



European Monitoring Centre
for Drugs and Drug Addiction

CALL FOR APPLICATIONS FOR THE SELECTION OF CONTRACT STAFF

No CA.2023.02 — Financial support officer for international cooperation projects

Contract agent (FG III) – 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.

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

1. Job profile

1.1. Overall purpose

The jobholder will work as financial officer (Contract Agent, Function Group III) to support the implementation of EMCDDA projects for international cooperation, such as the Instrument for Pre-Accession Assistance (IPA8) project and the EU4Monitoring Drugs (EU4MD II) project; both EU-funded technical cooperation projects that are being conducted in countries neighbouring the European Union ⁽¹⁾. The jobholder will support the financial management of both projects by contributing to planning, implementation, reporting and accounting, as well providing secretarial and clerical backup support to the projects' teams.

The jobholder will be located in the International Cooperation sector of the Reitox and External Partners Unit, and will be a member of both the IPA8 and EU4MD II core teams. He/she will report to the project coordinators and will work under the responsibility of the Head of the International Cooperation sector. The post requires the jobholder to work closely with the staff of the unit.

The jobholder may be assigned other projects inside or outside the Reitox and External Partners Unit, depending on the needs of the agency.

Considering the horizontal nature of the contacts, in order to ensure the efficient execution of tasks, the vehicular language of this post has been defined as English.

⁽¹⁾ Currently the EMCDDA implements the Instrument for Pre-Accession Assistance (IPA8) project (until the end of 2026) and the EU4Monitoring Drugs (EU4MD II) project (until the end of 2027). The IPA8 partners are Albania, Bosnia and Herzegovina, Kosovo (this designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence), Montenegro, North Macedonia and Serbia. The EU4Monitoring Drugs partner countries are Algeria, Armenia, Azerbaijan, Belarus, Georgia, Israel, Jordan, Lebanon, Libya, the Republic of Moldova, Morocco, Palestine (this designation does not entail any recognition of Palestine as a state and is without prejudice to position on the recognition of Palestine as a state), Tunisia and Ukraine.

1.2. Main duties

The successful applicant will be requested to contribute to the following tasks:

- Provide daily follow-up of financial and administrative operations of the technical cooperation projects;
- Assist in the planning and development of budget estimates, procurement plans and other tasks related to the planning of the projects' expenditures;
- Assist in the procurement operations and financial procedures for the organisation of meetings, missions, training sessions, conferences and other related activities (studies, supplies and equipment);
- Support in the preparation of the annual progress financial reports, the final financial reports, and other ad-hoc budget reports, as required;
- Assist in the preparation of statistics and monthly implementation reports related to budget consumption based on ABAC data;
- Assist in the preparatory work prior to the external financial audits linked to the financial implementation of the projects;
- Act as the initiation officer for payments related to technical cooperation projects;
- Act as backup to the administrative officer, namely on the management of incoming and outgoing formal correspondence; the organisation of internal and external meetings; support to the preparation of the projects' progress, implementation and financial reports;
- Perform any other tasks of similar nature in the context of technical cooperation projects as defined by the Head of sector.

2. Job requirements

2.1. Eligibility requirements

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

General Conditions:

- Be a national of one of the Member States of the European Union, Norway or Türkiye;
- 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 ⁽²⁾.

Education:

- A level of education which corresponds to a post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and relevant professional experience of at least three-years.

Language skills:

- Possess 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 ⁽³⁾.

⁽²⁾ 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.

⁽³⁾ In addition, in order to be eligible to a first promotion, the staff member shall prove a working knowledge of a third EU language.

2.2. Essential requirements

The essential requirements will be evaluated as described below:

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

- At least, 3 years of experience in handling financial and administrative operations, in line with the European Union (EU) financial regulation;
- Experience in dealing with a large amount of financial and contractual data in a project-based environment;
- Good written communication skills in English.

b – On the basis of interview and written tests by assessing the following:

- Knowledge of the EU Financial Regulation;
- Knowledge/ or understanding of the accrual-based accounting systems (ABAC);
- Ability to communicate clearly and concisely on EU financial and contractual related topics;
- Capacity for teamwork and ability to interact with different actors;
- Ability to work under pressure, meet tight deadlines and prioritise tasks;
- Good oral and written communication skills in English.

2.3. Advantageous requirements

The advantageous requirements will be evaluated as follows:

a – On the basis of the written application by assessing the following:

- Professional training or specific course(s) in financial management or accounting, attested by a certificate or diploma;
- A track record of preparing financial reports to the EU services;
- Experience in working in a multicultural/multilingual environment;
- Additional working languages, besides English, relevant to the Western Balkans and regions neighbouring the European Union as declared in the application.
- Experience in working with clients/partners in the Western Balkans and regions neighbouring the European Union.

b – On the basis of the interview and written tests by assessing the following:

- Good knowledge of the functioning of the European Union institutions, and in particular 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.

Candidates should ensure that they clearly indicate how they meet the selection criteria in their application.

The closing date for the submission of applications is 13/10/2023 at 23.59, Lisbon time.



4. Selection procedure

The selection will be carried out in two phases:

Phase 1: The selection committee will analyse the applications to verify the candidates' eligibility, by assessing their compliance with the relevant requirements, as set out in this call for applications (see Section 2.1. above).

The selection committee will then select the eligible candidates who have obtained at least 60 % of the total points available to rank their compliance with the established essential requirements (as set out in Section 2.2.a. above, a maximum of 10 marking points being available for each essential requirement) and with the established advantageous requirements (as set out in Section 2.3.a above, a maximum of five marking points being available for each advantageous requirement).

Non-compliance with at least one of the criteria for eligibility or one of the essential selection criteria will result in the exclusion of the candidate from the selection process. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

The best-ranked candidates, up to a maximum number of 10, will be invited to the next phase of the selection process. This number may be changed by decision of the appointing/contracting authority, depending on the number of applications received. Should the case arise that there are various candidates scoring the same number of points in the 10th ranking, the number of candidates to be invited will be increased accordingly to accommodate this.

Phase 2: This phase will consist of a written test and an interview to be held by the selection committee, either at the EMCDDA's premises or remotely (online). During the interviews the selection committee will assess the compliance of the invited candidates with the established essential requirements (as set out in Section 2.2. b. above, a maximum of 10 marking points being available for each essential requirement) and with the established advantageous requirements (as set out in Section 2.3.b above, a maximum of five marking points being available for each advantageous requirement). Candidates will be asked to undergo a written test related to the nature of the duties to be performed. The selection committee will assess the result of the written tests anonymously, a maximum of 30 marking points being available for this purpose.

The final assessment will reflect the results of the interview and the written test.

The selection committee for this selection procedure will be composed as follows:

Nuria Comelles (chairperson)
Frédéric Denecker (member)
Ilze Jekabsone (member)
Patrick Lammar (member designated by the EMCDDA Staff Committee)

The selection committee's work and deliberations are strictly confidential and any contact, 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.

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 31/12/2023 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 inclusion in the reserve list does not guarantee 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 31/12/2025 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 (CEOS), (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for a five-year period according to Article 85 of these Conditions.

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

6.2. Pay and welfare benefits

The jobholder's monthly basic salary will be approximately EUR 3 000 for FGIII in grade 8, approximately EUR 3 400 in grade 9 and approximately EUR 3 800 in grade 10.

Depending on the individual family situation and the place of origin, staff members may also be entitled to:

- Expatriation or foreign residence allowance;
- Household allowance
- Dependent child allowance
- Pre-school allowance and education allowance
- Reimbursement of removal costs.

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 (currently 94.2% for Portugal) and includes the European Community social security and pensions schemes.

Other features of working conditions applicable at the EMCDDA are:

- Annual leave entitlement of two days per calendar month plus additional days depending on distance from the place of origin, grade, age;
- General and applicable technical training plus professional development opportunities;
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance.

6.3. Confirmation of engagement and security clearance

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

A certificate of good conduct must be provided to the EMCDDA prior to the signature of the employment contract. In the event of unfavourable entries in the certificate of good conduct, the EMCDDA reserves the right not to award an employment contract.

6.4. Declaration of commitment to serve public interest independently

Staff engaged by the EMCDDA are 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 their independence.

EMCDDA staff are required to carry out their duties and conduct solely with the interests of the EMCDDA and of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside their 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 Union.

7. Protection of personal data

All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security. All documents provided to the EMCDDA during this selection procedure will be kept in the EMCDDA's files and will not be returned to applicants. Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EMCDDA.

For further details please read carefully the 'Privacy statement' as published in the EMCDDA website at the following link: <http://www.emcdda.europa.eu/html.cfm/index49260EN.html> .

8. 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 31/12/2023, a request for review, quoting the number of the selection procedure concerned to the Chairperson 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.

9. EMCDDA contact person

Leila Mekkaoui
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A handwritten signature in blue ink, appearing to be 'Leila Mekkaoui', written over a horizontal line.A small, stylized handwritten mark or signature in blue ink, located in the bottom right corner of the page.