



**Vacancy: Procurement Specialist**  
**Unit: Resource Management and Coordination**  
**Reference: ECDC/FGIII/2017/RMC-PS**

Applications are invited for the above Contract Agent post at the European Centre for Disease Prevention and Control (ECDC).

### **Job description**

The jobholder will report to the Head of Section Procurement.

He/She 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, and relevant ECDC internal procedures;
- Providing support for procurement and grant activities including assisting with calls for tenders/proposals, evaluations, awards, notifications and preparing draft contracts/agreements/amendments using the ECDC templates;
- Providing support for contract activities including 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 the openings or appointments for the opening and evaluation committees, participating in opening and evaluation committee meetings;
- Providing administrative and clerical support (circulating, copying, scanning, filing, recording and archiving of contracts, etc. according to the ECDC procurement archiving policy as well as preparing correspondence to contractors);
- Providing support with updating templates, checklists, and any other documents related to the procurement cycle;
- Performing other relevant tasks as assigned by the Head of the Procurement Section.

## Qualifications and experiences required

### A. Formal requirements

In order to be an eligible candidate the jobholder needs to meet 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 three years<sup>1</sup>;
- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities 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* and *personal characteristics/interpersonal skills*. These are:

*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 support in the areas of procurement or grants in an EU or public environment;
- Experience in providing support in the areas of contract or grant agreements management;
- Experience of applying rules and regulations;
- Very good knowledge of Microsoft Office, especially Excel;
- Excellent level of English, both written and spoken.

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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 In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

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.

*Personal characteristics/interpersonal skills:*

- Excellent communication skills;
- Quality driven, accuracy and eye for detail;
- High level of service orientation;
- Strong inter-personal skills and ability to work well in a team;
- Capacity to work under pressure and with tight deadlines.

*We have also identified experiences and skills that are advantageous for this post. These are:*

- Knowledge of the EU financial regulation;
- Experience of working in a multilingual and multicultural environment;
- Experience in drafting contracts and contract amendments;
- Experience in filing and archiving;
- Familiarity with electronic procurement tools.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

## **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 may 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 Communities, for a period of five years. The contract may be renewed. The appointment will be in **Function Group III**. Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period.

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:

[http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff\\_Regulations\\_2014.pdf](http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff_Regulations_2014.pdf)

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 please send a completed application to [Recruitment@ecdc.europa.eu](mailto:Recruitment@ecdc.europa.eu) clearly indicating the vacancy reference and your family name in the subject line of the email.**

**For your application to be valid you must complete all required sections of the application form, which should be submitted in Word or PDF format and preferably in English<sup>4</sup>. Any incomplete applications will be considered invalid.**

**The ECDC application form can be found on our website here:  
<https://ecdc.europa.eu/en/work-us/vacancies>**

The closing date for the submission of applications and further information regarding the status of this selection procedure, as well as important information regarding the recruitment process, is noted on our website and can be found using the above link.

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

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<sup>4</sup> This vacancy notice has been translated into all 24 official EU languages from its English original. As the language of day-to-day operations in the Agency is generally English, ECDC prefers to receive the application in English.