

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for a Finance Agent - in a Representation	
Function Group:	FGII
Post Number	462664
Place of Employment	Representation in Paris
Deadline for applications:	03/01/2025
Contact person:	Jessica Larsson, Deputy Head of Representation
Entity presentation (We are):	<p>DG Communication (DG COMM), as a corporate communication service, promotes the policy priorities of the European Commission and contributes to bringing Europe closer to citizens. The Representations in all Member States play a crucial role in this. Their main tasks are:</p> <ul style="list-style-type: none"> • Support the President and the Members of the Commission by reinforcing the political and media profile of the European Commission in the Member States, including the preparation, organisation and follow up of visits of the members of the College. Representing the European Commission in the respective Member State towards national, regional and local authorities, media, stakeholders and citizens. • Country-specific economic and political information and analysis: Representations provide the Commission with in-depth, accurate and timely information and analysis regarding relevant developments in the Member States and the views of the Government and, political parties, think tanks and civil society. • Press and media communications: in cooperation with the Spokesperson's Service, Representations communicate on behalf of the Commission. • Outreach to citizens: Representations provide outreach and communication to citizens and stakeholders/multipliers in the Member States, by managing information networks and by explaining the policy priorities of the Commission in a local context.
Entity presentation (We propose):	<p>A challenging and stimulating position of Finance agent in support of the Administration Team. Tasks offer a wide variety from encoding of financial transactions (commitments, payments, VAT etc) to preparation of contracts/purchase orders, participation in opening calls for tenders and calls for proposals, follow-up of infrastructure contracts.</p> <p>We propose a fixed-term contract of a total duration of 12 months.</p>
Job profile (We look for):	<p>See job description enclosed.</p> <p>We are looking for a dynamic, highly motivated and committed colleague, fluent in French and English who will work under the supervision of Head of Administration and Head of Representation.</p> <p>Coordinated, structured, trustworthy, the colleague will demonstrate that he/she is able to work autonomously, that he/she is able to prioritise tasks and be highly organised.</p>

Recruitment policy:	DG COMM encourages mobility for all CA 3a and 3b employed in Commission services, as well as accepts applications from candidates registered in recent CAST lists.
How to apply:	Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to contact christiane.roucou@ec.europa.eu , mentioning in the subject of the message "Job title & post number".



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Local HR validation*)
Job description version462664 in *COMM.DGA1.C.PA.001*
Valid fromuntil

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Financial Agent

Domains

Generic domain

COMMUNICATION and PUBLICATION

Intermediate domain

Specific domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Sensitive job

No

Overall purpose

Under the supervision of an official/temporary agent, carry out tasks of budgetary management of the Representation.

Legal disclaimer

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

Functions and duties

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- Data handling in support to the Imprest Account keeping and carrying out of related operations.
- Encoding (ABAC) and follow-up of financial transactions (commitments, payments, recovering orders, VAT, extra-budgetary accounts, bills,...) as well as all related operations.
- Management of financial identifications and legal entities for financial transactions.
- Preparation and follow-up of contracts/conventions/purchase orders.
- Encoding of data related to the inventory.
- Participation to the gathering and encoding of data related to the budgetary programming.

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- Assistance in carrying out tasks in the frame of call for tenders and calls for proposals.
- Participation to the opening of calls for tenders and calls for proposals as well as to the evaluation committees.

+ BUILDINGS and SUPPLIES (incl logistics)

- Follow-up of infrastructure, cleaning and functioning contracts as well as follow-up of purchases and suppliers (office furnitures, advertising material,...).

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Staff absences management (leaves, missions, sick leaves,...), updating and follow-up of data into Sysper.
- Organisation agendas, plannings, meetings. Preparation, follow-up and management of missions.
- Follow-up and management of sector's mail.

Job requirements

Experience"

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience:at least 3 years

Qualifier:desirable

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, PROCUREMENT and CONTRACT MANAGEMENT, ACCOUNTING, BUDGET and FINANCE

Job-Related experience:at least 1 year

Qualifier:an advantage

Languages

Listening

Reading

Spoken
interaction

Spoken
production

Writing

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*
 - PROCUREMENT*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - ABAC Accounting*
 - ABAC Assets*
 - ABAC Contracts*
 - IT tools for OFFICE AUTOMATION*
 - Excel*
 - Outlook*
 - Word*
 - IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*
- *INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)*
 - Internal organisation of the Directorate General*

Competences

- *Analysing and Problem Solving*
 - Capacity to analyse and structure information*
 - Numeracy*
- *Communicating*
 - Ability to understand and be understood*
- *Delivering Quality and Results*
 - Ability to work in a proactive and autonomous way*
 - Client orientation*
 - Eye for detail / Accuracy*
 - Financial management skills*
- *Prioritising and Organising*
- *Working with Others*
 - Ability to work in a team*
- *Leadership*
 - Supervision, monitoring and appraisal abilities*

Job Environment

Organisational entity

Presentation of the entity:

The Team 'Admin' in each Representation of the Commission in a Member State is responsible for holding the imprest account of the Representation, verifying the expenditures, managing and planning the human resources, and ensuring a proper document management. Its tasks involve the supervision, coordination and facilitation of the administrative and financial activities of the Representation, the assurance of conformity for financial and contractual operations (calls for tender/calls for proposals, legal and budgetary commitments, payments, recovery orders, de-commitments and closure of commitments) with legality, regularity, internal procedures and sound financial management. They also involve security matters and infrastructure management (furniture, lease contracts of offices, cleaning, guarding etc.) including inventory management.

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: