

CALL FOR APPLICATIONS

Finance Assistant (Temporary Agent) AST 4 EIT (Budapest)

Ref.: EIT/TA/2009/12

The European Institute of Innovation and Technology (EIT), established on 11 March 2008 by the European Parliament and the Council, aims to become a flagship for excellence in European innovation. The EIT is the first European initiative to integrate fully the three sides of the 'Knowledge Triangle' (higher education, research, business-innovation) and will seek to stand out as a world-class innovation-oriented reference model, inspiring and driving change in existing education and research institutions. Conceived with a clear market-driven focus, the EIT will favour sustainable economic growth and job creation throughout the Union by generating new skills, products, services and business responding both to public demand and to the needs of the knowledge economy.

The EIT is now organising a call for expressions of interest with a view to establishing a reserve list for Temporary Agents (5 years renewable contract) for the position of Finance Assistant, reporting to the Head of Unit in charge of Finance and Budget. The final place of employment will be Budapest, where the EIT seat is located. However, the successful candidate may be required to work for an initial period in Brussels prior to the definitive move of the EIT to Budapest.

More information about the EIT, its structure and activities can be found on: <http://eit.europa.eu>.

The job

1 Profile

The Finance Assistant will contribute to sound financial management of the EIT and to ensure regularity and legality of all financial transactions. The post consists of a wide range of duties, including tasks of both internal and external characteristics, in an international setting. The work is distinguished by a high level of service attitude, discretion and accuracy.

1.1 Tasks

The Finance Assistant will support the work of the EIT by performing the following tasks:

Financial Management Systems

- Assist in the definition of financial procedures and support the elaboration and updating of model documents used in the financial systems in compliance with the applicable rules of the Financial Regulation of the European Communities

Budget planning and implementation

- Assist the Head of Unit in the daily management of the budgetary and financial issues; advise on financial and administrative practices

- Contribute to the preparation of the financing decision of the EIT and to the effective planning and management of the annual budget process
- Contribute to proper budgetary implementation and provide assistance in the organisation of procurement and contract procedures

Financial information and control

- Prepare and maintain the manual of financial procedures
- Contribute to the definition of internal control measures specifically in finance and accounting
- Control the regularity of financial transactions of all budgetary titles of the EIT, in compliance with the applicable rules and procedures

Qualifications and experience required

2 Eligibility criteria

2.1 General conditions

By the closing date of this call candidates must:

- be nationals of a Member State of the European Union or an EFTA State¹;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties.

2.2 Education

- Candidates are required to have 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 years²

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

2.3 Experience

Candidates must have, at the closing date for applications, professional experience of at least 9 years² (at least 12 years in the case of completed secondary education attested by a diploma giving access to post-secondary education), including professional experience directly relevant to the tasks of at least 3 years.

¹ Iceland, Norway, Switzerland, and Liechtenstein.

² Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. 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. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

2.3.1 Languages skills

As the predominant working language of the EIT is English, candidates must therefore have a very good command of oral and written English.

3 Selection criteria

Essential:

- Suitability to perform the tasks described in Section 1.1
- Specialist knowledge in the field of finance and budgeting
- Excellent administrative and analytical skills
- Ability to communicate in a logical and structured manner

Advantageous:

- Experience of working in a multicultural environment, preferably with a multidisciplinary approach
- Knowledge of the Financial Regulation and its Implementing Rules applicable to the general budget of the European Communities
- Ability to work well under pressure and to respond quickly to new demands
- Knowledge of the European Union, its institutions and its policies

The Selection process

4 How to apply

Please consult the Guide for Applicants on the [EIT](#) website. It contains detailed instructions to help you submit your application correctly.

Only applications online through the EU CV Online system³ will be accepted.

To apply, you must register in the EU CV Online system via the link provided in the EIT website, and follow the instructions there concerning the various stages of the procedure. Applications shall be made in English. **Before applying, you should carefully check whether you meet all the eligibility criteria.**

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to interview (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

Deadline for applications: 13 November 2009 at midday (Brussels time)

³ The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.

5 Steps of the selection procedure

5.1 Admission to the selection procedure

After the deadline for online registration, the selection committee will check the submitted applications against the general and specific conditions described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria under Section 3.

5.2 Initial assessment of the applications

The selection committee will assess each eligible application according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

5.3 Invitation to interview

Upon completion of the profiles' evaluation, the most suitable candidates for the post will be invited to an interview which will be held in Brussels.

Details of the time, date and address of the interview will be communicated to candidates in due time.

Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

5.4 The interview

An interview with the selection committee will enable it to carry out an assessment of the candidate according to the selection criteria described in Section 3.

The Interview will be conducted in English.

5.5 Verification of documents and scrutiny

The candidates' application will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

You will also be disqualified if you:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

5.6 Reserve list

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Director of the EIT for approval. The adopted, unranked reserve list, which will be in alphabetical order, will be valid until end of 2010. Reserve lists may be extended by decision of the EIT. Prior to being offered at post, candidates on a reserve list may be required to undergo further evaluation by the EIT (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the EIT.

5.7 Information

The text of this Call for Expressions of Interest contains all the information required. If you should nevertheless have a question, please consult the Guide for applicants on the EIT website. If you have further questions, please contact the EIT via the [Contact](#) page on the EIT website, clearly mentioning the reference of the vacancy notice, your registration number and the nature of your request.

Other important information

6 General information

6.1 Equal opportunities

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

6.2 Selection committee

A selection committee will be appointed. Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden.

6.3 Approximate timetable

The selection process may take some months to be completed; no information will be released during this period.

6.4 Recruitment conditions / Career

Successful candidates may be offered a contract as a temporary agent in accordance with Article 2a of the [Conditions of employment of other servants of the European Communities](#) for an initial period of 5 years. The place of employment will be Budapest, after a possible initial period in Brussels.

The contract may be renewed for a further period of up to 5 years.

6.5 Remuneration

Successful applicants who are offered a contract of employment will be placed on entry into service in step 1 or step 2 of the AST4 grade, according to the length of their professional experience. The basic monthly salaries for grade AST4 Assistants, as at 1 January 2009 in Brussels, are:

- Step 1: €3.703,44
- Step 2: €3.859,06

6.6 Protection of personal data

As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by Regulation (EC) No 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 (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

[Continue here for the application form](#)

If you have difficulties to connect to the above link, you may copy and paste the following link into your Web application.

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=f4306b041d5468642323TR&language=EN