

## Procurement Specialist

Unit: Resource Management Services

Reference: ECDC/FGIII/2023/RMS-PO

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 one person 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 Head of Section Procurement.

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

- Supporting the Procurement Section to ensure ECDC procurement and grant procedures are compliant and conducted according to the Financial Regulation as well as the relevant ECDC internal procedures;
- Providing support for procurement and grant activities including assisting with administrative steps needed for drafting the calls for tenders/proposals, evaluations, awards, notifications and preparing draft contracts/agreements/amendments using the ECDC templates and in various systems;
- Providing administrative and clerical support (circulating, copying, scanning, drafting documents, filing, recording in various administrative systems as well as archiving, etc.) according to the ECDC procurement archiving policy;
- Providing support with updating and filling in templates, checklists, document workflows and any other documents related to the procurement/grant cycle;
- Providing support for contract activities including drafting and reviews of contract templates, scanning, sending and receiving contracts/agreements or amendments;
- Performing administrative verification of offers received; verifying the compliance of the financial proposal and administrative documents including the financial capacity;
- When relevant, organising openings or appointments for the opening and evaluation committees, participating in opening and evaluation committee meetings;

- Providing advice and support to project managers, contract managers and other ECDC staff;
- Liaising with colleagues in the Finance and Accounting / Legal Services sections to provide an integrated service to ECDC business units;
- 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 post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of 3 years<sup>1</sup>;
- 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 duties<sup>2</sup>;
- 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 citizen<sup>3</sup>;
- 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;
- Experience in providing administrative support and drafting documents based on templates using multiple IT tools and systems;
- Experience in providing support in procurement in an EU or public environment, preferably also in the area of contract management;
- Experience of applying rules and regulations;
- Very good knowledge of Microsoft Office, especially Excel;

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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.

- Excellent level of English, both written and spoken.

### Personal characteristics/interpersonal skills:

- Excellent communication skills;
- High level of service orientation with a customer focused approach;
- Ability to work under pressure, with multiple tasks and with tight deadlines;
- Strong interpersonal skills with the ability to work effectively in a multi-cultural environment as a member of a team;
- Quality driven, 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 FGIII**.

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 for this vacancy, please create/ log in to your account via ECDC's e-recruitment system, complete all required sections of the application and submit it. **ECDC does not accept applications submitted by e-mail, mail or any other means.**

The closing date for the submission of applications is on **14 August 2023, 11:59:59 (midday) Stockholm time**. You are advised to submit your application well ahead of the deadline in case you face technical issues and/or if there is heavy traffic on the website. ECDC will not accept any applications after the deadline. Once you have submitted your application, you will receive an automatic e-mail message confirming receipt of your application. Please ensure that the email address you provide for your applicant account is correct and that you check your email regularly.

You can find an e-recruitment user guide and a guide on the ECDC recruitment and selection process on our website:

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

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

You can find the translation<sup>4</sup> of this vacancy notice in all EU languages here:

<https://www.ecdc.europa.eu/en/about-ecdc/work-ecdc/recruitment/vacancies/vacancy-translations>

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<sup>4</sup> While this vacancy notice has been translated into all official EU languages from its English original the language of day-to-day operations in the Agency is generally English. ECDC therefore prefers to receive the application in English.