** (Central European Time (CET)).

Information concerning the status of the selection procedure can be found at the following address: <http://fra.europa.eu/en/about-fra/recruitment/vacancies>.

In case you experience technical problems during your application please contact, within the above mentioned deadline, recruitment@fra.europa.eu, providing an explanation of the issue:.

Please note that due to the large number of applications we receive, the system may face problems in processing such amounts of data when reaching the deadline for submission of applications. We therefore advise to apply well ahead of the deadline.

6 EQUAL OPPORTUNITIES

FRA is an equal opportunities employer and ensures that its recruitment procedures do not discriminate on any ground such as sex, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, gender identity or sexual orientation.

FRA encourages candidates with disabilities to apply. If you consider yourself to have a physical, mental, intellectual or sensory disability, please indicate any adjustments or arrangements needed, relating to your disability, to recruitment@fra.europa.eu, so FRA can ensure your full and equal participation in the interview.

7 SELECTION PROCEDURE

A Selection Committee is nominated by the Appointing Authority of the Agency.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications (please see 3.A. Eligibility criteria).

Only the applications of eligible candidates will be evaluated in accordance with the selection criteria as specified in the publication notice (see point 4). **The Agency will invite for an interview the top candidates among those who have obtained at least 60%.**

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The selection procedure will be composed of an interview and a written test, which will be held in English. They will take place either in Vienna (Austria), the place of employment where the Agency has its seat, or online. The shortlisted candidates will receive further detailed information in due time.

Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the length and nature of their experience and whether full time or part time work. Prior to contract signature, the successful candidate/s will be requested to provide FRA with original or certified copies of all relevant documents proving the eligibility requirements.

Successful candidates will be included on a reserve list drawn up by the Selection Committee. This reserve list will be proposed to the Appointing Authority of FRA. The Appointing Authority will decide on the establishment of the reserve list. This reserve list will be valid from the date of its establishment (in year 'N') until 31 December of year 'N+1'. Its validity may be extended. The reserve list may be used for future recruitment, should vacancies arise. Each candidate will be informed whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

On the basis of the adopted reserve list, the Appointing Authority of FRA may offer a contract of engagement.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

8 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

A temporary agent contract will be offered pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union for an indefinite period.

The successful candidate will be recruited in the grade AST 3. The basic monthly salary for the grade AST 3 (Step 1) is € 4,188.45. In addition to the basic salary, **staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance.** The salary is subject to a Union tax deducted at source and it is exempt of national taxation.

FRA also offers a comprehensive **welfare package** including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Moreover, FRA offers different opportunities of **schooling services** through service level agreements with international schools and pre-school establishments, and has introduced policies on **teleworking and flexitime** in its attempt to reconcile work and private life.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

Additional information on the type of contracts can be obtained from the web site of the European Commission at the following address: http://ec.europa.eu/civil_service/job/contract/index_en.htm.

For any further information on the contractual and working conditions please refer to the Staff Regulations of Officials and the Conditions of Employment of other Servants of the European Union which is accessible at the following address:

[EUR-Lex - 01962R0031-20140501 - EN - EUR-Lex \(europa.eu\)](#)

9 DATA PROTECTION

Personal data shall be processed solely for the purpose of the selection procedure.

Please note that FRA will not return applications to candidates. The personal information FRA requests from applicants will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to: recruitment@fra.europa.eu.

For further information with regard to the processing of personal data, please see [FRA's Privacy Statement](#).

10 APPEAL PROCEDURES

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of employment of other servants of the European Union, at the following address: recruitment@fra.europa.eu

The complaint must be lodged within 3 months of the contested decision.

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, a candidate may request judicial review of the act. The appeal must be lodged within 3 months from the date of notification to the following address:

Court of Justice of the European Union
Rue du Fort Niedergrünwald
L-2925 Luxembourg
Luxembourg

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the statute of the Ombudsman and the implementing provisions adopted by the Ombudsman. Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to the Agency. Any complaint to the Ombudsman (<http://www.ombudsman.europa.eu>) must be made within two years of receiving the Agency's final position on the matter.