



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version395885 in FPI.3
Valid from21/04/2022until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Procurement Specialist for CFSP operations - Mission Support Platform

Domains

Generic domain

EU's INTERNAL and EXTERNAL SECURITY

Intermediate domain

Specific domain

PROCUREMENT and CONTRACT MANAGEMENT

Sensitive job

No

Overall purpose

The procurement specialist is part of the Mission Support Platform (MSP) within the FPI.3. The overall objective of the MSP is to provide support to civilian CSDP Missions under the CFSP budget by speeding up planning processes and deployment in the field, ensuring rapid reaction to crisis situations, and at the same time achieving economies of scale by centralising critical mission support services and reducing the administrative burden of CSDP missions.

The procurement specialist's role is to provide advice and support on public procurement procedures including framework contracts, as well as procedures for awarding grants and other forms of contracting procedures, under the supervision of an official. Moreover, the procurement specialist is in charge of organising competitive public procurement procedures in compliance with the rules of Financial Regulation and relevant FPI internal procedures.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Establish and manage framework contracts for use by Missions*
- *Monitor expenditure of actions and contracts closely so that claimed costs in all payment requests can be deemed to correspond to the work accomplished – conforme aux faits*
- *Provide the Operational Initiating Agent visa to financial transactions and ensure due upstream coordination with the Financial Initiating Agent, as provided in the relevant regulation and guidance Contracting and follow-up of Decisions, actions (projects/programmes) or contracts*
- *Contracting and follow-up of Decisions, actions (projects/programmes) or contracts*
- *Drafting of tender specifications and preparation of tender dossiers*
- *Advise on preparation and initiation of procurement procedures*

+ BUSINESS MANAGEMENT and PLANNING

- *Liaise with civilian crisis management Missions established by the Council on FWC-related issues. Interface with relevant Services in DG BUDG, SJ, and EEAS, in particular MSP cell attached to the CPCC*
- *Contribute to ensure regularity and legality of tendering and contracting procedures of Missions. As necessary, participate in monitoring missions to Missions to assess and advice on the implementation of procurement in Missions*
- *Act as "floater" to be dispatched to newly created Missions to help with the procurement system set-up, to existing missions in case of staff shortages and during liquidation phase to assist with disposal and sales of assets*
- *Contribute to the development and implementation of the Enterprise Resource Planning system (ERP), including providing support and training of users in Missions and working with external consultants*
- *Provide advice, support and training to the Missions on procurement aspects, document draft related to call for tenders and call for proposals*
- *Contribute to drawing up of manuals and guidance on procurement for Missions*

+ EXTERNAL COMMUNICATION (general)

- *Presentation of EU activities*

Job requirements

Experience"

+ PROCUREMENT

Job-Related experience: at least 2 years
Qualifier: desirable
Public procurement in the context of EU external actions

+ CONTRACT MANAGEMENT

Job-Related experience: at least 3 years
Qualifier: essential
Financial management and contract management

+ PROCUREMENT

Job-Related experience: at least 3 years
Qualifier: essential
Public procurement

+ CONTRACT MANAGEMENT

Job-Related experience: at least 2 years
Qualifier: desirable
Experience in using Enterprise Resource Planning software (ERP)

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C2	C2	C2	C2	C2

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - BUDGET and FINANCE*
 - Finance*
 - Budgetary rules and procedures*
 - PROCUREMENT and CONTRACT MANAGEMENT*
 - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
 - CONTRACT MANAGEMENT*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*

Competences

- *Analysing and Problem Solving*
 - Ability to conceptualise problems, identify and implement solutions*
 - Capacity to analyse and structure information*
- *Communicating*
- *Delivering Quality and Results*
- *Prioritising and Organising*
 - Capacity to deliver in a structured way*
 - Planning capacity*
- *Working with Others*
 - Sociability skills*

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:

Approximately 1 mission per 2 months

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: