



EUROPEAN COMMISSION

Job Description Form

Job description version 10 (*Approved*)
Job description version 118404 in FPI.3
Valid from 16/12/2022 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Project Assistant - Public Procurement Common Foreign and Security Policy (CFSP)

Domains

Generic domain

EU's INTERNAL and EXTERNAL SECURITY

Intermediate domain

Specific domain

EXTERNAL RELATIONS

Sensitive job

No

Overall purpose

The Contract agent will work under the supervision of an official. The contract agent will provide support for the preparation and monitoring of EU operations and for public procurement procedures in the field of Common Foreign and Security Policy (CFSP).

Legal disclaimer

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

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- Assist in the preparation, monitoring and assessment of CFSP operations
- Coordinate with EEAS and Commission services with respect to identification, preparation, budgeting, monitoring and assessment of CFSP operations.
- Prepare Commission Financing Decisions and financial statement for the operations. Monitor the implementation of CFSP operations, including through periodic missions
- Prepare and manage contracts related to the preparation, design, monitoring, assessment and auditing of CFSP operations, as required
- Act as operational initiator for financial transactions and for the approval of tender files received from CFSP operations

+ PROCUREMENT and CONTRACT MANAGEMENT

- Ex-ante verification of public procurement files in the launching and awarding stage
- Ex-ante verification of public procurement files in the addendum stage
- Ex-ante verification of requests to deviate from the established rules

+ PROCUREMENT and CONTRACT MANAGEMENT

- Assisting in the development and updating of templates, circulars and guidelines on procurement rules and procedures
- Assisting in solving problems arising in procurement and contract management processes
- Reception and monitor of procurement plans
- Archive of procurement files
- Advice on financial and procurement rules in line with the Financial Regulation and its implementing rules (e.g. PRAG)
- Support the civilian CSDP Missions, the EUSRs and the Kosovo Specialist Chambers in their procurement procedures

+ PROCUREMENT and CONTRACT MANAGEMENT

- Participating in monitoring missions in order to contribute to the various evaluations foreseen in the Regulations (ex-ante, mid-term, ex-post)
- Check that the CFSP operations' tenderers are not in a situation of exclusion and early-detection (through EDES database)

+ INTER-SERVICE COORDINATION and CONSULTATION

- Consult with the EEAS and associated DGs and if necessary lead inter-service coordination, to find solutions

+ PROCUREMENT and CONTRACT MANAGEMENT

- 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

Job requirements

Experience"

+ PROCUREMENT, GENERAL PROGRAM MANAGEMENT

Job-Related experience: at least 2 years

Qualifier: essential

Experience in procurement, programme management and financial management in an EU institution or equivalent, in Member State administration or private sector.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - **BUDGET and FINANCE**
 - **FINANCIAL and BUDGETARY MANAGEMENT**
 - *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*
 - **PROCUREMENT**
 - *Rules and procedures relating to the preparation of contracts*
 - *Contract monitoring*
- **EVALUATION and QUALITY MANAGEMENT**
 - **EVALUATION**
 - *Evaluation of programmes and projects*
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
 - **PROJECT MANAGEMENT**
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
 - **ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
 - **IT tools for OFFICE AUTOMATION**

Competences

- **Analysing and Problem Solving**
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
 - *Creativity*
- **Communicating**
 - *Ability to understand and be understood*
 - *Capacity to communicate technical or specialised information*
 - *Drafting skills*
- **Delivering Quality and Results**
 - *Ability to work in a proactive and autonomous way*
 - *Quality & process management abilities*
- **Learning and Development**
 - *Flexibility (openness towards new demands, etc.)*
- **Prioritising and Organising**
 - *Capacity to deliver in a structured way*
 - *Planning capacity*
- **Resilience**
 - *Stress resistance*
- **Working with Others**
 - *Ability to work in a team*

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: