



INTER-AGENCY JOB MARKET CALL FOR APPLICATIONS FOR THE SELECTION OF TEMPORARY STAFF

No. TA.IAJM.2015.01 — Temporary Agent (M/F) FG AD 8–10 — Head of Financial Management Sector — Administration Unit

In order to promote mobility of temporary agents across Agencies in the framework of the Inter-Agency Job Market Agreement for staff members within the same function group, the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) wishes to inform temporary staff from all EU Regulatory Agencies ⁽¹⁾ in function group AD grades 8–10 of the above-mentioned vacant post.

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

Under the authority of the Head of the Administration unit (ADM) the appointed person will be responsible for the sector within ADM which provides technical expertise, advice and support for the preparation and management of the EMCDDA's procurement and contracting operations and related budget and financial transactions (namely financial initiation and imprest account), including interaction with internal and external actors. In this context, he/she will be required to apply and develop the EMCDDA's financial rules and processes, whilst contributing to the preparation and execution of the Centre's budget and work programme.


In order to ensure the efficient execution of tasks and for effective communication with the different correspondents/stakeholders involved in the performance of the post holder's duties, the vehicular language for this post has been defined as English.

1.2. Main duties

The position under offer targets an individual with solid experience in the field of finance and budget management able to lead a team. It will be his/her responsibility:

- To implement and develop the Agency's financial regulation and implementing rules;
- To manage a team of 6 staff members assigned to the sector;

⁽¹⁾ The mentioned agreement does not apply to executive agencies financed by the general budget of the EU and to the agencies which do not apply the Staff Regulations of officials and the conditions of employment of other servants of the European Union.

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- To liaise with the services of the European Court of Auditors in relation to the Court's audits of the Centre;
 - To guarantee that the EMCDDA's financial transactions (commitments and payments) comply with the applicable rules and processes and are in line with the principle of sound financial management;
 - To assist and support the Centre's project managers and deputy authorising officers on all matters concerning procurement and budget and financial operations;
 - To act as back-up for the ADM deputy authorising officer;
 - To act as back-up for the EMCDDA's financial verifying officer;
 - To help ensure, under the authority of the EMCDDA Authorising officer, the respect and successful implementation of the Centre's internal control systems;
 - To liaise with relevant internal and external actors in order to perform the assigned duties;
 - To take on other duties as appropriate and assigned by the Head of the Administration unit.

2. Job requirements

2.1. Eligibility requirements

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

- Be employed in a Regulatory Agency as referred to in Article 1(1) of the Inter-Agency Job Market Agreement (IAJM) as a temporary agent 2a on long-term employment (2f according to the new Staff Regulations);
- Be currently in function group AD at a grade between 8 and 10;
- Meet the requirements of Article 3(2) of the IAJM agreement stating that candidates shall be selected according to the selection procedure for temporary agents 2a on long-term employment (2f according to the new Staff Regulations) or, for staff engaged before the entry into force of the IAJM, have been successful in a selection procedure equivalent to short-term employment, as referred to in Article 4 of the same agreement;
- Have proven professional experience in a European Institution or EU body in the area of expertise required for the job (budget and finance);
- In accordance with the IAJM agreement, staff members from Agencies not yet having signed the Agreement can also apply.

2.2. Essential requirements

Eligible candidates will then be evaluated as follows:

A. On the basis of the paper application by assessing the following:

- At least six years' experience working in the European Institutions, Agencies or related organisations in the area of budget and finance;
- Solid knowledge of ABAC and computer literacy in Business Objects;
- Good knowledge of MS Office software;
- Proven experience in interacting and communicating with different actors, both financial and non-financial;

- Capacity for effective and timely delivery and problem solving;
- Experience in managing budgets and financial transactions;
- Experience in managing and leading teams;
- Good command of written English.

B. On the basis of an interview and written tests by assessing the following:

- Solid knowledge of the financial regulations applicable to the EMCDDA for budget and financial operations;
- Good knowledge of the rules applicable to the EMCDDA for procurement and contracts;
- Experience in the area of budget and finance management in EU bodies;
- Strong interpersonal skills and the capacity to work and interact effectively with a range of people from inside and outside the organisation, with a service-oriented approach;
- The ability to lead, manage and motivate a team, combined with the capacity to listen;
- A proven ability to effectively communicate and draft in English, and a capacity to present/transmit complex technical information to a large audience;
- A capacity for analysis and problem solving;
- High-level organisational skills, being able to work and deliver to tight deadlines, combined with the ability to work both independently and as part of a team.

2.3. Advantageous requirements

Non-compliance with the advantageous requirements is not a condition for exclusion as these 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, according to the skill concerned. The advantageous requirements are as follows:

A. On the basis of the paper application by assessing the following:

- University degree in an area related to the job advertised.

B. On the basis of an interview and written tests by assessing the following:

- Sound knowledge of the how the EU Institutions function, and, in particular, of the role of the EMCDDA;
- Further linguistic skills.

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 22 May 2015 at 23.59, Lisbon time.

Prior to being hired, the successful candidate will be asked to provide his/her consent for transferring his/her personnel file to the EMCDDA.

4. Selection procedure

The selection will be carried out in two phases:

Phase 1: the selection committee will analyse the applications to verify candidate eligibility 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 people who will be invited 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.

Phase 2: this 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 on the recent EU history, the EU Institutions, the EMCDDA, as well as the nature of duties to be performed. This will be assessed anonymously 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 in points 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:

Rosemary Martin de Sousa (Chairperson)
Andrea Classen
Dante Storti
Fatima Vitorino
Gonçalo Felgueiras
Gregor Burkhardt (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 31/07/2015 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 EMCDDA's appointing/contracting authority.

Only candidates who obtain 70 % of the points available for the second phase can be included in the reserve list for appointment. On the basis of the adopted reserve list, the EMCDDA's appointing/contracting authority 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 31/12/2017 and may be extended by decision of the EMCDDA's appointing/contracting authority.

6. Conditions of employment

6.1. Legal framework

A contract offer will be made pursuant to the conditions set in the IAJM agreement or, if already in place, in the general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS.

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

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.

6.2. Security clearance

Successful applicants may be required to undergo a security vetting and clearance procedure.

6.3. 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 to highly objective, 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 31/07/2015 a request for review, quoting the number of the selection procedure concerned to the Chairman of the selection committee at the following address:

EMCDDA
Chairman 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

Leila Mekkaoui — Tel. (351) 211 210 239

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