

THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA) IS SEEKING TO RECRUIT A 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, flexible, constructive and enthusiastic attitude**, able to **work comfortably with and implement EU procurement rules** and procedures for a three-year contract (renewable).

EUOSHA/CA/22/02 –PROCUREMENT SUPPORT OFFICER (FG III)¹

1 JOB FRAMEWORK

The 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 Procurement Support Officer reports directly to the Head of Unit and their work is coordinated by a Procurement Coordinator. Working very closely in particular with colleagues in finance, the Procurement Support Officer provides procurement and contract management support to the Agency and, where needed, administrative support in other areas of responsibilities of the RSC Unit.

2 JOB PROFILE

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

- assisting with the annual procurement plan preparation and implementation;
- preparing, monitoring and completing all administrative aspects and steps of calls for tender and procurement procedures, including the support to and follow-up of related processes (e.g. contract management);
- assisting internal operational areas with the necessary support and guidance on procurement to ensure compliance with applicable rules (drafting of technical specifications, selection and award criteria, etc.);
- drafting procurement and contracts related documents (invitations to tender, tender specifications, contracts, contracts amendments, etc.);
- participating in tenders' evaluation, verifying technical evaluations and drafting, in particular, evaluation reports, award decisions and notification letters;

¹ 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.

- ensuring general administration and maintenance of files, correspondence and databases, feeding data and information in the relevant tools and systems used at the Agency;
- preparing statistics and reports where applicable;
- providing administrative support in other areas of responsibilities of the RSC Unit as defined by the Head of Unit

3 ELIGIBILITY CRITERIA

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

General conditions

Candidates must:

- be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties of the EEA Agreement)
- have fulfilled any obligations imposed on them by the applicable laws on military service;
- produce the appropriate character references as to their suitability for the performance of their duties²;
- 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, **or**
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

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.

Knowledge of languages

Candidates must possess a thorough knowledge³ of one of the official languages of the EU and a satisfactory knowledge⁴ of another EU 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).

4.1. Essential

Candidates must have the following:

Professional experience

- At least three and ideally not more than five years of experience⁵ in line with the duties under the job profile.

² Prior to appointment, evidence of no criminal record is needed.

³ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

⁴ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

⁵ 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.

Technical skills and knowledge

- Very good analytical skills and attention to details and accuracy
- Good drafting skills, particularly of procurement related documents;
- Thorough knowledge of English⁶;
- Very good digital skills (in particular MS Word and Excel, procurement or financial 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 and flexibility;
- Capacity to work very well in teams and also independently.

4.2. Advantageous

- Knowledge of EU Procurement and Financial regulatory framework
- Experience in using EC information systems and databases (in particular e-Procurement).

5 SELECTION PROCEDURE

A Selection Committee will be appointed for this selection procedure. As soon as done, its composition will be published on [EU-OSHA website](#).

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 may lead to the disqualification from the selection procedure.

All inquiries for information should be addressed via email only to recruitment@osha.europa.eu, quoting the reference of the competition (EUOSHA/CA/22/02).

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) as per the candidate 'self-declaration 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 6 candidates will be invited. Indicatively, this is expected to take place mid October 2022.

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.

⁶ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

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

Candidates who have English as their mother tongue or first language may be assessed to prove knowledge of the 2nd 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/knowledge and professional experience.

Phase 3 – Possible Job Offer

Considering the list submitted by the Selection Committee, the Executive Director will decide on the most suitable candidate for a possible job offer and/or on the inclusion of suitable candidates in a reserve list, if any. The reserve list will, if any, be valid until 31/12/2023 and may be extended. Inclusion in the reserve list does not guarantee being offered a job.

Prior to a possible job offer, an interview with the Executive Director and/or references check 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

The contract of employment is pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union⁷ (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.

The EU-OSHA will be bound to the job offer only where the successful candidate, prior to the contract signature, has:

- provided original or certified copies of all requested documents proving for instance, their eligibility,
- undergone the compulsory medical examination that establishes they meet the standard of physical fitness necessary to perform the duties involved
- have informed the EU-OSHA of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair their independence or any other conflict of interest through a specific form.

Job environment

The position is based in Bilbao and staff members are required to reside in Bilbao or its surroundings. 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.

At EU-OSHA we foster flexible working arrangements and strive for our staff work-life balance. For instance, in accordance with current applicable rules, working time is based on an average of 40-hour working week and we offer part-time work, flexible working hours and teleworking. Teleworking from Bilbao and its surroundings is possible for up to 60% per week. In addition, it is also possible to telework for up to 10 days per year from outside Bilbao and its surroundings.

Pay and welfare benefits

The remuneration of the staff members consists of a **basic salary** and possible allowances paid in Euro

⁷ The full text is available [here](#).

weighted down by the correction coefficient for Spain (currently 95.2 %).

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 2980 Euro for an expat, single, and 4300 Euro for an expat with 2 kids at pre-school.

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.

Application

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 eligibility and selection criteria 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 by no later than Friday **23/09/2022 at 13h00, Bilbao Time**.

The subject of the e-mail should include the reference of this vacancy (EUOSHA/CA/22/02) 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

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, before the closing date and time, to the email address indicated above.

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 they have been adversely affected by a particular decision, they 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 – 5th floor
48003 Bilbao
Spain

The complaint must be lodged within 3 months 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 Niedergrünwald
L-2925 Luxembourg

Appeal to the Ombudsman

It is also possible to complain pursuant to Article 228(1) of the Treaty on the Functioning of the European Union before:

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 General Court 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.