

Procurement/Grant Coordination and Evaluation Officer

Unit: Resource Management Services

Reference: ECDC/FGIV/2021/RMS-PGCEO

Applications are invited for the above Contract Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

ECDC plans to recruit two persons for the above-mentioned vacancy. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The jobholder will report to the Group Leader of the Procurement Group.

The jobholder will be responsible in particular for the following areas of work:

- Support the Procurement Group to ensure ECDC procurement and grant procedures are compliant and conducted according to the Financial Regulation, and relevant ECDC internal procedures;
- Organise competitive tender/grant procedures in compliance with the Financial Regulation and relevant ECDC internal procedures;
- Organise and carry out solicitations under framework contracts in place;
- Provide support for contract activities including drafting and reviews of contract templates, scanning, sending and receiving contracts/agreements or amendments;
- When relevant organise the openings or appointments for the opening and evaluation committees, and participate in opening and evaluation committee meetings;
- Perform administrative verification of offers/applications received; verify the compliance of the financial proposal and administrative documents including the financial capacity;
- Assist in preparation of procurement files for audits;
- Provide administrative and clerical support (circulating, copying, scanning, filing, recording and archiving of contracts, etc. as well as preparing correspondence to contractors);
- Provide support for procurement and grant activities including assisting with administrative steps needed for the calls for tenders/proposals, evaluations, awards,

notifications and preparing draft contracts/agreements/amendments using the ECDC templates;

- Support the Group leader in the further development of the Centre's procurement procedures, manuals and work flows in view of enhancing their efficiency and effectiveness;
- Assist the Group leader in the coordination of the tasks of procurement support staff in the Group;
- Any other tasks related to his/her area of work as requested.

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A level of education which corresponds to completed university studies of at least three years attested by a diploma¹;
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language to the extent necessary for the performance of his/her duties²;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen³;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

B. Selection criteria

To qualify for this post we have identified **essential criteria** with regard to professional experience/knowledge and personal characteristics/interpersonal skills.

Professional experience/knowledge:

- At least 3 years, (following the award of the diploma), of professional experience acquired in positions relevant to the job description;
- Proven experience in public procurement (preferably including grant management) in an EU/ multinational (UN/OECD/World bank etc) environment;
- Proven experience in contract management including drafting and negotiating contracts;
- Ability to analyse, interpret and implement applicable rules and regulations;
- Excellent level of English, both written and spoken.

1 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.

2 Candidates with a non-official EU language or English as their mother tongue must provide proof of their level of a second language with a certificate (B1 or more).

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

Personal characteristics/interpersonal skills:

- Excellent interpersonal skills with the ability to work effectively in a multi-cultural environment as a member of a team;
- High level of service orientation with a customer-focussed approach;
- High degree of commitment, flexibility, responsibility and integrity, ability to adapt to changing business needs;
- High capacity to work under pressure, with multiple tasks and within tight deadlines.
- Good analytical and numerical skills, a keen eye for detail and the ability to maintain high standards of accuracy.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Equal Opportunities

ECDC is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates will be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a contract agent, pursuant to article 3a) of the Conditions of Employment of Other Servants of the European Union, for a period of five years. The contract may be renewed. The appointment will be in **Function Group IV**.

Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period of nine months.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

The place of employment will be Stockholm, where the Centre has its activities.

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply please send a completed application to Recruitment@ecdc.europa.eu clearly indicating the vacancy reference and your family name in the subject line of the email.

For your application to be valid you must complete all required sections of the application form, which should be submitted in Word or PDF format and preferably in English⁴. Any incomplete applications will be considered invalid.

The ECDC application form can be found on our website here:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

The closing date for the submission of applications is on **20 August 2021 at 23:59 Stockholm time**. Further information regarding the status of this selection procedure, as well as important information regarding the recruitment process, is noted on our website and can be found using the above link.

Due to the large volume of applications received, only candidates selected for interviews will be notified.

⁴ This vacancy notice has been translated into all official EU languages from its English original. As the language of day-to-day operations in the Agency is generally English, ECDC prefers to receive the application in English.