



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (*Local HR validation*)  
Job description version294519 in *FPI.6.DEL.Lebanon.002*  
Valid fromuntil

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Finance and Contracts Officer - Foreign Policy Instruments

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

Under the supervision of the Head of RT, and the Head of the Contracts and Finance cell, act as Financial Agent on FPI financial and contractual transactions related to projects managed by the Regional Team and the associated Delegations, ensuring their compliance with the applicable rules, regulations, procedures and the principle of sound financial management. To assist in the preparation, implementation and follow-up of the tasks assigned in the Finance and Contracts Cell within the FPI Regional Team of the Delegation performing its contractual (creation and management of legal and budgetary commitments) and financial (payments-recoveries) functions in line with the overall instructions given by FPI-HQ.

**Legal disclaimer**

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

## **Functions and duties**

### **+ BUDGET and FINANCE**

- *Financial initiation/verification. Carry out tasks as Financial Initiating Agent and/or Verifying Agent of all contractual and financial FPI operations (commitments, contracts, payments, extensions and amendments of contracts, regularization of payments and recovery orders, financial guarantees, etc.) ensuring sound financial management and compliance with the Financial Regulation, and all other relevant regulations and rules and the procedures of FPI;*
- *Follow-up of financial circuit, and provide necessary visas according to current regulations and financial circuits approved by FPI;*
- *Carry out ABAC/CRIS transactions related to budget lines managed directly by FPI. Assume responsibility for the accuracy and completeness of data in information systems (e.g. ABAC, CRIS) before granting Financial Initiation/Verification visa. Verify that the Results Acceptance Note (or equivalent in OPSYS) includes the relevant OECD Gender Equality Policy Marker (G-Marker) information before proceeding with final payment*
- *Provide advice and comments on draft agreements/contracts; Provide advice on sound financial management;*
- *Monitor implementation of project budgets and provide assistance in budgetary planning to project teams.*

### **+ PROCUREMENT and CONTRACT MANAGEMENT**

- *Preparation. Control and/or verification of calls for proposals, calls for tender and contract files in accordance with the regulatory environment;*
- *Provide advice and support to colleagues in FPI Regional Team on contractual and financial issues, as appropriate;*
- *Participation in calls for proposals and tender evaluations as chairperson and/or ensuring secretariat functions to the evaluation committees;*
- *Ensure follow up of questions and complaints in the framework of calls for tenders and calls for proposals;*
- *Analyse and process requests for derogation.*

### **+ AUDIT, CONTROL and INSPECTION**

- *Preparation of financial reports and statistics;*
- *Assist FPI-HQ in the establishment of audit plans; Provide assistance to audit and supervision missions. Cooperate with the operational and audit actors so as to provide additional information needed within the scope of the performed audits;*
- *Ensure follow-up on audit reports as appropriate, including leading contradictory procedures with beneficiaries/contractors, and establishing the amounts to be recovered;*
- *Participate in the risk assessment of contracts to identify cases that require an additional ex-ante control (e.g. supporting documents, on-the-spot control, and external audit);*
- *Make proposals to continuously improve/adjust FPI's control strategy and procedures in Regional Teams; Assist FPI-HQ with the request sent by the CoA and the IAS.*
- *Undertake field visits to projects and beneficiary authorities for control, audit, and monitoring purposes.*

### **+ INTER-SERVICE COORDINATION and CONSULTATION**

- *Liaison with FPI-HQ services on aspects concerning programming and launching of new projects.*

### **+ EXTERNAL RELATIONS**

- *To assist the Head of the FPI Regional Team and/or Head of Delegation in ensuring the liaison with beneficiary country on aspects concerning FPI programmes/projects and their financial and contractual implications.*

+ EXTERNAL COMMUNICATION (general)

- *Presentation of EU rules and regulations related to finance and contracts.*

**Job requirements**

**Experience"**

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience: at least 3 years

Qualifier: essential

Financial and contract management, financial initiation and/or verification functions, relevant experience in accounting/analysis of invoices, good command of Office automation tools.

+ EXTERNAL RELATIONS

Job-Related experience: at least 3 years

Qualifier: desirable

Knowledge and experience in EU procedures for External Actions, previous experience in an EU Delegation or European Commission HQ, relevant experience working with EU-funded projects.

**Languages**

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

**Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*BUDGET and FINANCE*  
*Budgetary rules and procedures*  
*Financial regulation and procedures*  
*PROCUREMENT and CONTRACT MANAGEMENT*  
*Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
- *LAW*  
*LEGISLATIVE WORK*  
*Legal texts revision*  
*LEGAL ANALYSIS, ADVICE and ASSISTANCE*  
*Analysis of legal and contractual documents*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*  
*IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*
- *Communicating*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Eye for detail / Accuracy*
- *Prioritising and Organising*  
*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:*