



## CALL FOR APPLICATIONS FOR THE SELECTION OF TEMPORARY STAFF

### **No AD.2020.01 - Financial verifying agent and risk assessment management officer Temporary Agent (M/F) AD 6 — Five-year contract**

The EMCDDA is one of the European Union's decentralised agencies. Established in 1993 and based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EMCDDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation. The EMCDDA actively encourages applications from women.

For further information on the EMCDDA, please visit <http://www.emcdda.europa.eu/>

#### **1. Job profile**

##### **1.1. Overall purpose**

The job holder, under the supervision of the Head of the Executive Office (EXO) unit, will provide expertise and support to the EMCDDA authorizing officers for the verification of the financial transactions and contribute to the analysis, assessment, management and control of the risks posed to Agency's activities and compliance with its objectives. The job holder will also monitor and revise the state of implementation of the Agency's Internal Control Framework principles and the implementation of the EMCDDA Business Continuity Plan. He/she will be responsible for financial verification tasks related to both administrative and operational expenditure and adhere to the Code of Professional Standards applying to Financial Verifying Agents.

In order to ensure efficient execution of tasks, the vehicular language for this post has been defined as English.

The job holder will report directly to the Head of EXO unit.

##### **1.2. Main duties**

The successful applicant will:

- Verify ex-ante financial transactions aimed at executing the EMCDDA budget, pursuant to the applicable financial regulations and the internal control framework principles;
- Oversee the sound financial management of contracts and grants ensuring that internal control principles are met;
- Keep updated the register of exceptions and derogations to the rules and procedures formally adopted and in place at the EMCDDA;
- Provide technical expertise and advice to the authorising officer to identify, assess and manage the risks involved in his/her activities;
- Keep regularly updated the central register of potential risks posed to the EMCDDA objectives, in coordination with risk managers;
- Apply ex-post controls, where applicable, and follow-up;



- Advise management on any actions for the promotion of best practices, training and awareness raising regarding risk management and sound financial management;
- Contribute to the definition of financial policies and procedures in accordance with the Internal Control Principles;
- Contribute to external audit exercises, notably by providing those documents whose elaboration he/she is responsible for;
- Liaise with the Commission's Internal Audit Service on issues related to its role of internal Auditor of the EMCDDA;
- Monitor compliance with the Agency's Internal Control Principles in coordination with risk managers and other key staff;
- Present findings and recommendations for improving the procedures, systems and internal controls mechanisms in place;
- Help monitoring the implementation of the EMCDDA Business Continuity Plan;
- Perform any other tasks assigned by the Head of unit as deemed necessary.

## 2. Job requirements

### 2.1. Eligibility requirements

The following requirements shall be met by the deadline for applications:

- A level of education which corresponds to completed university studies of at least three years attested by a diploma;
- At least three years of relevant professional experience starting with the first position occupied after the completion of the diploma or certificate required for admission to this selection procedure, as mentioned above;
- Be a national of one of the Member States of the European Union, Norway or Turkey;
- Have fulfilled any obligations imposed by the applicable laws concerning military service, if any;
- Produce the appropriate character references as to the suitability for the performance of the required duties;
- Be physically fit to perform his/her duties <sup>(1)</sup>;
- A thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the required duties <sup>(2)</sup>.

### 2.2. Essential requirements

Eligible candidates will then be evaluated as follows:

a- On the basis of the paper application by assessing the following:

- Proven experience relating to the areas covered by the job profile, namely in ex-ante verification of financial transactions and assessment of risks posed to objectives pursued by public or private sectors organisations;
- Proven experience in dealing with audit and quality management processes;
- A thorough knowledge of financial regulations and processes to be applied for the execution of the requested duties, with special attention to the provisions concerning procurements and budget operations/financial transactions;

<sup>(1)</sup> As a condition for appointment, the successful candidate shall be medically examined in order that the EMCDDA may be satisfied that he/she fulfils this requirement, as foreseen in Article 12(d) of the Conditions of employment of other servants of the European Communities.

<sup>(2)</sup> **N.B.:** In addition, in order to be eligible to a first promotion, the staff member shall prove a working knowledge of a third EU language.



- Excellent communication and organisational skills;
- Ability to work in a team, as well as independently.

b- On the basis of the interview and the accompanying test by assessing the following:

- A good understanding of issues in the areas of expertise and support to the EMCDDA authorizing officers for the verification of the budget and financial transactions and contribute for the assessment, management and control of the risks faced by the agency;
- A good understanding of internal control principles, namely in the area of applicable financial regulations;
- Ability to communicate effectively, both verbally and in writing in English;
- Ability to draft clear and concise documents on complex matters for various audiences;
- Attention to detail with the ability to maintain standards of accuracy under pressure of tight deadlines;
- Excellent analytical and critical thinking skills combined with the ability to identify and analyse key points in written information, particularly financial files;
- Competent user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet;
- Good administrative and organisational skills;
- Very good interpersonal skills, with the ability to work well, both independently and in a team;
- Ability to demonstrate creativity and innovation coupled with precision in fulfilling professional tasks.

### **2.3. Advantageous requirements**

The non-compliance with the advantageous requirements is not a condition for exclusion of applicants as they will be taken into account as assets while assessing each application. Advantageous requirements will only be assessed once during the course of the selection procedure, either in its first or second phase, according to the skills concerned. The advantageous requirements are as follows:

a- On the basis of the paper application by assessing the following:

- University degree in a relevant subject (such as economics or business administration);
- Experience of working in a multicultural/multilingual environment.

b- On the basis of the interview and the test by assessing the following:

- Ability to remain effective under a heavy workload and resistant to stress;
- Ability to work effectively in an international and multi-cultural environment;
- A good knowledge of the functioning of the European Union institutions and, in particular, of the role of the EMCDDA.

### **3. Submission of applications**

Interested candidates must apply for this post through the EMCDDA e-recruitment application, accessible on this link: <https://e-recruitment.emcdda.europa.eu>. Please note that to make an EMCDDA online application you will need to create your EMCDDA profile using a valid e-mail address and a password.

The closing date for the submission of applications is 26/06/2020 at 23.59, Lisbon time.



#### 4. Selection procedure

The selection will be carried out in two phases:

(1) In the first phase, the selection committee will analyse applications to verify the eligibility of the candidates and assess their compliance with the requirements specified in this call for applications. Failure to comply with one of the eligibility requirements (set out in 2.1. above) shall result in the exclusion of the applicant concerned from the selection procedure.

On this basis, the selection committee will select the candidates that obtain at least 60 % of the total points available to rank their compliance with the essential requirements (set out in 2.2.A. above) out of a maximum of 10 points each, and with the advantageous requirements (set out in 2.3.A. above) out of a maximum of 5 points each. The maximum number of invitees for an interview shall be 10. This ceiling may be adapted, depending on the number of applications received, by decision of the appointing/contracting authority.

(2) The second phase will consist of an interview and a written test. Interviews will be held by the selection committee. The candidates will be assessed on the basis of the essential requirements mentioned above (under 2.2.B) out of a maximum of 10 points each and the advantageous requirements (set out in 2.3.B above) out of a maximum of 5 points each. Candidates will be asked to undergo a written test related to the European integration and institutions, the EMCDDA, as well as the nature of duties to be performed. This will be assessed out of a maximum of 30 points.

The final assessment will be based on the results of the written test and the interview, as indicated under 2.2 and 2.3 above.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact, either direct or indirect, with its members is strictly forbidden. The confidentiality principle is intrinsic to all steps of the recruitment procedure and is in accordance with Article 6 of Annex III to the Staff Regulations of Officials of the European Communities.

The selection committee for this selection procedure is composed as follows:

Andrea Classen (Chairperson)  
Fabian Pereyra (member)  
Dante Storti (member)  
Nuria Comelles (member)  
Brendan Hughes (appointed by the EMCDDA Staff Committee)

Due to the large volume of applications, only candidates selected for phase 2 will be contacted. Candidates who have not been contacted by the EMCDDA by 30/09/2020 should consider that their application has been unsuccessful. For up-to-date information on the process of this selection procedure, please visit the EMCDDA's website at the following link: <http://www.emcdda.europa.eu/about/jobs>

Applicants invited for the second phase may be entitled to a flat-rate contribution towards travel and subsistence expenses. Information will be provided together with the invitation letter.

#### 5. Reserve list and engagement

The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing/contracting authority of the EMCDDA.

Only candidates who reach 70 % of the marking points available for the second phase can be included in the reserve list for appointment. On the basis of the adopted reserve list, the appointing/contracting authority of the EMCDDA may offer a contract of engagement. Candidates shall note that the inclusion in the reserve list does not guarantee that recruitment, which will depend, among other things, on availability of vacant posts and budget.



The established reserve list may be used in order to fill similar positions within the EMCDDA.

The reserve list will be valid until 31/12/2022 and may be extended by decision of the EMCDDA appointing/contracting authority.

## **6. Conditions of employment**

### **6.1. Legal framework**

A contract offer will be made pursuant to the Conditions of employment of other servants of the European Union, (see <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for a five-year period according to Article 8 of these Conditions.

The place of employment will be Lisbon, Portugal, where the EMCDDA has its seat.

### **6.2. Pay and welfare benefits**

The job holder's monthly basic salary, for AD6 the basic monthly salary is EUR 5.524,91 (step 1). In addition to this basic salary, the jobholder may be entitled to various allowances, in particular an expatriation or foreign residence allowance and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance.

Under certain circumstances, in particular where the job holder is obliged to change his/her place of residence in order to take up employment, the EMCDDA may also reimburse various expenses incurred on recruitment, notably removal expenses.

The salary of the job holder is subject to a Community tax deducted at source and is exempt from national tax. The salary package will be affected by a weighting factor and includes the European Community social security and pensions schemes.

### **6.3. Confirmation of engagement and security clearance**

Staff engaged by the EMCDDA is required to serve a probationary period of nine months. Successful applicants may be required to undergo a security vetting and clearance procedure.

### **6.4. Declaration of commitment to serve public interest independently**

Staff engaged by the EMCDDA is required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

EMCDDA staff is required to carry out their duties and conduct solely with the interests of the EMCDDA and of the European Community in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside his institution. EMCDDA staff shall carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EMCDDA and to the European Community.

## **7. Request for review and appeal procedure**

A candidate who feels that a mistake has been made during the selection procedure may ask to have his/her application reconsidered by sending, within 20 calendar days from 31/08/2020, a request for review, quoting the number of the selection procedure concerned to the Chairman of the selection committee at the following address:

EMCDDA  
Chairperson of the selection committee  
Praça Europa 1, Cais do Sodré  
1249-289 Lisbon  
Portugal



The selection committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

The EMCDDA Director  
Praça Europa 1, Cais do Sodré  
1249-289 Lisbon  
Portugal

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations <http://eurlex.europa.eu/en/index.htm>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

Like all citizens of the European Union, you can make a complaint to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman —  
CS 30403  
67001 Strasbourg Cedex  
FRANCE  
<http://www.ombudsman.europa.eu/media/en/default.htm>

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

## **8. EMCDDA contact person**

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