



**EUROPEAN COMMISSION**  
 CONSUMERS, HEALTH, AGRICULTURE AND FOOD EXECUTIVE AGENCY  
 Corporate Support and Resources Management Unit  
**Human Resources**

**CALL FOR EXPRESSION OF INTEREST**  
**(Ref.: CHAFEA/TA/AD/2017/022)**

The Consumers, Health, Agriculture and Food Executive Agency is organising a call for expression of interest with a view of establishing a reserve list for Temporary Agents in grade AD 5 for the position of:

**Finance and Contracts Officer – Verification**

The purpose of this call is to draw up a reserve list of a maximum of four candidates. Recruitment will be based on availability of posts and budget.

The working relationship with the European Institutions is governed by the Conditions of Employment of Other Servants of the European Union<sup>1</sup>.

The registration period will begin on **Friday 8 December 2017** and terminate on **Monday 15 January 2018 23:00** (Luxembourg time)

**THE CONSUMERS, HEALTH, AGRICULTURE AND FOOD EXECUTIVE AGENCY**

**The Agency:**

The Consumers, Health, Agriculture and Food Executive Agency (hereinafter referred to as "Chafea" or as "the Agency") is a dynamic and multicultural body set up by the European Commission, which implements the Consumer Programme 2014-2020, the Health Programme 2014-2020, the information provision and promotion measures concerning agricultural products implemented in the internal market and in third countries (covered by Regulation (EU) No 1144/2014) as well as the Food Safety Training measures (covered by Regulation (EC) No 882/2004 and Directive 2000/29/EC). Chafea is also involved in the process of carrying out the legacy of the following programmes: the Health Programme 2008-2013, the Consumer Programme 2007-2013, the Food Safety Training measures (covered by Regulation (EC) No 882/2004, Directive 2000/29/EC), the management of the agreement with ANEC, the European consumer voice in standardisation, governed by Regulation (EU) No 1025/2012 and the Decision C(2012) 1548 and Regulation (EC) No 1905/2006.

Located in Luxembourg, Chafea has been operational since 2006; its current lifetime runs until 2024, with a possible extension in time and tasks. It is supervised by a Steering Committee composed of European Commission

<sup>1</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF>. (Title II, page 149)

services, in particular DG SANTE, DG JUST, DG GROW and DG AGRI.

The working language of the Agency is English.

Additional information is available on the following website:

<http://ec.europa.eu/chafea/>

## **JOB DESCRIPTION**

### **Overall purpose:**

Financial verifying agent for procedures (Grants, procurements and expert contracts) launched by the Agency both on administrative and operational budgets. Contribute to the Chafea risk assessment annual exercises, to the review of financial circuits as well as to the definition and implementation of the internal control strategy. Contribute to the design, implementation and evaluation of the Agency's control strategy and fraud prevention.

### **Duties:**

#### **BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Financial verification**

- Perform ex-ante verification for commitments, payments and recovery orders.
- Ensure legality and regularity by verifying the respect of the Financial Regulation, implementing rules, internal rules on budget execution, Basic Act, Financing decision and other related rules and budgetary dispositions in the financial transactions relating to the work programme of the Agency.
- Verify that the methodology, including eligibility, selection and award criteria were correctly applied in selection processes and that they were carried out in accordance with the rules.
- Verify grant agreements / contracts with the selected beneficiaries / contractors, and their justification.
- Verify that invoices and payments are financially and procedurally correct, that is, in conformity with the contract and the regulations, including documentation, data and figures.
- Participate in meetings of the European Commission, particularly related to ABAC and ACPC.
- Ensure the back-up of the team-leader in the RUF network.
- Contribute to the reporting and documentation of processes and procedures in line with the EU Financial Regulation and new IT tools for grant/procurement management as well to the rationalisation et simplification of these processes and procedures.

#### **BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Financial co-ordination**

- Contribute to the development and implementation of homogeneous and compatible procedures, norms and methods to process and access financial information and documents.

- Assist in monitoring the financial aspects of Calls for Proposals and Calls for Tender.
- Provide advice and technical support to staff having initiation functions in all the financial process (selection, negotiation, preparation, amendment and closing of contracts, commitment, payments, recoveries and visas) in order to solve specific financial issues as well as to ensure financial viability.
- Prepare and finalise notes and financial correspondence.
- Help in the simplification of work processes.

#### AUDIT, CONTROL and INSPECTION - Audits implementation and reporting

- Ensure overall coordination of audit related issues in the Agency.
- Ensure record of audit findings and follow up in the audit monitoring system of the Agency.
- Prepare responses to reports and DAS (*Déclaration d'assurance*) findings of the Court of Auditors

#### AUDIT, CONTROL and INSPECTION - Developing internal control and risk assessment policies

- Contribute to conceptual reflections and the development of new approaches to internal control and risk assessment systems in the Agency.

### **QUALIFICATIONS AND EXPERIENCE REQUIRED**

#### **A. Eligibility criteria**

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. To be a national of one of the Member States of the European Union;
2. To be entitled to his or her full rights as a citizen;
3. To have fulfilled any obligations imposed by the applicable laws concerning military service;
4. To meet the character requirements for the duties involved;
5. To be physically fit to perform the duties linked to the post<sup>2</sup>;
6. Knowledge of languages:

Language 1:

Main language: To have a thorough<sup>3</sup> knowledge of one of the languages of the EU;

<sup>2</sup> Before being appointed to the post, the successful candidate shall be medically examined by one of the institutions' medical officers, so that the Consumers, Health, Agriculture and Food Executive Agency can be informed that s/he fulfills the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.

<sup>3</sup> CEFR level C2(<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

### Language 2:

A satisfactory<sup>4</sup> knowledge of another EU language to the extent necessary for the performance of the duties);

7. To have a level of education which corresponds to completed university studies of at least three years attested by a diploma<sup>5</sup>;

## **B. Selection criteria**

### **Essential**

Candidates who meet the above mentioned requirements will be assessed in order to be selected to participate in written tests and an oral test on the basis of following essential criteria:

1. On the closing date for submission of applications, candidates must, after obtention of the necessary qualifications for satisfying criterion A 7, have at least three years of professional experience relevant to the duties referred to those described above;
2. Good financial background or being familiar with financial matters;
3. A very good knowledge and proven professional experience in the domain of ex-ante finance verification acquired in an international public administration;
4. A sound knowledge and proven professional experience of grants management and public procurement acquired in an international public administration;
5. Proven professional experience in audit implementation and reporting;
6. Ability to work under pressure without close supervision, to use his/her initiative to solve problems and to take a proactive approach;
7. High level of communication and drafting skills in English; ability to communicate information and ideas clearly;

### **Advantageous**

The following will be considered as assets:

1. Post graduate studies in a field related to the profile of the post;
2. Experience with the Financial Regulation of the European Union;
3. Good knowledge of the European Commission financial procedures in the domains of call for proposals, call for tender, grant management and public procurement contracting;

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<sup>3</sup> CEFR level C2(<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

<sup>4</sup> CEFR level B1(<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

<sup>5</sup> Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

4. Knowledge of standards of internal control for effective management and their implementation;
5. Knowledge of European Commission IT tools such as ABAC, H2020 IT tool, Compass;
6. Good analytical and problem solving skills;
7. Good command of French language (Independent user B2);

Depending of the number of applications received, the Selection Committee may decide to apply stricter requirements within the aforementioned selection criteria.

## APPLICATION PROCEDURE

Applications not fulfilling the criteria set out in this call for expression of interest will not be considered.

The following link must be used for the **online application**:

[https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/](https://ec.europa.eu/dgs/personnel_administration/open_applications/)

The candidates need to complete their registration online, including a motivation letter, their e-CV and the self-assessment grid. On completion of this online registration, the applicants will receive a registration number<sup>6</sup> confirming that the online application process is closed. If the applicant does not receive a number, his/her application was not submitted.

There is no obligation to submit applications in English; however documents sent in English will facilitate the work of the Selection Committee.

Deadline for applications: **Monday 15 January 2018 23:00 (Luxembourg time). (Please check the time zones)**

Candidates should take into account that it is their responsibility to complete the online registration described above before the deadline for submission of applications. The Agency strongly advises not to wait until the last few days before the deadline for applying, since heavy Internet traffic or connection difficulties could lead to technical problems.

Candidates prevented from registering online, should request (by e-mail to [CHAFEA\\_TA\\_AD\\_2017\\_022@ec.europa.eu](mailto:CHAFEA_TA_AD_2017_022@ec.europa.eu) referring in the subject to the Call reference) a paper version of the application form and the self-assessment grid. These forms should be completed, signed and returned by registered mail before the closing date for applying (postmark date as evidence) to the following address:

European Commission  
Chafea-HR  
Reference: CHAFEA/TA/AD/2017/022  
DRB A3/033  
LU-2920 LUXEMBOURG

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<sup>6</sup> The confirmation number needs to be kept by the candidates as it will serve as the application's reference number.

These candidates will also receive an acknowledgement of receipt including a registration number.

The above mentioned e-mail address should be used for any further communication. However, candidates must take into account that the Agency will be closed from 23 December 2017 until 2 January 2018 included and no e-mail will be handled during that period.

Candidates will be disqualified if:

- Their application was not received by the deadline.
- Their submitted application is not complete.
- All the eligibility criteria are not met.
- At any stage of the procedure, it is established that any of the information provided in the application has been knowingly falsified.

Candidates are invited to indicate in their application any special arrangements that may be required if invited to attend the tests.

Supporting documents showing evidence of the information given in the application will be requested at a later stage. No documents will be sent back to the candidates.

## **SELECTION PROCEDURE**

The selection process will be organised as follows:

The jobholder will be appointed on the basis of a reserve list established by the Selection Committee<sup>7</sup>. It will be established following an open selection procedure consisting of the following steps:

The Selection Committee will check applications against the eligibility criteria;

The Selection Committee will evaluate the motivation letter, the CV's and the Eligibility and Selection Criteria Grid of eligible candidates with reference to the required criteria; On the basis of its assessment, the Committee will establish a shortlist of candidates matching best the needs of the Chafea.

The Selection Committee will organize written and oral tests for the short listed candidates which will take place in Luxembourg, whenever possible, the same day.

A-Written test:

Nature and marking:

(a) A test comprising a series of multiple-choice questions to assess:

- the candidate's general knowledge about the Agency and related policies;
- the candidate's specific knowledge in the field of the post.

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<sup>7</sup> The names of the Selection Committee members will be published on the Chafea website, <http://ec.europa.eu/chafea/about/vacancies.html>, before the deadline for submission of applications.

Test (a) will be marked out of 10 points.

(b) A series of open questions designed to test:

- the candidate's knowledge in the field of the profile;
- the candidate's ability to understand, analyze and summarise;
- the candidate's drafting ability.

Test (b) will be marked out of 30 points.

The written tests will be marked out of a total of 40, pass mark 24.

The written tests will be taken in English and will last approx. 60 minutes.

B-Oral test:

Nature and marking:

An interview, designed to enable the Selection Committee to complete the assessment of the candidate's

- motivation, interpersonal and problem-solving skills (10 points)
- competences, skills and knowledge with reference to the job description (25 points)
- general knowledge about the Agency and related policies(10 points)
- capacity of expression in the working language of the Agency (5 points)

The oral test will be marked out of a total of 50, pass mark 30.

The oral test will be conducted in English and will last approx. 30 minutes.

The four candidates with the highest aggregated marks in the written and oral test will be included in the reserve list.

The reserve list will be valid for one (1) year from the date of its establishment. The validity date may be extended if the Executive Agency's Appointing Authority so decides.

All the candidates will be informed by the Agency about their individual results in the selection process.

Candidates are reminded that the Selection Committee work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with their members or ask anybody else to do so, on their behalf.

**Verification of original documents and eligibility:**

Candidates invited to the written tests shall be required to provide following documents in pdf format:

- A document proving the candidate's citizenship (e.g. passport, identity card, which must have been obtained not later than the closing date for the submission of applications;

- A document proving that the candidate has fulfilled obligations concerning compulsory military or civilian service
- Diplomas attesting a successful completion of the required level of education
- Certificates and other relevant documents proving professional work experience clearly indicating starting and finishing dates and the nature of the duties carried out

Candidates invited to the oral test shall be required to provide the above mentioned documents in original format (or certified true copies). Candidates must also bring a photocopy of each of these documents.

The candidate's application will be checked against the original documents and certificates in order to confirm the accuracy and eligibility of the application. After that, the original documents will be returned to the candidate whereas the photocopies will be retained by the Agency.

Paper copies of web pages and/or references to websites do not constitute supporting documents for these purposes.

Please note that the Agency HR may request at any moment to the candidate evidence of all information declared in the motivation letter, the CV and the applicant's self-assessment.

## **INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE**

The approximate timetable for the selection procedure is as follows:

Step	When
CV sifting	Week 5- 6/2018
Written tests and interviews	Week 9- 10/2018
Results sent to candidates	Week 11- 12/2018

## **APPOINTMENT AND CONDITIONS OF EMPLOYMENT**

The successful candidate will be recruited as a temporary agent at grade AD 5, pursuant to Article 2 (f) of the Conditions of Employment of Other Servants of the European Community. The contract will run for an initial period of two (2) years and may be renewed.

The jobholder will serve a probationary period of nine months.

The place of employment will be Luxembourg, where the Agency has its premises.

If the staff member is an official of the European Union, s/he may request leave on personal grounds or ask to be seconded under Article 37(b) and 39 of the Staff Regulations, while other staff members have to resign.



Further information is available on following link:

[http://europa.eu/about-eu/working-eu-institutions/index\\_en.htm](http://europa.eu/about-eu/working-eu-institutions/index_en.htm)

## **EQUAL OPPORTUNITIES**

The European Union institutions and bodies apply a policy of equal opportunities and accept applications without discrimination on the ground of 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 or sexual orientation.

## **APPEAL PROCEDURE**

A candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered by sending, within 10 calendar days of the date on the email notifying the rejection of his/her application, a request for review, quoting the number of the selection procedure concerned to the Chairman of the Selection Committee at the following address: [CHAFEA\\_TA\\_AD\\_2017\\_022@ec.europa.eu](mailto:CHAFEA_TA_AD_2017_022@ec.europa.eu), referring to the Call reference in the subject.

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 s/he has been adversely affected by a particular decision, s/he 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:

Consumers, Health, Agriculture and Food Executive Agency  
Ref.: CHAFEA/TA/AD/2017/022  
DRB A3/041  
LU-2920 Luxembourg

The complaint must be lodged within 3 months from the date on the email notifying the results. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

A candidate can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union (ex Art. 236 TEC) and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal  
Boulevard Konrad Adenauer

LU-2925 Luxembourg

Please note that the Appointing Authority does not have the power to amend the decisions of a Selection Committee. The Civil Service Tribunal has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Civil Service Tribunal unless rules which govern the proceedings of Selection Committees have clearly been infringed.

For details on how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: <http://curia.europa.eu/>

## **COMPLAINT TO THE EUROPEAN OMBUDSMAN**

It is possible to complain to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union (ex Art.195 TEC) and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman  
1 Avenue du Président Robert Schuman  
CS 30403  
FR-67001 Strasbourg Cedex  
France

<http://www.ombudsman.europa.eu/start.faces>

Please 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, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union (ex Art. 236 TEC). Please 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.

## **DATA PROTECTION**

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the Chafea. The personal information requested from candidates will be processed in line with Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Therefore, the personal data of candidates are processed solely for the purpose of personnel selection and recruitment and will be kept for no longer than necessary.

Candidates have the right to access their personal data and the right for rectification of their inaccurate or incomplete factual personal data on written request. In case of any queries concerning the processing of personal data, candidates may send their written requests to the e-mail address indicated above. For more information please refer to <http://ec.europa.eu/chafea/about/about.html>.

Candidates have the right of recourse at any time to the Data Protection Officer of the Chafea ([CHAFEA-DATA-PROTECTION@ec.europa.eu](mailto:CHAFEA-DATA-PROTECTION@ec.europa.eu)) and to the European Data Protection Supervisor ([EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) for matters relating to the processing of their personal data.