



## VACANCY NOTICE

*For the establishment of a reserve list of:*  
**FINANCE AND PROCUREMENT ASSISTANTS**  
**Ref. ENISA-CA-III-2012-07**

Applications are invited for the establishment of a reserve list of **Finance and Procurement Assistants** at the European Network and Information Security Agency.

### The Agency

The European Network and Information Security Agency was established by the European Parliament and the Council Regulation (EC) No 460/2004 of 10 March 2004 (OJ L 77, 13.3.2004)<sup>1</sup> in order to assist the Community in ensuring a high and effective level of network and information security. Regulation (EC) No **1007/2008**<sup>2</sup> of the European Parliament and of the Council of 24 September 2008 amended Regulation (EC) No 460/2004 establishing the European Network and Information Security Agency as regards its duration. The Agency contributes to the development of a culture of network and information security for the benefit of the citizens, consumers, enterprises and public sector organisations of the European Union.

ENISA assists the Commission, the Member States and the business community in meeting the requirements of network and information security, including those of present and future Community legislation.

In particular, its activities focus along five main axes:

- collecting and analysing data on security incidents and emerging risks in Europe;
- assisting and advising the Commission and the Member States in their dialogue with industry to address security related problems and, when called upon, in the technical preparatory work for updating and developing Community legislation in the field of network and information security;
- promoting best practices, risk assessment and risk management, training and awareness raising actions;
- encouraging co-operation between different actors, developing and maintaining contact with institutions, the business community and consumer organizations, notably through public/private partnerships;
- tracking the development of standards for products and services in the field of network and information security and promoting their use.

The seat of ENISA is in Heraklion, Crete (Greece). ENISA also has a branch office in Athens. Further information about ENISA may be found on our website: <http://www.enisa.europa.eu/>

<sup>1</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32004R0460:EN:HTML>

<sup>2</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:293:0001:0002:EN:PDF>

## Job description

Under the responsibility of the Head of Finance, Accounting and Procurement Section, the jobholder will be responsible for:

- Assisting in creating and processing financial commitments, purchase orders, delivery notes, administrative payments, financial identification forms and legal entities according to the Agency's financial rules;
- Assisting in all procurement, financial, and administrative activities related to the smooth and efficient functioning of the Agency;
- Keeping tender and contract databases updated;
- Assisting the Procurement Officer with daily procurement administrative tasks;
- Assisting in the drafting and administering of calls for tender for the acquisition of products and services;
- Maintaining physical and electronic documents, shared files, correspondence and requests for clarification, according to established filing procedures and relevant rules and regulations;
- Any other related tasks as required by the Head of Section and/or the Head of Administration Department.

## Qualifications and experience required

### *a) Formal requirements:*

- A level of post-secondary education attested by a diploma<sup>3</sup>, or
- A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience<sup>4</sup> of three years.
- In addition to the above, 3 years of professional experience relevant to the duties concerned after the award of the diploma;
- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official European language<sup>5</sup>.

In addition, in order to be eligible a candidate must:

- Be a national of one of the Member States of the European Union;
- Be entitled to his/her full rights as a citizen<sup>6</sup>;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post<sup>7</sup>.

---

<sup>3</sup> Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted if you have been invited for an interview. This will enable the selection board to assess accurately the level of the qualifications.

<sup>4</sup> Professional experience connected with the Agency's areas of activities shall be taken into account and is counted only from the time the candidate obtained the certificate or diploma required for admission to the selection procedure.

<sup>5</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third European Community language.

<sup>6</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

<sup>7</sup> Before appointment, the successful candidate shall be medically examined in line with the requirement of Article 28(e) of the Staff Regulations of Officials of the European Communities.

*b) Selection criteria:*

**Essential**

- Professional experience as a financial assistant, in the public or private sector;
- Experience of working with procurement procedures;
- Ability to deliver accurate work under pressure and tight deadlines;
- Ability to work in a team and proactively support other members of the team during peak workload periods;
- Motivated and dynamic personality;
- Proven very good knowledge of MS Office suite as shown by professional experience;
- Demonstrated customer-focused approach to work, showing responsiveness and flexibility towards internal customers as shown by professional experience;
- Ability to take responsibility for areas of work and see them through to conclusion, ensuring deadlines are met;
- Very good written communication skills with proven capability to gather and organise information to arrange and collate information for meetings and preparation of reports;
- Very good command of English both written and spoken.

**Advantageous**

- Proficient in the use of the financial/budget management systems used in the European Institutions and Agencies environment (such as ABAC workflow);
- Knowledge of the EC Financial Regulation, as proven by professional experience;
- Previous work experience in an EU institution or body, in particular in areas relevant to the post;
- Professional experience in international environment;
- Ability to prioritize work assignments, organise own schedule, perform routine work independently.

**Selection procedure**

Provided that a relevant post is vacant and subject to budget availability, the Finance & Procurement Assistant will be appointed on the basis of a shortlist of candidates proposed by the Selection Committee and established following an open selection process involving interviews.

More specifically, the Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified in the vacancy notice. The applications of the candidates admitted to the selection procedure are reviewed and the Selection Committee decides on those candidates who are invited to attend an interview. The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are to be admitted. Candidates admitted to a previous selection procedure will not automatically be eligible. Should the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection

procedure or that the information on the application form does not correspond with the supporting documents, the candidate will be disqualified. Candidates may be asked to undergo a written test; should this be the case candidates will be informed in advance. The activity of the Selection Committee ends with the drawing of a reserve list of suitable applicants to occupy the position advertised. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

The reserve list will be valid until 31/12/2013 and may be extended by decision of the Executive Director for a further 12 months. Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. If a letter of intention is issued, the candidate must undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved and the candidate must provide original or certified copies of all relevant documents.

The reserve list may be used for the recruitment in another post carrying the same profile as the one described above. The Selection Committee is nominated by the Appointing Authority; its work and deliberations are confidential and impartial. **It is strictly forbidden for the candidates to make any contact with the Selection Committee, either directly or indirectly. Any infringement to this rule will disqualify the candidate from the competition.**

All enquiries or request for information in relation to the competition should be addressed to the following email address [recruitment@enisa.europa.eu](mailto:recruitment@enisa.europa.eu)

### **Data protection**

The purpose of processing of the data you submit is to manage your application(s) in view of possible pre-selection and recruitment at ENISA. ENISA does not publish personal data of candidates. Personal data is processed by and accessible to authorised ENISA personnel. Personal data submitted is kept confidential. ENISA adheres to and is regulated under Regulation (EC) No 45/2001 on personal data. ENISA is supervised by EDPS, <http://www.edps.europa.eu>. For any further enquiries you may contact the Data Protection Officer at: [dataprotection@enisa.europa.eu](mailto:dataprotection@enisa.europa.eu)

### **Contractual conditions**

The successful candidate will be recruited as a member of the contractual staff, pursuant to Article 3a) of the Conditions of Employment of Other Servants of the European Communities, for a period of three years renewable or until the end of the Agency's mandate whichever is the earliest.

The appointment will be in grade: **FG III**. The grade (8, 9 or 10) will be determined in accordance with the number of years of experience of the successful candidate.

Successful candidates, who are recruited, shall undergo an initial probation period of 9 months. For reasons related to the Agency's operational requirements, the successful candidate will be required to be available at the shortest possible notice.

## Pay and welfare benefits

The pay of staff members consists of a basic salary supplemented with various allowances, including family allowances.

The indicative basic monthly salary<sup>8</sup> for grade FG III, step 8, is **2457.08 EUR**. Nevertheless, this basic salary is adapted through a series of allowances according to your personal situation (i.e. marital status, dependent children, not being national of the State hosting ENISA and not having habitually resided within the territory of that State during the five years ending six months before the staff member entered the service, etc). The provisions guiding the calculation of these allowances can be consulted in Annex VII of the Staff Regulations available at the following address:

[http://europa.eu/epso/discover/careers/staff\\_regulations/index\\_en.htm](http://europa.eu/epso/discover/careers/staff_regulations/index_en.htm)

## Community Tax

The salaries of staff members are subject to a Community tax deducted at source. They are exempt from national tax on salary and are members of the Community social security and pension schemes.

For additional information about salaries, deductions and allowances please consult the Staff Regulations of Officials of the European Communities:

[http://europa.eu/epso/discover/careers/staff\\_regulations/index\\_en.htm](http://europa.eu/epso/discover/careers/staff_regulations/index_en.htm)

## Equal opportunities

ENISA is an equal opportunities employer and accepts applications without distinction on the grounds of sex, racial or ethnic origin, religion or belief, age or sexual orientation, marital status or family situation. Applications from women and disabled candidates are encouraged. The staff is recruited on the broadest possible geographical basis from among nationals of all Member States of the European Communities.

---

<sup>8</sup> Basic Salary: there is a basic salary scale for each grade, divided into a number of steps. The final step is defined according to the total number of years of experience starting from the education certificate/degree giving access to the position.

Allowances: In addition to their basic salary, staff members may be entitled to various allowances, in particular an expatriation or foreign residence allowance, and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance. Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

## Complaints

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities, at the following address:

ENISA  
Attn: Human Resources  
P.O. BOX 1309  
71001 Heraklion, Greece.

The complaint must be lodged **within 3 months**. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://eurlex.europa.eu> ) starts to run from the time you are notified of the act adversely affecting him/her.

## Submission of applications

Information about the application procedure at ENISA may be found on our website: <http://www.enisa.europa.eu/about-enisa/recruitment/application-procedure>

**Candidates shall carefully check whether they meet all formal requirements by the closing date for the submission of applications.**

The **closing date** and time for submission of applications is:

**Monday 14<sup>th</sup> January 2013 (14:00h Heraklion, Greece local time).**

**Both vacancy and application form will become unavailable as from 14:00 Greek local time on 14/01/2013.**

*Published on ENISA website: Monday 26<sup>th</sup> November 2012*