



EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

Administration Unit

**VACANCY NOTICE FOR THE POST OF**  
**FINANCE EX-ANTE VERIFYING OFFICER**  
**(Ref.: EAHC/TA/AD/2010/002)**

The Executive Agency for Health and Consumers has currently a vacancy for a temporary agent:

**Finance Ex-ante Verifying Officer**  
**(Grade AD5)**

**The Executive Agency:**

The Executive Agency for Health and Consumers (hereinafter referred to as the EAHC) implements the second Public Health Programme, adopted by Decision No 1350/2007/EC of the European Parliament and the Council of 23 October 2007, the Consumer Programme, adopted by Decision 1926/2006/EC of the European Parliament and the Council on 18 December 2006, and the Better Training for Safer Food initiative, measured by Regulation (EC) No 882/2004 and Directive 2000/29/EC.

Excluding tasks related to programme evaluation, monitoring of legislation, or any other action which could come under the exclusive competence of the Commission, the EAHC is entrusted with the following tasks:

- Managing all the phases in the lifetime of specific projects, in the context of implementing the programme on public health and the necessary checks to that end, taking the relevant decisions where the Commission has empowered it to do so;
- Adopting the instruments of budget execution for revenue and expenditure and carrying out, where the Commission has empowered it to do so, all the operations necessary for the management of the Community programme and, in particular, those linked to the award of contracts and grants;
- Providing logistical, scientific and technical support, in particular by organising technical meetings (management of expert working groups), preparatory studies, seminars or conferences.
- Ensuring a high level of consumer protection, through improved information on consumer-related data, better consultation and better representation of consumers' interests, and enhancing effective application of consumer protection rules through cooperation between

authorities and key consumer organisations, disseminating information, education and dispute resolution.

- Managing Commission's initiative "Better Training for Safer Food", which sets a Community training strategy in the areas of food law, feed law, animal health and animal welfare rules, as well as plant health rules.

The EAHC is established in Luxembourg.

Additional information is available on the following website:  
<http://ec.europa.eu/eahc/>

### **Job Description:**

#### **Overall purpose:**

Be the Finance Ex-ante Verifying Officer for the operational and administrative budget of the Agency;

The reporting is to be made directly to the Director of the Agency.

#### **Duties:**

- be responsible for the ex-ante verification of commitments, payments and recovery orders related to the implementation of the Agency's operational and administrative budget;
- provide advice and guidance to ensure compliance with the principle of sound financial management of the Agency's processes and transactions;
- assist in the preparation of the Agency's annual Work Programme and Preliminary Draft Budget (PDB);
- present findings and recommendations for improving the procedures, systems and controls in place;

### **Formal requirements**

#### **Candidates must fulfil following requirements:**

be a national of member state of the European Union<sup>1</sup>;

be entitled to his or her full rights as citizen<sup>2</sup>;

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<sup>1</sup> The Member States of the European Union are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

have fulfilled any obligations imposed by the applicable laws concerning military service;

meet the character requirements for the duties involved;

be physically fit to perform the duties linked to the post;<sup>3</sup>

have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another official language of the European Union;

## **Qualifications and experience required**

### **Eligibility criteria**

Furthermore, the post to be filled requires the following formal criterion to be fulfilled by the deadline for applications:

- completed university studies attested by a diploma in a field related to the profile of the post;

### **Selection criteria**

Candidates who meet the above mentioned requirements will be assessed in view of selection for testing and/or interview on the basis of following essential criteria:

- proven professional experience acquired in positions corresponding to the profile of the post.
- experience of working in a multicultural and international environment
- an in-depth knowledge of the EC financial procedures and demonstrated experience in budgetary, contract and financial management, preferably within the EU institutions;
- a very good comprehension of EC procedures in the domains of call for proposals, call for tender, grant management and public procurement contracting;
- high level of communication and drafting skills; ability to communicate information and ideas clearly;

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<sup>2</sup> Prior to appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

<sup>3</sup> Before appointment, the successful candidate shall be medically examined by the Medical Service of the European Commission in Luxembourg in order that the Executive Agency for Health and Consumers may be satisfied that he/she fulfils the requirements of Article 28(e) of the Staff Regulations of Officials of the European Community.

- the ability to work under pressure without close supervision, to use his/her initiative to solve problems and to take a proactive approach;
- a very good written and oral command of the Agency's main working language, English;
- a positive, constructive and helpful approach to work and colleagues.

The following will be considered as assets:

- knowledge of the organisation, structure, working procedures and policies of executive agencies;
- very good command of French.

### **Selection and appointment:**

The selection will be organised in four steps:

1. The Selection Committee will check the receivability (see above) and eligibility criteria of all applications;
2. The Selection Committee will analyse the motivation letters and CVs of eligible applicants with reference to the selection criteria; it will establish a shortlist for those matching best the needs of the Executive Agency;
3. The Selection Committee will hold interviews of the short listed candidates. Interviews will be conducted principally in English. Please note that written tests will be organised. These could assess:
  - the applicants' general and linguistic abilities;
  - the knowledge of the European Union, its institutions and programmes managed by the Executive Agency;
  - the specific competences requested for the post.

On that basis, the Selection Committee will establish a reserve list of successful candidates;

4. From this list, suitable candidates will be recruited upon decision of the Executive Agency appointing authority.<sup>4</sup> Candidates should note that inclusion on this reserve list does not guarantee recruitment.

The reserve list will be valid for 12 months from the date of its establishment. The validity of the reserve list could be extended if the Agency's Director so decides.

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<sup>4</sup> A binding commitment can only be made after verification if all the conditions are met.

A contract offer will be made as a temporary staff member pursuant the Article 2(a) of the Conditions of Employment of Other Servants of the European Communities for a determined duration of 4 years, with possibility of renewal.

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

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

Candidates are reminded that the Selection Committee's 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.

### **Conditions of employment:**

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

The basic monthly salary for grade AD 5 is currently 4.267,72 € (step1) or 4.447,05 € (step2). In addition to the basic salary, staff members may be entitled to various allowances such as household allowance, expatriation allowance (16% to the basic salary and household allowance), dependent child allowance and education allowance. The salary is subject to a reasonable Community tax deducted at source and staff members are exempt of national taxation.

EAHC offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

If the staff member is an official of the European Community, s/he may resign, 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. Expected period for taking up duties is the last quarter of 2010.

Further information is available on following link:

[http://ec.europa.eu/dgs/personnel\\_administration/publications\\_en.htm](http://ec.europa.eu/dgs/personnel_administration/publications_en.htm)

## **Application procedure:**

Applications not fulfilling the criteria set out in this vacancy notice will not be considered.

It is the responsibility of the applicants to complete their online registration 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 problems. Candidates should note that it will no longer be possible to register applications after the deadline for submission.

On completion of their online registrations, applicants will receive a confirmation number. This number should be kept by the candidate as it will serve as the application's reference number. Receipt of the confirmation number closes the online application process and confirms that the Agency registered the data entered by the applicant. If you do not receive a number, your application was not registered! You can update your application until the closing date without modifying the data in your e-CV.

Candidates prevented from registering online, should request (by e-mail to [EAHC-HR@ec.europa.eu](mailto:EAHC-HR@ec.europa.eu)) a paper version of the application form. This form should be completed, signed and returned by registered mail before the closing date for applying (postmark date as evidence). Candidates are invited to indicate in their on-line application any special arrangements that may be required if invited to attend an interview.

Deadline for applications: **31 July 2010 18:00 (CET Luxembourg time)**

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.

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

To continue and apply online:

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

Where there is a problem with the above link, candidates should try to copy and paste the link into their Web application and try again.

### **Appeal procedure:**

A candidate who feels that a mistake has been made regarding eligibility of his/her application, may ask to have it reconsidered by sending, within 20 calendar days of the date postmarked on the letter of notification of the rejection of his/her application, a request for review to the Chairman of the Selection Board at the following address: [EAHC-HR@ec.europa.eu](mailto:EAHC-HR@ec.europa.eu)

### **Equal opportunities:**

The EAHC applies an equal opportunities policy and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

### **Data Protection:**

The purpose of processing of the data you submit is to manage your application in view of a possible pre-selection and recruitment at the EAHC.

The personal information EAHC requests from you 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.

