



MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



Finance and Contracts Officer

DIGIT CERT-EU of the European Commission

Selection reference: DIGIT/COM/2024/242

Domain: Information and Communication Technologies (Budget, Finance, Contracts and Accounting)

Where: DIGIT CERT-EU, Brussels

Staff category and Function Group: Temporary agent 2b/2d - Administrator

Grade: AD5-AD7

Publication deadline: 25.02.2024 - 12.00 (Brussels time)

WE ARE

DIGIT is the Directorate-General for Informatics whose aim is to deliver digital services to enable EU policies and to support the Commission's internal administration.

DIGIT CERT-EU is the Computer Emergency Response Team for the Institutions, Bodies and Agencies of the European Union. DIGIT CERT-EU helps them to protect themselves against intentional and malicious attacks that would hamper the integrity of their IT assets and harm the interests of the EU.

The scope of its activities covers prevention, detection, response and recovery. DIGIT CERT-EU is a world-renowned cybersecurity entity, working tirelessly to protect the data and systems of our constituents. Established in 2011 to shore up the ICT security of all the European Union Institutions, Bodies and Agencies, we have been steadily expanding our IT security operations over the years and currently serve over 80 such entities spread across the Continent and beyond.

From our base in Brussels, we work with a range of peers, partners and researchers from all over the world to ensure we maintain our technological edge and have access to the best-in-class expertise. DIGIT CERT-EU is a stimulating, friendly and multicultural workplace, where personal development, growth and initiative are encouraged. We are a very supportive and dynamic team with a deep sense of mission.

WE PROPOSE

DIGIT CERT-EU is seeking to hire one - truly motivated - Finance and Contracts Officer.

The selected candidate will provide overall strategic management of CERT-EU's budgetary planning,



financial analysis, and contract negotiations. Be responsible for developing and maintaining comprehensive budget models, conducting thorough financial analyses to support decision-making, and managing contracts from initiation to closure.

This is a challenging and empowering job which provides many opportunities for one's competencies to shine in a very friendly, supportive, human and professional environment.

The position will consist of:

- Ensuring that DIGIT.CERT-EU procurement procedures and related documents are carried out in accordance with the public procurement directives, the Financial Regulation, the related rules and guidelines and applicable legislation.
- Driving procurement procedures as a Local Procurement Officer, act as Operational Initiating Agent (OIA) and Operational Verifying Agent (OVA) for contract signature, with legality, regularity, internal procedures compliance and sound financial management.
- Participating in the development of internal rules and procedures, including standard documents and templates as regards procurement matters and analyse and draft synthesis notes, documents, etc. on procurement and contract management issues.
- Providing advice, support, and recommendations on all the steps of the public procurement procedure to the operational colleagues and the Authorizing Officer(s) on the correct public procurement procedures and rules to be followed and ensure communication and collaboration with different internal stakeholders as well as external stakeholders.
- Ensuring that contracts of DIGIT.CERT-EU are renewed on time.
- Monitoring contract performance (quality of deliverables, deadlines, expenditure).
- Advising and supporting in the preparation of the technical specifications in compliance with the legal obligations for the procurement.
- Yearly collecting all data relating to DIGIT.CERT-EU's public procurement procedures.
- Contributing to the management of DIGIT CERT-EU financial plannings and execution (income, expenses, cash flow) and liaising with the relevant administrative services in DG DIGIT.
- Upon request, preparing reports and replies to information requests from the management, DG DIGIT, European Commission, Interinstitutional Cybersecurity Board on DIGIT.CERT-EU's public procurement procedures.
- Representing, upon request, DIGIT.CERT-EU in meetings relating to DG DIGIT's public procurement procedures.
- Defining budget requirements to ensure a business continuity of DIGIT.CERT-EU and ensure budget execution and follow-up budget implementation.
- Acting as back-up for the Budget Officer in the planning, management, and execution of DIGIT.CERT-EU's budget as well as interact with the Budget and Finance Unit of DG for Digital Services.
- Keeping staff informed on all relevant aspects affecting DIGIT.CERT-EU's work, providing feedback to and assisting senior management and Head of Sectors and team leaders by



maintaining interactive, timely communication with CERT-EU's staff regarding the procurement processes.

- Contributing to the organisation of the annual conference of DIGIT.CERT-EU.
- Contributing to the organisation of workshops and teambuilding with DIGIT.CERT-EU's constituents.
- Acting as back-up for the Local Security Officer and upon request manage the storage and record keeping of classified documents.

WE LOOK FOR

We are looking for a Finance and Contracts officer who will demonstrate the following required skills and characteristics:

- At least three years of hands-on experience in budget, finance, contracts and accounting;
- Strong experience in administrative and financial processes;
- Ability to translate complex findings into interpretable and simple outputs;
- Ability to handle parallel tasks and cope with pressure;
- Ability to establish and maintain effective working relations with co-workers and customers in an international and multidisciplinary work environment;
- Enthusiasm and motivation to work;
- Strong teamwork abilities;
- Excellent communication skills in English, both orally and in writing.

To make your application stand up, please consider that the ideal candidate will possess some, or all, of the following:

- Proficiency in a diverse set of digital tools and platforms is a crucial prerequisite such as familiarity with communication platforms like Mattermost and Confluence;
- Proven experience of customer relationship management (CRM) systems;
- Relevant experience in using specialised tools like Public Procurement Management Tool (PPMT), Multi-Annual Planning Tool (MAP), and ABAC (a tool for the control and follow-up of the accounting and financial transactions of the European Commission);
- Knowledge of Syslog modules to manage invoices, CIRCABC to find all the Framework contracts (FWC), annexes, amendments of the FWCs and catalogues;
- Experience in eProcurement tools and document management such as ARES, along with a comprehensive understanding of Microsoft Office tools and the Windows and macOS operating systems.

The candidate must hold a security clearance at EU SECRET level or be in a position to be security cleared.



HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:

1. your CV 2. motivation letter 3. duly filled in application form.

Please send these documents by the publication deadline to secretariat@cert.europa.eu

indicating the selection reference DIGIT/COM/2024/242 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.