



## EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)  
Job description version255594 in *NEAR.R.5.DEL.Turkey.006*  
Valid from until

### Job Holder

**Name**

### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Finance and Contracts Assistant - Initiation

**Domains**

**Generic domain**

PRE-ACCESSION and ENLARGEMENT

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

Under the responsibility of the Head of Section address compliance with all legality, regularity, financial, accountancy and budget aspects of financial assistance to Turkey under the Refugee Facility (procurement and payments).

**Legal disclaimer**

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

## **Functions and duties**

### + BUDGET and FINANCE

- *Initiate and review financial transactions as financial agent (budgetary commitments level-2, 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.*
- *Ensure that the financial circuits are followed.*
- *Ensure the quality (including the accuracy and comprehensiveness) of the data entered in CRIS/ABAC/MIS.*

### + PROCUREMENT and CONTRACT MANAGEMENT

- *Ensure conformity of procurement with applicable Regulations, practical guides and instruction notes to guarantee legal, regular and sound financial management in assistance programmes under the Refugee Facility.*
- *Participate in tender and grant evaluations as Chairperson or Secretary.*
- *Verify the legal aspects of contracts signed by the Delegation.*
- *Contribute to internal and external communication and knowledge on contractual issues.*
- *Contribute to assessment of complaints, to drafting of answers; follow-up of complaint cases and requests for conciliation procedures.*
- *Ensure the quality (including the accuracy and comprehensiveness) of the data entered in ABAC/CRIS/MIS*

### + AUDIT, CONTROL and INSPECTION

- *Contribute to audit missions*
- *Contribute to the follow-up on audit reports and other controls*
- *Contribute to input to audit plan of the Facility for Refugee*
- *Participate to internal/external project related monitoring meetings, on-site visits/controls and report accordingly etc.*
- *Flag any control/risk issue of a process/systemic nature to management*
- *Assist in preparing the financial reports and statistics (RAC, RAL, payment forecasts, annual reports, ad hoc reporting).*

### + INTERNAL COMMUNICATION (general)

- *Ensure smooth coordination and exchange of information with the refugee Facility section of the Delegation and with the concerned services at headquarters.*
- *Contribute to internal communication and knowledge on contractual issues*
- *Assist the section in organising information sessions, training sessions etc in relation to procurement and grant procedures.*
- *Within the framework of the Staff Regulations, to carry out tasks linked to the job description as instructed by his/her superior(s).*

### + EXTERNAL COMMUNICATION (general)

- *Liaison with Turkish administration and with IOs/IFIs and contractors on aspects concerning programmes/projects under the Facility for Refugees in Turkey.*
- *Contribute to external communication and knowledge on contractual issues.*
- *Draft notes and financial correspondence.*

### + DOCUMENT MANAGEMENT

- *Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO).*
- *Provide the files and documents needed for current work. Arrange files and records. Apply the rules for document management and archives. Receive, maintain, locate, access documents and records.*

## Job requirements

### Experience"

+ BUDGET and FINANCE, PROCUREMENT and CONTRACT MANAGEMENT, BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience: at least 2 years

Qualifier: essential

- At least 2 years of recent relevant experience as a procurement & finance officer in a Finance and Contracts HQ unit/EUD section; - Experience with Indirect Management mode with International Organizations/IFIs procurement rules will be an asset;

### Languages

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

### Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
  - *BUDGET and FINANCE*
    - *Financial regulation and procedures*
  - *PROCUREMENT and CONTRACT MANAGEMENT*
    - *Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
    - *CONTRACT MANAGEMENT*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*

### Competences

- *Analysing and Problem Solving*
- *Communicating*
- *Delivering Quality and Results*
- *Prioritising and Organising*
- *Working with Others*

## Job Environment Organisational entity

*Presentation of the entity:*

### Job related issues

Atypical working hours

Specialised Job

### Missions

Frequent, i.e. 2 or more missions / month

Long duration, i.e. missions lasting more than a week *Comments:*

### Workplace, health & safety related issues

Noisy environment

Physical effort / materials handling

Work with chemicals / biological materials

Radioprotection area

Use of personal protective equipment

Other

*Comments:*

**Other**

*Comments:*

The tasks described in this job description are not exhaustive. The jobholder may be requested by his hierarchy in the interest of the activities of the section or the Delegation to perform temporarily ad hoc tasks out of the strict scope of his/her job description and in addition, to back-up and replace colleagues of the section in their absence.