

## THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA) IS SEEKING TO RECRUIT A FINANCE & PROCUREMENT SUPPORT OFFICER

The EU-OSHA is a decentralized Agency of the European Union, established in 1994 and based in Bilbao (Spain).

The aim of EU-OSHA is to promote safe, healthy and productive workplaces by providing the European institutions, the Member States and those involved in safety and health at work with technical, scientific and economic information. Further information on our activities is available at <http://osha.europa.eu>.

The Agency is looking for a new teammate **having positive, constructive and enthusiastic attitude**, able to **work comfortably with and implement financial and procurement rules** and procedures for a three-year contract (renewable).

### EUOSHA/CA/21/04 – FINANCE & PROCUREMENT SUPPORT OFFICER (FG III)<sup>1</sup>

## 1 JOB FRAMEWORK

The Finance & Procurement Support Officer will be assigned to the Resource and Service Centre (RSC), the administrative Unit of the Agency providing HR, finance, procurement, document management, facility management and other administrative services for the functioning of the Agency.

Representing the centre of expertise and knowledge of all administrative matters of the Agency, RSC provides a range of services and support activities for the efficient functioning and smooth running of the Agency' operations. It aims to do so with a client-service mind-set towards its internal (other units) and external stakeholders. RSC's mission is "To enable the Agency functioning in the most efficient and effective way, safeguarding the interest of its stakeholders".

The Finance and Procurement Support Officer will be reporting to the Head of Unit. They will provide finance, procurement and contract management support together with other teammates and, where needed, administrative support in other areas of responsibilities of the RSC Unit.

## 2 JOB PROFILE

The Finance and Procurement Support Officer will have the following main **duties**:

- examining financial and procurement related transactions, suggesting potential ways forward in case of deviation from the regulatory framework, where applicable;
- preparing and monitoring the financial and administrative aspects of calls for tender and procurement processes, including the drafting and follow-up of related procedures and associated documents;
- preparing and initiating financial transactions;
- drafting documents (contracts, letters, etc.), preparing and sending external communications;
- ensuring general administration and maintenance of files, correspondence and databases;
- preparing statistics and reporting where applicable;
- providing administrative support in other areas of responsibilities of the RSC Unit, as defined by the Head of Unit.

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<sup>1</sup> This document – originally prepared in English language - may be translated in other languages of the EU. In such a case, the original English version will prevail for all purposes.

### 3 ELIGIBILITY CRITERIA

To be considered eligible for this selection procedure, candidates must satisfy all of the following requirements:

#### General conditions

- Be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties of the EEA Agreement)
- Be entitled to their full rights as a citizen<sup>2</sup>;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the appropriate personal and professional requirements for the duties involved;
- Be physically fit to perform the duties.

#### Education

Candidates must have a level of education that corresponds to:

- a level of post-secondary education attested by a diploma<sup>3</sup>, **or**
- a level of secondary education attested by a diploma<sup>3</sup> giving access to post-secondary education, and appropriate professional experience of at least three years.

#### Knowledge of languages

Candidates must possess a thorough knowledge<sup>4</sup> of one of the official languages of the EU and a satisfactory knowledge<sup>5</sup> of another language to the extent necessary for performance of his/her duties.

### 4 SELECTION CRITERIA

The following criteria will be used to assess eligible candidates through their application form (including motivation letter), interview and written test(s).

#### Professional experience

- At least three years of experience<sup>6</sup> in line with the duties under the job profile.

#### Technical skills and knowledge

- Very good analytical skills and attention to details and accuracy
- Good drafting skills;
- Thorough knowledge of English<sup>7</sup>;
- Very good digital skills (in particular Microsoft Excel, financial or procurement software/tools);
- Ability to self-organise, delivering quality results under tight deadlines.

#### Soft skills

- Excellent interpersonal skills;
- Very good oral communication skills;
- Very good service oriented attitude;
- Capacity to work very well in teams and also independently.

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<sup>2</sup> Prior to appointment, evidence of no criminal record is needed.

<sup>3</sup> 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 will be taken into consideration.

<sup>4</sup> Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

<sup>5</sup> Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

<sup>6</sup> Professional experience will be counted from the date on which the candidate acquired the minimum qualification for access to this position. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked.

<sup>7</sup> Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

### Advantageous

- Knowledge of EU Financial and Procurement regulatory framework
- Experience in using EC information systems and databases (in particular ABAC and/or e-Procurement);
- Post graduate diploma in the fields of public procurement, economy, finance.

## 5 SELECTION PROCEDURE

A Selection Committee is appointed for this selection procedure. The composition is as follows: Andrea Baldan, Philippe Baillet and Pascale Turlotte. Nadège Perrine will act as a non-voting observer.

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with them or have anybody do so on their behalf. Any infringement of this rule will lead to the disqualification from the selection procedure.

All inquiries for information should be addressed via email only to [recruitment@osha.europa.eu](mailto:recruitment@osha.europa.eu), quoting the reference of the competition (EUOSHA/CA/21/04).

The selection procedure will be carried in out in three phases.

### Phase 1 – Screening of applications

#### 1.1. Eligibility

The EU-OSHA HR Section will review all applications. Only applications meeting all eligibility criteria (see section 3 above) and formal requirements (see section 7 below) will move the next phase.

#### 1.2. Selection for interview and written test(s)

On the basis of the information provided in the application form, the Selection Committee will assess the applications (including motivation) against the required professional experience, technical skills and knowledge as well as advantageous criteria listed under section 4. Candidates presenting the most appropriate applications will be invited for an interview and written test(s). It is expected that around 8 candidates will be invited. Indicatively, this is expected to take place early July 2021.

### Phase 2 – Interviews and written test(s)

The Selection Committee will assess the candidates' professional experience as well as both soft and technical skills required for the position and motivation. The interview and/or written test(s) may also assess the candidate's knowledge of matters relating to the activities of EU-OSHA and knowledge about the European Union.

The interview and written test(s), a part of which will be in anonymized form, will be carried out in English and remotely.

Candidates who have English as their mother tongue or first language may be assessed to prove knowledge of the 2<sup>nd</sup> EU language declared in the application form. The knowledge of other relevant languages as stated by the candidate in their application may also be assessed.

Upon completion of this phase, the Selection Committee will submit to the Executive Director the list of candidates having reached at least 70% of the points allocated to soft skills and motivation and at least 70% of the points allocated to technical skills and relevant professional experience.

### Phase 3 – Appointment

Considering the list submitted by the Selection Committee, the Executive Director will decide on the most suitable candidate for a job offer and on the inclusion of suitable candidates in a reserve list, if any. The reserve list will be valid until 31/12/2022 and may be extended. Inclusion in the reserve list does not guarantee being offered a job.

Prior to being offered a job, an interview with the Executive Director may be arranged.

When such or similar position becomes vacant or needs to be covered, the Executive Director may offer a job to a candidate in the list whose profile best matches EU-OSHA's needs at that time.

## 6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

Before engaging a Contract Agent, the Executive Director will examine whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. The candidate will inform the Executive Director, using a specific form of any actual or potential conflict of interest.

The contract of employment is pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union<sup>8</sup> (CEOS) for a long-term contract of three years as Contract Agent Function Group (FG) III, which may be renewed not more than once for a fixed period of time (5 years). Any further renewal would be for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

### Job environment

The post is based in Bilbao. The jobholder will work in a multicultural environment where on-going dialogue between management and staff, including representatives of the staff, is regarded as vital.

Working time is based on a 40-hour working week. We offer flexible working arrangements, such as part-time work, flexible working hours, teleworking.

### Pay and welfare benefits

The remuneration of the staff members consists of a **basic salary** and possible allowances paid in Euro weighted down by the correction coefficient for Spain (currently 94,2 %).

Staff **may be** indeed entitled to various **allowances** depending on their personal situation, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

The salary of the jobholder is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes.

As an indication, the net monthly salary for a Contract Agent Function Group III grade 8 (i.e. with up to 5 years of professional experience) is of around 2800Euro for an expat, single, and 3800 Euro for an expat with 2 kids.

Under certain circumstances, in particular where the jobholder is obliged to change their place of residence in order to take up employment, the Agency may also reimburse some expenses incurred, notably removal expenses.

## 7 APPLICATION PROCESS

### Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. EU-OSHA ensures that its selection procedure does not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

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<sup>8</sup> The full text is available [here](#).

In case of a disability, please feel free to inform HR Section at [recruitment@osha.europa.eu](mailto:recruitment@osha.europa.eu) and indicate which arrangements or adjustments relating to your disability may be necessary, so EU-OSHA can ensure your equal participation in the interviews and tests.

There are two stages in the application process:

### Stage 1 - Application and formal requirements

Candidates must submit the [application form](#) to be downloaded [\[here\]](#).

Candidates are requested to complete all parts of their application in the main working language of the Agency, which is English and in full. Candidates should assess and check before submitting their application form whether they fulfill all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

The application form must be sent to [recruitment@osha.europa.eu](mailto:recruitment@osha.europa.eu) by no later than Friday **11/06/2021 at 13h00**, Central European Time (CET).

**The subject of the e-mail should include the reference of this vacancy (EUOSHA/CA/21/04) and the candidate's surname.**

Once the application form has been submitted, candidates will receive an automatic reply. It is their responsibility to keep the automatic reply as proof of application submission.

Should they not receive an automatic reply message, please contact: [recruitment@osha.europa.eu](mailto:recruitment@osha.europa.eu)

The Agency regrets that, due to the large volume of applications it receives, only candidates invited to interview will be contacted.

#### **Formal requirements:**

Candidates must send the duly filled-in application form in English, by the closing date and time, to the email address indicated above.

### Stage 2 - Submission of a full application (*only for candidates invited to the interview*)

Candidates invited to the interview must send by email, prior to the day of the interview **supporting documents** (proof of nationality, diplomas, academic qualifications, employment certificates, professional references etc.) needed to prove that they satisfy all conditions .

All documentary evidence of professional experience must indicate start and end dates for previous positions and the start date and continuity for the current position held, if applicable.

## 8 DATA PROTECTION

Personal data shall be processed solely for the purpose of the selection procedure.

The purpose of processing of the data you submit is to manage each application in view of a possible pre-selection and engagement at the Agency.

The lawfulness of the processing is based on [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

## 9 APPEAL PROCEDURE

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 Union at the following address:

The Executive Director  
European Agency for Safety and Health at Work  
Santiago de Compostela 12 – 5<sup>th</sup> floor  
48003 Bilbao  
Spain

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting him/her.

If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union before:

The General Court of the European Union,  
Rue du Fort Niedergrünewald  
L-2925 Luxembourg

### **Appeal to the Ombudsman**

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

European Ombudsman  
1 Avenue du Président Robert Schuman – CS 30403  
F- 67001 Strasbourg Cedex

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 Court of Justice of the European Union.

Any complaint to the ombudsman must be made within two years of receiving the Agency's final position on the matter (<https://www.ombudsman.europa.eu>).