

## **CALL FOR APPLICATIONS**

### **FINANCIAL AND PROCUREMENT ASSISTANT Ref. n°: EMSA/AST/2012/01**

The European Parliament and Council Regulation (EC) No 1406/2002<sup>1</sup> provides the legal basis for the establishment of the European Maritime Safety Agency (EMSA).

The goal of the Agency is to provide technical and scientific assistance to the European Commission and Member States on matters relating to the proper implementation of European Union legislation on maritime safety and pollution by ships. To do this, one of EMSA's tasks is to improve cooperation between Member States in all key areas. This includes undertaking a range of actions aimed at improving safety on tankers and passengers ships, as well as bulk carriers, container ships and fishing vessels.

In April 2004 EMSA was also given some additional tasks by the European Council and the European Parliament related to oil pollution response, ship security and training of seafarers.

The selection procedure for Financial and Procurement Assistant aims to draw up a reserve list of the most suitable candidates. The reserve list will be used for future recruitment within the three Departments of the Agency: Department A 'Corporate Services', Department B 'Implementation' and Department C 'Operations'. Depending on the Agency's needs and the qualifications and profiles of the applicants, the successful candidates will be offered employment in a determined section within these departments.

More information about the Agency and its structure and activities can be found on our website: <http://www.emsa.europa.eu>.

#### **Functions and Duties:**

Reporting to the Head of Unit/Head of Department, the Financial and Procurement Assistant is responsible for ensuring the quality, completeness, conformity and relevance of data provided for the execution of financial transactions and procurement.

The tasks of the Financial and Procurement Assistant will be:

- Initiating or verifying transactions related to commitment and payment appropriations;
- Assisting in the issuance of recovery orders;

---

<sup>1</sup> OJ L 208, 5.8.2002, p.1, as amended by Regulation (EC) No 1644/2003 of the European Parliament and of the Council of 22 July 2003 (OJ L 245, 29.9.2003, p. 10) and Regulation (EC) No 724/2004 of the European Parliament and of the Council of 31 March 2004 (OJ L 129, 29.4.2004, p. 1).

- Contributing to the preparation, planning, forecast and follow-up of the budget of the Agency;
- Assisting in the organisation of procurement procedures: assisting in the drafting and administering of calls for tender, providing the secretariat for tender committees;
- Assisting with the monitoring of contracts, amendments and other legal commitments and awards;
- Ensuring the follow-up of the financial management of administrative expenditures and contracts;
- Controlling of the legality and regularity of financial transactions, procurement and contract procedures and awards;
- Monitoring and follow-up of the workflow of procurement activities;
- Providing advice and support on financial and procurement practices in line with EU budgetary, financial and contractual rules;
- Contributing to the introduction of internal controls;
- Providing advice, support and training to all financial actors.

## **Qualifications and experience required:**

### **A. ELIGIBILITY CRITERIA**

#### **A.1. Education:**

- a) Level of secondary education attested by a diploma giving access to post-secondary education or;
- b) Level of post secondary education of an official duration of three years attested by a diploma.

#### **A.2. Experience:**

- Since the completion of an education as referred to under a) six years of proven professional experience.
- Since the completion of an education as referred to under b) three years of proven professional experience where the official duration of the post-secondary is three years. When the official duration of the post-secondary studies is less than three years, the difference in time is to be compensated by additional professional experience after the award of the diploma.

#### **A.3. Language skills:**

The main working language in the field of maritime safety is English. Candidates must therefore have a very good command of English with a satisfactory knowledge of at least one other official language of the European Union to the extent necessary for the performance of the above mentioned duties.

#### **A.4. General Conditions: In addition, in order to be eligible the candidate must:**

- Be a national of one of the Member States of the European Union or of Iceland or Norway;
- Be entitled to your full rights as a citizen<sup>2</sup>;
- Have fulfilled the obligations imposed on you by the laws concerning military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.<sup>3</sup>

---

<sup>2</sup> Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

<sup>3</sup> Before being engaged the candidate will be medically examined in order that the Agency may be satisfied that he/she fulfils the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the European Communities.

## **B. SELECTION CRITERIA**

### **B.1. Essential:**

- At least three years of proven relevant professional experience related to the functions and duties mentioned above:
  - Candidates should specifically mention on their CV the range of tasks covered, the level of work done and their relevance to the functions and duties;
- Good knowledge of the EU Financial Regulations and EU Public Procurement Rules and Regulations as well as EU Budgetary Rules;
- Good working knowledge of Excel and of financial management tools related to the functions:
  - Candidates should mention how they have obtained this knowledge and the particular names of the tools that they can use;
- Excellent analytical capacities and a high sense of discretion and confidentiality;
- Ability to work under precise deadlines, organise the workload and prioritise tasks;
- Ability to communicate effectively with colleagues and external contacts on different levels.

### **B.2. Advantageous:**

- A qualification in finance, accounting, economics or law;
- Relevant working experience in another EU Body/Institution or International Organisation;
- Knowledge of a third EU language.

The advantageous criteria will be considered by the Selection Board depending on the number of applicants meeting the essential criteria.

### **Conditions of Employment:**

- This vacancy notice concerns a Temporary Agent position, pursuant to Article 2 a) of the Conditions of Employment of other servants of the European Communities.
- The initial duration of the contract is three years, with possibility of renewal.
- The successful candidate will be recruited in the grade AST3.
- The basic monthly salary, before any deductions or allowances, at 1 July 2010 for grade AST3, first step is 2888.07 EUR.
- In addition to the basic salary, staff members may be entitled to various allowances, such as an expatriation allowance (16% of basic salary), household allowance, dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.
- Please note that recruitment is done in the first or second step of the indicated grade, depending on the duration of the acquired professional experience.
- EMSA offers a comprehensive welfare package including pension scheme, medical accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance. Further information regarding rights and conditions of employment can be found in the following document:  
[http://ec.europa.eu/civil\\_service/docs/toc100\\_en.pdf](http://ec.europa.eu/civil_service/docs/toc100_en.pdf)

- Please note that EMSA is likely to have a provision in the near future that will mean that recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third European Community language.
- The place of employment is Lisbon, Portugal.

### **Submission of applications:**

Each application shall contain the three following documents:

- 1) A **detailed curriculum vitae** in European format (that can be obtained at the following address or downloaded from EMSA web site)  
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.
- 2) A duly completed and signed **declaration of honour** (to be downloaded from EMSA web site).
- 3) A **motivation letter** of 2 pages maximum.

Candidates are kindly requested to provide **5 copies (1 original + 4 copies)** of their application in order to facilitate the recruitment process. The complete application should be sent **by registered mail** to:

Vacancy reference n°: EMSA/AST/2012/01 FINANCIAL AND PROCUREMENT ASSISTANT

EMSA  
HR Sector  
Cais do Sodre  
1249-206 Lisbon, Portugal

**Only complete applications** containing the **three above mentioned documents** and sent by **registered mail within the deadline** will be taken into account.

**The postmark** will serve as **proof of the date of dispatch**. The **vacancy reference** number must be clearly **indicated** on the **envelope**.

**The deadline for sending your application is 4<sup>th</sup> of May 2012.** Therefore applicants must meet the required eligibility criteria concerning the required educational qualifications and years of experience, as well as the essential selection criteria by this deadline.

Please note:

- Mention clearly your address for correspondence and for invitation to an interview. All correspondence will be sent to this address. Inform us of any change immediately;
- EMSA is an **equal opportunity employer** and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status or other family situation or sexual orientation;
- If you are invited to an interview you will be asked to submit supporting documents to prove the information provided in your application;
- You may apply in any of the official languages of the European Community, but it would be helpful to **apply in English** in order to **facilitate the selection process**. However you are requested to state your educational qualifications and positions held in the language of origin.

### **The Selection Process:**

All candidates will receive an acknowledgement of receipt for their application. For each selection process a Selection Board is nominated. The Selection Board will evaluate all applications and **select those candidates meeting the eligibility criteria and the**

**best qualified candidates, judged on the basis of the selection criteria**, are short-listed for an interview. The **selected candidates** will be invited to **pass one or several written exams** related to the job profile and to take part in a **selection interview**.

During this recruitment phase, the selected candidates will be evaluated by the Selection Board. After the interviews, the Selection Board will draw up a list of the most suitable candidates. The **Appointing Authority will select the successful candidate** and inform him/her accordingly. As soon as this decision is taken, **all candidates will receive an information letter**.

Please note that a **binding commitment** can only be made **after verification of all conditions** and will take the form of a **contract signed by the Executive Director**.

The reserve list will remain valid for a period of 1 year following its establishment. Therefore candidates whose name will be put on a reserve list could be offered a contract during this period of time.

Please note that the **selection process may take several months** to be completed and that **no information** will be released **during this period**. Once a selection process has been completed, its status will be displayed on our web site.

#### **Requests for information and appeal:**

An applicant who would like further information, or considers that he/she has grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further information from the Chairperson of the Selection Board.

For information on how to lodge a complaint and/or an appeal procedure, please consult the 'General Information for Recruitment' overview on our website for more information:

<http://www.emsa.europa.eu/recruitment-info.html>