

**Vacancy notice 2017/177 - HQ (AD)**

**EEAS Vacancy Notice Administrator**

**Administrator - Head of the Accounting Sector – BA.IBS.1**

**(EU Staff Members: AD5-12/ Candidates from Member States: AD07)**

**Job n. 166972**

**We are:**

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. The EEAS supports her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice President of the Commission with regard to her responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

The budget division EEAS BA.IBS.1 is responsible for the establishment of the administrative budget of the organisation covering the Headquarters and the EU-Delegations network as well as all issues relating to accounting quality and management of the delegations imprest accounts. The total amount to be managed is approximately 880 M€ and includes the EEAS budget (660 M€) and the contribution of the European Commission to the functioning of the EU delegations.

**We propose:**

We are looking for a new colleague to take over as Head of the Accounting Sector. This post requires being a team leader, under the supervision of the Head of Division, of a team of 10 people responsible for providing accounting advice and supervising the accounting quality of the EEAS (HQ and 140 delegations).

The position offers a varied and demanding workload  
The main responsibilities are as follows:

- Supporting the Head of Division and the Deputy-Head of Division in the general management of the Division and assist on the compliance with financial and budgetary rules, procedures and deadlines;
- the successful candidate will act as Head of the Accounting Sector and he/she should plan, supervise and control the activities of a team of desk officers and other staff dealing with the accounts of the Delegations;
- prepare accounting manuals and instructions for guidance to users, both in Delegations and in Headquarters. Implement accounting monitoring and reporting (payment deadlines, Hors-Budget accounts, bank and cash accounts in the EU-delegation, etc). Assist the Division in the implementation of audits under the supervision of the internal auditors and the Court of Auditors. Coordinate actions with the services of the Accountant of the EEAS (DG BUDG, EC) in the accounting / treasury area. Follow up relevant accounting regulations and instructions and their changes;
- prepare, in coordination with the services of the Accountant of the EEAS, the Annual Accounts of the EEAS;
- prepare the annual financial and budgetary report and the decisions on the Internal Rules of the EEAS and other acts related to financial and budgetary issues;
- the successful candidate will also supervise the Local Profile Manager function access to financial systems). He/she will define, with the Head of Division, the financial workflows to be used in the EEAS (HQ and EU-Delegations) and the system for the management of the financial access and sub-delegations for the Authorising Officers of the EEAS;
- to liaise with horizontal services in the EEAS and other Institutions on issues relating to the Financial Regulation and accounting;

- participate and / or represent the EEAS in inter-service networks and / or working groups on issues relating to finance and accounting;
- motivate and coach an international team and be able to efficiently interact with his/her counterparts in the various services (EU-Delegations, Commission, Court of auditors, European Parliament, Council);
- the successful candidate will participate in the Division's financial circuits as acting sub-delegated authorising officer.

### **We look for:**

#### Eligibility Criteria<sup>1</sup>

In accordance with Article 98 of the Staff Regulations (SR) and in order to meet the needs of the service candidates must:

1. be officials of the EU Institutions, or temporary staff to whom Article 2 (e) of the Conditions of the Employment of Other Servants of the European Union (CEOS)<sup>2</sup> applies or staff from national diplomatic services of the Member States;
2. have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset;
3. have **at least 2 years' proven**, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a diplomatic service of one of the Member States.

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, Member State applicants must:

4. be nationals of one of the EU Member States;
5. possess a level of education
  - a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, OR
  - b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.<sup>3</sup>
6. have gained **at least 6 years' full time professional experience**. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience

Furthermore, in order to be eligible, **EU staff members** must be in one of the grades **AD5 to AD12** and have the Type of post of the person "ADMINISTRATOR" (AD5-AD7) or "PRINCIPAL ADMINISTRATOR" "(AD8-AD12), or they must be AST officials who have successfully passed the certification procedure.

EEAS staff whose Type of Post of the Person is "Senior administrator in transition" (AD14) and "Principal administrator in transition" (AD13) can also show their interest for this job. If selected, she/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the Type of Post of the Person. Transfers in the interest of the service under Article 7 SR are only possible within the same Institution, therefore EU officials AD13 and AD14 from other Institutions are not eligible.

<sup>1</sup> All the eligibility criteria must be met on the closing date for applications to this post.

<sup>2</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

<sup>3</sup> The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

Applications from officials currently serving in a Delegation are, in principle, not eligible and may only be considered in the interest of the service or in case of career progression.

In the above paragraph, "career progression" includes AST staff members who have successfully completed the certification procedure and who are applying for their first AD post.

Competition laureates may express their interest for this job, provided that they meet the eligibility requirements set out at points 2 and 3 above. Their candidatures will be considered only in the event that no suitable candidate can be found among EEAS staff, EU officials or staff from diplomatic services of Member States. Should a competition laureate be selected for this job, she/he will be subject to the same obligations of mobility as other EEAS staff members.

### **SELECTION CRITERIA:**

Candidates should:

- have the ability to ensure representation and communication in a complex, multicultural environment;
- have the capacity to create constructive working relations in the field of Accounting with the European Commission, the Council, the Parliament, and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have in depth knowledge of the financial procedures and Financial Regulation;
- have at least 10 years' experience in the key areas of accounting and finance;
- have at least 5 years' experience as a team leader.

Furthermore:

- experience of working in a multi-disciplinary and multi-cultural environment;
- experience of negotiations, in particular in finance and budgets;
- knowledge of English and French

would be strong assets.

### **TYPE AND DURATION OF CONTRACT**

If the successful candidate is an EU staff member, s/he will be appointed according to Articles 29.1.(a)(i) or (ii) and 98.1 of the Staff Regulations and according to the rules on grade set out above.

If the successful candidate is from a national diplomatic service s/he will be offered a contract as temporary agent under Article 2(e) of the CEOS; such contracts have a maximum duration of 4 years. **The appointment will be at AD 7 level<sup>4</sup>.**

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have become temporary agents in the EEAS under Article 2(e) of the CEOS with a guarantee of immediate re-instatement at the end of the period of service to the EEAS.

All newly engaged temporary staff members are required to complete successfully a probationary period of 9 months.

---

<sup>4</sup> The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, set out in Regulation n° 423/2014 of the European Parliament and of the Council, can be accessed via the link <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0423&from=EN>

## PLACE OF EMPLOYMENT

**Brussels, Belgium**

## SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if (s)he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

Successful candidates will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to their independence, as set out in the Staff Regulation and CEOS.

## EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

## APPLICATION AND SELECTION PROCEDURE<sup>5</sup>

Mobility is a fundamental part of EEAS human resources policies , and is required by the EEAS Council Decision. Candidates should be aware that, accordingly, it is not generally in the interests of the service for EEAS Staff Members to apply for jobs which are essentially the same or similar to their current post.

The procedure will take place in three different and successive steps:

### 1. Application

Candidates may apply for one or more of the posts published in the context of this **"2017/177 - HQ (AD) Publication Head of the Accounting Sector – BA.IBS.1 - Division"** exercise.

**Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.**

Candidates must apply through the on-line system:

<https://webgate.ec.europa.eu/eapplication/index.cfm>

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link from **28 November 2017**. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

During the on-line application procedure candidates will have to upload their **CV** and **motivation letter** (in English or French). Candidates from the Member States will, in addition, have to upload a copy of their **passport/ID** and a **statement by their Ministry for Foreign Affairs** confirming their membership of a diplomatic service and the Ministry's support for the candidate's application for this post.

---

<sup>5</sup> Your personal data will be processed in accordance with Regulation (EC) 45/2001, as implemented by decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The privacy statement is available on EEAS zone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26247>) and on the EEAS website ([http://eeas.europa.eu/data\\_protection/rights/index\\_en.htm](http://eeas.europa.eu/data_protection/rights/index_en.htm)).

All candidates will have the opportunity to follow the progress of their application through the on-line system.

Applications may be made at any point during the period from **28 November 2017 to 4 January 2017 at 17:00 (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. **Late applications will not be accepted.**

For correspondence concerning the selection procedure, please use the following email address:

[EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu](mailto:EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu)

2. Pre-selection

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter, and will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

3. Selection

The candidates who have been pre-selected will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. The selection panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority. He/she may decide to interview the candidates on the final shortlist before taking this decision.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

**CONTACT: Pasqualino Battista, Head of Budget Division, EEAS BA.IBS.1**

**Tel:** +32 (0) 2 584 3053

**Email:** Pasqualino.Battista@eeas.europa.eu