

Job Profile

Job Title

Project Officer - Financial Initiation

Overall purpose

Under the responsibility of the Head of Section ensure legality and regularity of all transactions in line with the Financial Regulation, Commission procedures and prevailing instructions. Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s).

Functions and duties

+ BUDGET and FINANCE - Financial Management

DIRECT MANAGEMENT

- Initiate, prepare and review the financial transactions (budgetary commitments, contracts, agreements, amendments, pre-financing, cost claims, clearing of pre-financing, interim and final payments, recovery of funds, forecast of revenues, guarantees, waivers, bank account fiches, closures, etc.) addressing all legality, regularity, financial, accountancy and budget aspects
- Prepare financial correspondence and notes
- File financial documents, correspondence and returned files and requests for clarification, according to filing rules, both in CRIS and in proper files.
- Draft financial aspects of contracts, draft documents linked to financial operations (addenda, payment orders, recovery orders, debit notes)

+ PROCUREMENT and CONTRACT MANAGEMENT - Contract Management

DIRECT MANAGEMENT

- Ensure conformity of procurement with Regulation, practical guides and instruction notes to guarantee legal, regular and sound financial management in assistance programmes
- Participate in tender evaluations as Secretary in direct management environment and represent the Delegation
- Verify the legal aspects of contracts signed by the Delegation
- Contribute to internal and external communication and knowledge on contractual issues
- Draft answers to complaints and follow-up complaint cases and requests for conciliation procedures

+ AUDIT, CONTROL and INSPECTION - Monitoring and reporting

- Assist with audit missions

- Assistance in the follow-up on audit reports and other controls
- Provides opinions in relation with litigation procedures
- Assist in analysing complaints and/or irregularities/fraud cases
- Flags any control/risk issue of a process/systemic nature to management
- Participation and reporting following internal/external project related monitoring meetings, on-site visits/controls etc.

+ EXTERNAL COMMUNICATION (general) - External Relations

- Liaison with contractors and beneficiaries on financial/contractual aspects concerning cooperation programmes/projects
- Training and coaching on financial/contractual topics when necessary

+ INTERNAL COMMUNICATION (general) - Any other business

- Ensure smooth exchange of information with other sections of the Delegation and with the concerned services at headquarters • Contribute to internal communication and knowledge on contractual issues
- within the framework of the Staff Regulations, to carry out tasks linked to the job description as instructed by his/her superior(s).

Job requirements

Experience

Job-Related experience: at least 3 years

Qualifier: essential

Education

University Degree

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Turkish	C1	C1	C1	C1	C1
English	C1	C1	C1	C1	C1