



20 May 2022

**STAFF VACANCY**  
Ref. 202206CAFGIV  
External Call

The European Insurance and Occupational Pensions Authority (EIOPA) is an independent European Union Authority established on 1 January 2011 by Regulation (EU) No. 1094/2010 of the European Parliament and of the Council of 24 November 2010.

EIOPA is at the heart of insurance and occupational pensions in the EU. Our mission, among other things, is to contribute to a sound, effective and consistent level of regulation and supervision of insurance and occupational pensions sectors in Europe, and to promote transparency, simplicity and fairness in the market for consumer financial products or services across the internal market for the benefit of EU citizens. Through our activities we help protect insurance policyholders, pension scheme members, customers and consumers and other beneficiaries. We furthermore play a key role in supporting the stability of the financial system, transparency of financial markets and products, and we contribute to strengthening coordination among financial supervisors at the international level.

EIOPA is part of the European System of Financial Supervision (ESFS) which includes the European Banking Authority (EBA), the European Securities and Markets Authority (ESMA) and the European Systemic Risk Board (ESRB).

Further information on EIOPA is available on EIOPA's website: <https://www.eiopa.europa.eu/>

As an European Union Authority, EIOPA is committed to fostering an inclusive and dynamic working environment, providing equal opportunities to all its employees and applicants. EIOPA is committed to ensuring gender equality and to preventing discrimination on any grounds. EIOPA actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities, without any distinction on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status or family situation or sexual orientation.

For its offices in Frankfurt am Main, Germany, EIOPA is inviting applications for a position as

## **Procurement Expert**

### **Job description**

#### Major purpose

Within the Corporate Support Department, the successful candidate will be part of the Finance and Corporate Services Unit.

Reporting to the Head of Unit Finance and Corporate Services, the Procurement Expert will contribute to the implementation of EIOPA's Annual Work Programme by managing EIOPA procurement procedures and providing support and advice to staff, ensuring that procurement procedures and contracts are compliant, effective and efficient.

#### Main responsibilities

- Ensure compliance with the EU Financial Regulation and internal rules on procurement and financial processes;
- Advice and contribute to the further development and implementation of EIOPA's procurement, contract management, finance related policies, procedures, guidelines and templates in accordance with the relevant legal framework and EIOPA's strategic plan;
- Provide administrative support and advice throughout the procurement processes, including drafting, reviewing and approving all tender documentation and organising their publication;
- Manage the procurement process ensuring that all relevant requirements are respected;
- Contribute to the planning, monitoring and direct implementation of the yearly procurement/financial activities;
- Act as Financial Initiator and/or Verifying Agent, as appropriate;
- Draft and prepare all types of contracts in cooperation with the Legal Unit, as required;
- Ensure close cooperation and efficient communication with external stakeholders, financial actors, budget coordinators and the accounting team;
- Draft reports, notes and presentations for internal needs, as appropriate;
- Follow up consumption of commitments and payment credits using the European Commission's financial system (ABAC), and Business Objects (ABAC Datawarehouse);
- Apply internal controls and support and contribute to audits related to the area of responsibility;

- Undertake other finance and procurement related tasks as required and appropriate.

## **REQUIREMENTS**

### Eligibility Criteria

- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities;
- Be a national of a Member State of the European Union, Norway, Iceland or Liechtenstein;
- Be entitled to their full rights as a citizen;<sup>1</sup>
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Be physically fit to perform the duties linked to the post.<sup>2</sup>

### Essential skills and knowledge

- Qualification:
  - a) a level of education which corresponds to completed university studies, preferably in Law, Finance, Accounting, Business Administration or a related field attested by a diploma, when the normal period of university education is four years or more; or
  - b) a level of education which corresponds to completed university studies, preferably in Law, Finance, Accounting, Business Administration or a related field attested by a diploma and appropriate professional experience of at least one year, when the normal period of university education is at least three years.
- At least three years of proven full-time relevant professional experience, acquired after the qualification required under a) or b) above, of which at least two years of experience running full procurement procedures;
- Proven experience and knowledge of EU or equivalent national public procurement rules;
- Very good command of oral and written English;
- Very good knowledge of MS Office, in particular Word, Excel and PowerPoint.

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<sup>1</sup> Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

<sup>2</sup> Before being engaged, a candidate shall be medically examined by one of the institution's medical officers in order that the institution may be satisfied that he fulfils the requirements of Article 12(2)(d) of the Conditions of Employment of Other Servants of the European Communities.

## Desirable skills and knowledge

- Knowledge or professional experience of relevant legal framework (such as EU Financial Regulation);
- Experience in the use of financial systems (such as ABAC);
- User knowledge of software tools for planning, executing and monitoring procurement procedures;
- Experience in drafting contracts and legal texts related to procurement/financial matters;
- Proven work experience in a multicultural environment;
- Knowledge of a German language (at least B1).

For the above position, the following behavioural competencies have to be fulfilled:

- Flexibility in terms of openness to taking over other tasks within EIOPA in view of the dynamic and evolving institutional environment;
- Excellent team player sharing relevant information and supporting team members without taking over responsibility for their work, being able to work in different teams with different levels of stakeholders in a multicultural environment;
- Being able to have and expressing a critical view towards own performance and open to learn from experience;
- Being able to establish and maintain cooperative relationships with staff and management at all levels, both inside and outside the organization; understanding who the internal and external stakeholders are, as well as their needs and expectations;
- Being able to manage multiple assignments and track progress on numerous processes simultaneously; delivering results within tight time frames; carrying out activities in an autonomous way;
- Proactively anticipating what needs to be done within the own area of responsibility, informing others and taking action as required;
- Showing a positive mindset; seeing obstacles as challenges and approaching them with a can-do attitude; setting high levels of quality and productivity for oneself.

## **Place of employment**

Frankfurt am Main, Germany

## **Function group and range of grades**

Contract Agent, Function Group IV

## Monthly basic salary

CA FG IV Grade 13/Step 1: 3,623.54 EUR

CA FG IV Grade 14/Step 1: 4,099.84 EUR

CA FG IV Grade 16/Step 1: 5,248.48 EUR

plus specific allowances where applicable\*

## Indicative start date

1 October 2022

## Contract type and duration

Successful candidates may be offered an employment contract for three years as a Contract Agent. The contract may be renewed for a second fixed-term period, and upon its second renewal converted into a contract of indefinite duration.

## Reserve list

Possibility of reserve list with validity until 31 December 2022 with possibility for extension.

## \* Summary of Conditions of Employment

1. Successful external candidates will be classified in Grade 13/Step 1, grade 14/Step 1 or Grade 16/Step1.

Function Group /Grade <sup>3</sup>	Monthly basic salary <sup>4</sup>	Monthly net salary, excluding allowances	Monthly net salary, including specific allowances <sup>5</sup>
FG IV/GRADE 13/Step 1	3,623.54 EUR	3,100.41 EUR	4,477.01 EUR
FG IV/GRADE 14/Step 1	4,099.84 EUR	3,352.24 EUR	4,939.41 EUR
FG IV/GRADE 16/Step 1	5,248.48 EUR	4,187.84 EUR	6,022.80 EUR

1. Salaries are subject to a Union tax deducted at source and are exempt from national taxation.

<sup>3</sup> [Implementing rules concerning the use and engagement of contract agents.](#)

<sup>4</sup> The basic salary is weighted by the current correction coefficient for Germany (101.4%).

<sup>5</sup> An estimation of net salary, including the deduction for tax and social security and adding the allowances (this estimation has been calculated with expatriation allowance, household allowance and with one dependent child allowance). Allowances depend in any case on the personal situation of the candidate.

2. Depending on the individual family situation and the place of origin, the successful jobholder may be entitled to: expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance, and other benefits.
3. Annual leave entitlement of two days per calendar month plus additional days for grade, distance from the place of origin and in addition on average 15 EIOPA holidays per year.
4. EU Pension Scheme (after 10 years of service).
5. EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.
6. General and relevant technical training plus professional development opportunities.

### **Application process**

The recruitment process will include a remote panel interview and a written test. In addition, there may be a pre-screening exercise, presentation to be delivered by the candidate and a bilateral interview.

Applications should be submitted in **English language** including:

(1) **Curriculum Vitae** clearly indicating (among all):

- **Qualifications** (please list exact dates of your academic qualifications gained)
- **Responsibilities, experience and skills** gained in previous positions (please list exact dates of your work experience gained)
- **Nationality/Citizenship**
- **Language skills**

and

(2) **Motivation Letter** of no more than one page, explaining why you are interested in the post and what would be your added value you would bring to EIOPA if selected.

**Applications submitted without Curriculum Vitae or Motivation Letter are not considered.**

Applicants will be assessed on the basis of the eligibility and selection criteria specified in the vacancy notice and these must be met by the closing date of the vacancy notice.

**Only information included in the Curriculum Vitae or in the Motivation Letter are assessed.**

**Applications should be submitted to [recruitment@eiopa.europa.eu](mailto:recruitment@eiopa.europa.eu), specifying in the subject the reference number above. Deadline for application is 23:59 CET on 13 June 2022.**

For more information on the selection process of contract agents and on the contractual and working conditions, please, refer to:

- [Candidates Manual](#)
- [Implementing rules concerning the use and engagement of contract agents](#)
- [Staff Regulations and Conditions of Employment of Other Servants of the European Communities](#)