



European Commission

Vacancy notice COM/2024/2565 (Status: Published)

TEAM LEADER - EUROPEAN PEACE FACILITY (AD5/AD12)

FPI.8.001 Assistance Measures - Financial and Legal Affairs

BRUSSELS(Belgium)

COM number: COM/2024/2565

Publication: from 29/11/2024 to 12/12/2024 until 12.00 hours
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: yes

Job Properties

Job ID:	443150
Job available from:	
Management job:	no
Budget:	Administration
Security clearance required:	yes

We are

FPI staff around the globe are proud of the work that they are achieving and have a strong sense of purpose and motivation. They take, and value, a high level of personal responsibility. A policy-driven approach, a focus on priorities, solutions and impact, combined with a welcoming and supporting atmosphere, are part of the service's corporate culture. The service promotes professionalism and teamwork, encourages commitment and promotes respect. It also seeks to embed trust and fairness while prioritising effective communication at all levels.

The Service reports directly to the HR/VP. The Service works in close cooperation with the other Commission services, as well as with the EEAS, both in headquarters and in delegations.

The Unit (FPI.8) carries out finance and contract operations for the, off EU budget, European Peace Facility (EPF). This includes:

- financial management: to ensure sound financial management of EPF operations under the responsibility of VP, giving assurance to the Authorising Officer that transactions are legal, regular and comply with the contractual and financial rules in force;
- budget and accounts: to lead, oversee and report on the annual budgetary procedure in relation to FPI-managed off-budget operations and to ensure reliability of accounts, including ABAC access rights;
- procurement: ensure conduct and oversight of all EPF procurement procedures with particular attention to risk assessment and risk management.

The FPI highly values team spirit, a strong sense of initiative and responsibility in all its staff members.

We propose

We propose an attractive and challenging position as a Team Leader to manage and lead the finance team of the unit in a highly dynamic and agile working environment of Unit FPI.8

The successful candidate will be part of a dynamic, friendly and motivated team with a strong emphasis on collaboration.

The position will consist of supporting the Head of Sector/Head of Unit by planning and monitoring budget, financial, contractual and procurement procedures and by organising and supervising implementation of financial and contractual transactions.

The Team Leader will also verify the financial transactions as well as procedural and contractual aspects of assistance measures funded under the European Peace Facility (EPF) matters in compliance with the relevant legal and regulatory framework and sound financial management and will provide support and advice to colleagues as regards contractual procedures.

The Team Leader will provide specific expertise in procurement matters and coordinate team's work to achieve unit's objectives and will follow OLAF cases, audit findings and the discharge procedures and will act as primary contact for internal control and audit related matters in the unit.

We look for

We look for an experienced, dynamic, reliable, well-organised Team Leader with a good team spirit and excellent planning and coordination skills. He/she should be pro-active, flexible and able to organise the work independently with a strong sense of responsibility. He/she should be able to adjust to multiple tasks even under tight deadlines.

A positive attitude, excellent writing and communication skills, excellent inter-personal skills and a good judgement are also essential as well as a good knowledge of EU financial and contractual procedures.

The candidate should have at least 5 years' experience in EU financial and contractual management and broad knowledge of Commission procedures. Previous experience specifically in procurement procedures is considered a strong asset for this position.

Previous experience in team management is also considered an asset for the position

An excellent knowledge of English is essential (proficient user) as well as a good knowledge of French (independent user).

Security clearance: If not already acquired, the selected candidate should request it when taking up function.

Recruitment policy

The European Commission is committed to offering equal opportunities to foster a rich, diverse and inclusive working environment. The European Commission strongly welcomes applications from all qualified candidates and actively seeks to create a workplace where each staff member feels valued and respected, can give their best and develop to their full potential. Officials with a type of post of the person "Administrator" (AD5-AD7) or "Principal Administrator" (AD8-AD12) can apply for this job.

Officials whose type of post of the person is:

- "Senior Administrator in transition" (AD14) or
- "Principal Administrator in transition" (AD13),

can show their interest for this job. In case of selection, they will be transferred in the interest of the service. This transfer in the interest of the service will not modify the type of post of the person.

• 'Head of Unit' (AD9-AD12) can also apply. If selected, the official with this type of post of the person accepts to opt out and to be reassigned to a non-management post under the supervision of a head of unit.

In the case of inter-institutional mobility, only officials in the function group AD in grades AD5 to AD12 can apply for this job.

For officials working in another Institution than the Commission, a certificate confirming function group, grade and status as an official has to be provided.

For information related to Data Protection, please see the Specific Privacy Statement.

<https://ec.europa.eu/dpo-register/detail/DPR-EC-01029>

Contacts

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How to apply

Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS or for EPSO laureates, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

This email address is linked to a functional mailbox and can only process messages with the "Normal" sensitivity option; emails sent with other Sensitivity Options (e.g. "Personal", "Private", "Confidential" or encrypted mails) cannot be processed. Please therefore select the "Normal" sensitivity option.

HR-BXL-Officials-TA-FPI@ec.europa.eu

Closing date

The closing date for registration is 12/12/2024. Registration will not be possible after 12:00 noon Brussels time.

Eligibility criteria and other important information

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/Pages/recruitment.aspx?In=en>



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Approved*)
Job description version443150 in FPI.8.001
Valid from16/02/2025until

Job Profile

Position

ADMINISTRATOR - TEAM LEADER

Job title

Team Leader - European Peace Facility

Domains

Generic domain

EU's INTERNAL and EXTERNAL SECURITY

Intermediate domain

EXTERNAL RELATIONS

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job Family

Team Coordination

Sensitive job

Yes

Overall purpose

To manage and lead the finance team of the unit. To support the Head of Sector/Head of Unit by planning and monitoring budget, financial, contractual and procurement procedures and by organising and supervising implementation of financial and contractual transactions.

Verify the financial transactions as well as procedural and contractual aspects of assistance measures funded under the European Peace Facility (EPF) matters in compliance with the relevant legal and regulatory framework and sound financial management. Provide support and advice to colleagues as regards contractual procedures. Provide specific expertise in procurement matters and coordinate team's work to achieve unit's objectives.

Follow-up OLAF cases, audit findings and the discharge procedures, act as primary contact for internal control and audit related matters in the unit.

The jobholder may be called to exercise powers of Authorising Officer related to the Unit's activities.

Functions and duties

+ BUSINESS MANAGEMENT and PLANNING

- *Lead and supervise the team to ensure objectives are achieved, contributing to their definition and advising the Head of Sector on resource allocation. Organize back-ups and promote knowledge sharing to ensure business continuity. Report on the team activities and supervise management of team's achievements*
- *Maintain interactive communication to keep the team informed on all relevant policy and strategic aspects affecting its work and exchange appropriate feedback*
- *Ensure induction and training of new members of the Team And identify training needs*
- *Support to the Head of Sector/Head of Unit as necessary in annual assessments and personnel administration (e.g., leave, part-time work, teleworking).*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Contribute in the adaptation and development of internal procedures and guidance on financial, procurement and contractual matters, in compliance with the relevant legal and regulatory framework*
- *Collaborate in the supervision of the respect of financial and contractual rules, procedures, and deadlines for projects in the team*
- *Monitor the regular assessment of the financial capacity of potential implementing actors, advise and follow up on mitigating measures*
- *Contribute to the assessment of financial information provided by potential implementing actors in the context of exemption procedures from pillar assessment, advise and follow up on the exemption decision and mitigating measures*
- *Develop procurement plans and ensure follow-up of their implementation*
- *Participate in the preparation of the tender files and calls for proposal's guidelines and dossiers in accordance with the approved financial circuits*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Participate in tender and calls for proposals evaluations as chairperson and/or ensuring secretariat functions to the evaluation committees; Prepare evaluation reports; Verification of contracts before signature*
- *Verify accuracy and completeness of data in information system (ABAC)*
- *Participate in the preparation and monitor the implementation of alternative legal instruments (e.g., framework contracts, administrative arrangements, transfer agreements) for EPF assistance measures*
- *Analyse and process requests for derogations*
- *Monitor EDES and act as Focal point for Financial Guarantees in the unit*
- *Contribute to the follow-up of questions and complaints in relation to assigned files*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Act as verifying agent and/or Authorising Officer (AOSD) for payments, bank guarantees, recovery orders and other files, as the need be*
- *Monitor payment deadlines and suspensions to ensure compliance*
- *Participate in the analysis and processing of payment requests, including advance payments in line with the financial circuits (routing slips, checklists, encoding in ABAC, archiving)*
- *Participate in the preparation of closure files according to the approved financial circuits*
- *Monitor contract implementation dates, drawing the attention of the operational team to potential decommitments and closures.*

+ AUDIT, CONTROL and INSPECTION

- *In coordination with FPI.5, provide inputs for OLAF cases, as well as for controversial audit and verification files*
- *In coordination with FPI.5 and FPI.7, follow-up audit and control matters such as addressing audit findings from the internal and external auditors and contribute to the discharge procedures, including in the context of pillar assessment of potential implementing actors*
- *Monitor the reports prepared by the supervisory bodies (EPF College of Auditors, IAS, OLAF) and participates in the preparation of FPI responses to observations and other comments noted in their reports regarding transactions managed by the EPF. Monitor the implementation of audit recommendations*
- *Contribute to audit and verification missions*

+ INSTITUTION-LEVEL COORDINATION and CONSULTATION

- *Contribute to relevant ISC and other consultations*
- *Prepare input for briefings and presentations as requested*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Backstop for other staff in the Unit, particularly during absences*

Job requirements

Experience"

+ PROCUREMENT and CONTRACT MANAGEMENT

Job-Related experience:at least 2 years

Qualifier:an advantage

Previous experience, specifically in procurement, is considered an asset for the position

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience:at least 5 years

Qualifier:essential

University education in law, economics, finance or equivalent. Working experience in a financial unit in the Commission and/or Delegation where knowledge of financial and contractual management rules and Commission procedures has been acquired.

+ TEAM COORDINATION

Job-Related experience:at least 2 years

Qualifier:an advantage

Languages

Listening	Reading	Spoken interaction	Spoken production	Writing
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Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - BUDGET and FINANCE**
 - Budgetary rules and procedures*
 - Financial regulation and procedures*
 - Financial circuits*
 - EU/INSTITUTION-SPECIFIC FUNDING and RULES**
 - PROCUREMENT and CONTRACT MANAGEMENT**
 - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
 - Rules and procedures relating to the preparation of contracts*
- **AUDIT, CONTROL and INSPECTION**
 - INTERNAL AUDIT**
 - Financial control and audit environment in the Institution*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
 - ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**
 - Administrative rules and procedures of the Institution*
- **EU's INTERNAL and EXTERNAL SECURITY**
 - Foreign and Security Policy (CFSP)*
- **HUMAN RESOURCES MANAGEMENT**
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
 - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - ABAC Workflow*
 - Accounting information systems*
- **WORK/POLICY MANAGEMENT and COORDINATION (high level)**
 - TEAM COORDINATION**

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
Numeracy
- *Communicating*
Ability to communicate in meetings
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Capacity to act upon problems
Eye for detail / Accuracy
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Confidentiality

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

- Atypical working hours
- Specialised Job

Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

Comments:

Other

Comments: