



External Vacancy Notice in the European Asylum Support Office (EASO)

REF.: EASO/2019/TA/004

Title of function	Administrative Assistant (Financial Verifying Agent, Procurement or HR)
Type of contract	Temporary Agent
Function Group-Grade	AST 3

1. WE ARE

The European Asylum Support Office (hereinafter referred to as "EASO"), established by Regulation 439/2010¹, strengthens European Union (EU) Member States' practical cooperation on asylum, enhances the implementation of the Common European Asylum System (CEAS) and supports Member States whose asylum and reception systems are under particular pressure.

Specifically, EASO focuses on three main tasks:

1. Supporting practical cooperation among Member States on asylum mainly through training, quality activities, country of origin information (COI), statistics and analysis, specialized expert networks, practical cooperation workshops, thematic support on unaccompanied minors, trafficking in human beings and gender;
2. Supporting Member States under particular pressure through emergency support, including the deployment of asylum support teams to assist EU Member States in managing asylum applications and in putting in place appropriate reception facilities;
3. Contributing to the implementation of the CEAS by collecting and exchanging information on best practices, drawing up an annual report on the asylum situation in the EU covering the whole asylum procedure in EU Member States and adopting technical documents, on the implementation of the new EU asylum acquis.

The headquarters of EASO are located at the Valletta Harbour (Malta).

¹ Regulation (EU) No 439/2010 of the European Parliament and of the Council of 19 May 2010 (OJ L 132, 25.5.2010, p.11).



2. WE PROPOSE

The Administrative Assistant will work in either in the Finance Sector, Procurement Sector or in one the Human Resources Sectors (Career Development, Payroll and Entitlements or Recruitment). Candidates are required to make a choice between one of the three profiles, for which the tasks are the following:

A. Procurement Assistant

The Procurement Assistant will be working in the Department of Administration (DOA), Finance and Procurement Unit (FPU) and will be responsible for the following tasks under the supervision of the Head of Procurement Sector:

1. Preparation of procurement documents in cooperation with the operational units based on the nature of the requirements; provision of advice in the choice of procurement procedures and types of contracts;
2. Contributing to the development and the correct application of the EASO's procurement and contract management procedures;
3. Preparing and processing negotiated, restricted and open tender procedures including preparation, evaluation, verification and analysis to ensure sound financial management in all procurement activities;
4. Drafting the tender specifications in cooperation with operational staff of EASO, assisting the Evaluation Committees in replying to tenderers' enquiries; providing legal and procedural advice during all stages of procurement procedures;
5. Drafting and preparing contracts in the procurement field;
6. Monitoring and checking contracts implementation, supporting the contract managers and initiating the necessary steps for the contract renewal or other amendments if applicable;
7. Promoting the best practices, sound financial management and knowledge-sharing in the field of procurement and contract management across EASO;
8. Contributing to the drafting of annual procurement plan, monitoring and reporting on its implementation under the supervision of the Head of Sector;
9. Liaising with Finance Sector and other relevant stakeholders for matters related to contractors' payments;
10. Performing any other related tasks upon request of the Head of Sector.

B. Financial Verifying Agent

The Financial Verifying Agent will be working within the Finance Sector and will be responsible for ex-ante controls of financial transactions in accordance with the principles of sound financial management, efficiency and effectiveness.



The Financial Verifying Agent will be responsible for the following tasks:

1. Financial verification and/or ex-post controls of financial transactions;
2. Enforce legality, regularity and sound financial management of expenditure operations;
3. Ensure effectiveness and continuous improvement of quality of financial services delivered;
4. Support colleagues on the interpretation and implementation of rules and regulations, contracts, internal control framework, processes compliance, constraints, duties and responsibilities of the Agency;
5. Recommend solutions to user needs while ensuring compliance with the regulations applicable to the Office such as Financial Regulations, Management Board Decisions, Executive Director Decisions and guidance provided by the central Finance Sector;
6. Report conclusions and findings on any budgetary and financial matter to his/her lines managers;
7. Any other tasks upon request of the Head of Sector.

C. Human Resources Assistant

The Human Resources Assistant will work in one of the three sectors of the Human Resources Unit. Reporting to the Head of the respective Sector, the Human Resources Assistant will assist in one or more areas of competence in achieving the Sector's objectives within the context of EASO's overall mission.

C.1. Selection and Recruitment

1. Contribute in the management of the establishment plan of posts and reserve lists;
2. Draft, publish and advertise vacancy notices;
3. Support the selection processes of EASO for statutory (temporary and contract) staff, Seconded National Experts and trainees (including screening applications, organising written tests and interviews and preparing the respective reports) and non-statutory staff when applicable;
4. Provide support to the Selection Boards members in the conduction of selection procedures, guidance and advice on best practice and applicable rules;
5. Establish and maintain paper and electronic records of the selection procedures in accordance with agreed standards;
6. Assist in the recruitment procedure (draft employment offers, handle pre-employment medical examinations, pre-employment contacts with newcomers, etc.);
7. Handle reimbursement of travel expenses for candidates and monitoring the execution of the relevant budget;
8. Assist in the timely payment of HR related invoicing, e.g. interim services, invoices from contractors and sound financial management of the related budget.



C.2. Learning and Development

1. Contribute in the implementation of the annual performance appraisal and reclassification exercises;
2. Provide support in the management of the training budget;
3. Assist in the management of learning activities for staff members and induction training for newcomers;
4. Assist in evaluation of training activities and in drawing conclusions on its effectiveness and efficiency with a view to improving learning strategies and activities;
5. Provide support in the organisation of in-house learning activities, teambuilding events and other EASO social events.

C.3. Payroll and Entitlements

1. Assist in the coordination of the entry-into-service processes, staff induction as well in the exit related processes;
2. Assist in the process of establishment of staff individual rights, in accordance with the applicable regulations and policies;
3. Assist in the timely payment of staff salaries, and ensure sound financial management of the Agency's Human Resources-related budget;
4. Assist in the coordination of leave management;
5. Assist in the management of all administrative tasks related sound personnel administration (e.g. special working arrangements, probationary period, contract renewals, pension transfers, annual medical check-ups, schooling, etc.);
6. Ensuring that information on personnel is kept up to date and readily accessible to management and staff in conformity with the rules on personal data protection.

C.4. General Responsibilities (cross-cutting to all profiles)

1. Ensure the correct application of the EU Staff Regulations and Conditions of Employment of Other Servants of the European Union as well as relevant implementing rules;
2. Assisting in the preparation, development and implementation of rules, reports, policy proposals and management information;
3. Assist in preparing Human Resources statistics and reports;
4. Support in the management of Human Resources electronic tool;
5. Organise and manage Human Resources Archives (electronic & paper);
6. Act as Operational Initiator, Financial Initiator (in ABAC) and/or Operational Verifier;



7. Any other tasks as required by Head of Sector/ Unit.

Very important note:

Candidates are required to choose one of the three profiles: Financial Verifying Agent, Procurement Assistant or HR Assistant. For the Human Resources Assistant, candidates are requested to specify their preference between one of the three Sectors. Candidates, who fail to do so, will be disqualified from the selection. Only one application per candidate will be accepted.

3. WE LOOK FOR

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. Have a level of post-secondary education attested by a diploma² and, after having obtained the diploma, appropriate professional experience of at least 6 years, or
Have a level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma, appropriate professional experience of 9 years;
2. Be nationals of one of the Member States of the European Union, Lichtenstein, Norway and Switzerland;
3. Be entitled to their full rights as citizens;
4. Have fulfilled any obligations imposed on them by the laws on military service;
5. Possess a thorough knowledge of one of the official EU languages and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the duties pertaining to the post;
6. Meet the character requirements for the duties involved³;
7. Be physically fit to perform the duties linked to the post⁴.

B) Selection criteria

If the eligibility criteria set out in section *A) Eligibility criteria* are met, the candidates' applications will be evaluated on the basis of the following selection criteria. The most suitable candidates will be invited to an interview.

² Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration

³ Before the appointment, the successful candidate shall be asked to provide an extract from their police file.

⁴ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that EASO may be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Union.



A. Procurement Assistant

Essential

1. Very good knowledge of procurement rules and principles, obtained in public and/or private sector;
2. Proven professional experience in all of the following areas:
 - Preparation of call for tenders documents;
 - Drafting contracts and preparing purchase orders;
 - Contract management.

Advantageous

1. Proven experience working in particular with the EU Financial Regulation, Rules of Application, Vade-mecum on Public Procurement, or any other relevant legislative frameworks in international organisation and/or public sectors;
2. Proven experience working with ABAC (Accrual Based Accounting).

B. Financial Verifying Agent

Essential

1. Have a minimum of three years of full-time relevant professional experience in the field of finance or accounting;
2. Have a minimum of one year of full-time experience in ex-ante or ex-post financial verification.

Advantageous

1. Have a minimum of one year of full-time professional experience gained in a EU Institution or body, such as EU agencies or Joint undertakings;
2. Excellent knowledge of the EU General Financial Regulation and/or EU Framework Financial Regulation, demonstrated through working experience and/or training certificates, degrees or similar;
3. Knowledge and understanding of off-the-shelf or tailored IT systems for financial transactions management, preferably ABAC Workflow.
4. Possess a university degree in accounting, finance, economics, law or similar.



C. Human Resources Assistant

Essential

1. At least 3 years of proven professional experience in the HR field in one of the following areas:
 - Recruitment;
 - Learning and development;
 - Staff administration.
2. Proven professional experience working with and/or knowledge of HR IT applications, tools and/or databases;
3. Proven professional experience in drafting, developing and/or implementing Human Resources policies, procedures, guidelines, templates etc.

Advantageous

1. Professional experience acting as financial initiator for financial procedures linked to Human Resources activities;
2. Proven professional experience working with Staff Regulations, Conditions of Employments of other servants of the European Union, ABAC software and the EU Financial Regulations or with other similar regulatory frameworks;
3. A degree or professional qualification in the field of Human Resource, Law, Economics or other subject relevant to the duties to be performed.

Evaluation during interviewing process

Candidates invited to the interviewing process (interview and written test) will be assessed on the following criteria that are essential to the post:

1. Excellent written and oral command of English;
2. The ability to use electronic office equipment and applications (word processing, spreadsheets, presentations, electronic communication, internet, etc.)

During the interviewing process candidates may also be assessed on the basis of the following criteria:

1. Analysis and problem solving;
2. Resilience, remaining effective under a heavy workload and respecting deadlines on multiple tasks;
3. Excellent time management and organisational skills;
4. Clear and precise communication skills both verbally and in writing and well developed interpersonal skills;



5. Attention to detail;
6. Strong service-oriented attitude;
7. Strong sense of confidentiality, integrity and discretion.

4. SELECTION AND APPOINTMENT

The Regulation which provides the legal basis for EASO was adopted in May 2010 (Official Journal of the European Union L 132 of 29.5.2010).

Eligibility of candidates will be assessed by a Selection Committee according to compliance with all eligibility criteria by the closing date for the submission of applications.

The applications of the eligible candidates will also be assessed against the selection criteria. Following this assessment, the best ranking candidates may be invited for a written competency test and an interview, which will be held for the most part in English.

The interview will consist of the following components:

- General aptitude and language abilities to the extent necessary for the performance of their duties in accordance with Article 12.2(e) of the Conditions of Employment of other Servants of the European Union (CEOS);
- Specific competences with reference to the applicants' profiles in line with the selection criteria of the present Vacancy Notice.

Candidates invited to an interview will be required to bring with them **originals and copies** of the documents listed below:

- A document proving their citizenship (e.g. passport);
- Certificates attesting their educational and professional qualifications, in particular those giving access to the profile in question;
- Documentary evidence of their professional experience after the date on which the candidate obtained the qualification giving access to the profile in question, clearly indicating the starting and finishing dates, whether full or part time, and the nature of the duties carried out.

The Selection Committee will propose a shortlist of successful candidates to the Appointing Authority, who will decide on the appointment of the successful candidate and the establishment of a reserve list for the post advertised. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until 31 December 2019 and may be extended at the discretion of the Appointing Authority.



Prior to contract signature, the successful candidate will be asked to undergo a compulsory medical examination by one of the institutions' medical officers in order that EASO may be satisfied that he/she fulfils the requirement of Article 28(e) of the Staff Regulations of the Officials of the European Union.

5. EQUAL OPPORTUNITIES

EASO applies an equal opportunities policy and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

6. CONDITIONS OF EMPLOYMENT

The Temporary Agent will be appointed by the Executive Director, upon recommendation of the Selection Committee, following the selection procedure.

He/she will be recruited as a temporary agent pursuant to Article 2(f) of the CEOS for a period of **5 years** which may be renewed. The temporary agent post in question will be placed in group AST 3.

Successful candidates who are recruited will undergo an initial probation period of nine months.

The pay for a **Temporary Agent, AST 3 (step 1)** consists of a **basic salary of 3,739.68 €** weighted by the correction coefficient (for Malta currently 90.2%) supplemented with various allowances, including family allowances. The salaries of staff members are subject to a European Union tax deducted at source. Staff members are exempt from national tax on salary and are members of the European Union social security and pension schemes.

For further information on working conditions of temporary staff please refer to CEOS:
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The place of employment is **Valletta Harbour (Malta)**.

7. APPLICATION PROCEDURE

For applications to be valid, candidates shall:

- Use the official application form provided on the EASO website. The application must be completed in English, and all parts must be completed in full.
- Send their application by email to: applications@easo.europa.eu by the deadline.
- The subject of the e-mail should include the reference of this vacancy, followed by the candidate's surname.

Incomplete applications will be disqualified and treated as non-eligible. Candidates who use the same application to apply for more than one post will also be disqualified.

Please note that the selection process may take several months.

In order to facilitate the selection process, all correspondence to candidates concerning this vacancy will be in English.



Under no circumstances should candidates approach the Selection Committee, directly or indirectly, concerning this recruitment. The Appointing Authority reserves the right to disqualify any candidate who disregards this instruction.

Closing date:

The closing date for submission of the applications is **6 March 2019 at 13:00h** (Brussels time). EASO will disregard any application received after this date and time.

Applicants are strongly advised **not to wait until the last day** to submit their applications, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The EASO cannot be held responsible for any delay due to such difficulties.

If at any stage in the procedure it is established that any of the information provided by a candidate is incorrect, the candidate in question will be disqualified⁵.

8. DATA PROTECTION

The purpose of processing of the data submitted by the candidate is to manage the application(s) of the candidate in view of a possible selection and recruitment at EASO.

EASO does not make public the names of successful candidates on reserve lists. However, it is possible that, for the purposes of recruitment and related planning purposes, members of the EASO management team may have access to reserve lists and, in specific cases, to the application form of a candidate (without supporting documents, which are kept in confidence by the personnel department). Application files of non-recruited candidates are kept for two years from the expiry date of the reserve list after which time they are destroyed.

The personal information requested 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 EU institutions and bodies and on the free movement of such data.

9. APPEAL PROCEDURES

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the Union, a candidate may submit a complaint against an act affecting him/her adversely. The complaint must be lodged within 3 months from the date of notification to the following address:

**The Executive Director
European Asylum Support Office
MTC Block A, Winemakers Wharf, Grand Harbour Valetta, MRS 1917
Malta**

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of

⁵ In case there are discrepancies between the different linguistic versions, the English version should be taken as the correct version



Other Servants, a candidate may request judicial review of the act. The appeal must be lodged within 3 months from the date of notification to the following address:

**European Union Civil Service Tribunal
Boulevard Konrad Adenauer
L-2925 Luxembourg
Luxembourg**

If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>), or write to:

**European Ombudsman
1, Avenue du President Robert Schuman -BP 403
F-67001 Strasbourg Cedex
France**

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.