

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for an Administrative Agent in a Representation	
Function Group:	CA FG II
Post Number	437508
Place of Employment	Representation in Copenhagen, Denmark
Deadline for applications:	6/09/2024
Contact person:	Martin Ellegaard HANSEN, Head of Administration
Entity presentation (We are):	<p>DG Communication (DG COMM), as a corporate communication service, promotes the policy priorities of the European Commission and contributes to bringing Europe closer to citizens. The Representations in all Member States play a crucial role in this. Their main tasks are:</p> <ul style="list-style-type: none"> • Support the President and the Members of the Commission by reinforcing the political and media profile of the European Commission in the Member States, including the preparation, organisation and follow up of visits of the members of the College. Representing the European Commission in the respective Member State towards national, regional and local authorities, media, stakeholders and citizens. • Country-specific Economic and Political Information and Analysis: Representations provide the Commission with in-depth, accurate and timely information and analysis regarding relevant developments in the Member States and the views of the Government and, political parties, think tanks and civil society. • Press and Media Communications: in cooperation with the Spokesperson's Service, Representations communicate on behalf of the Commission. • Outreach to Citizens: Representations provide outreach and communication to citizens and stakeholders/multipliers in the Member States, by managing information networks and by explaining the policy priorities of the Commission in a local context.
Job profile (We look for):	See job description enclosed.
Recruitment policy:	DG COMM encourages mobility for all CA 3a and 3b employed in Commission services, as well as accepts applications from candidates registered in recent CAST lists.
How to apply:	Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to martin-ellegaard.hansen@ec.europa.eu , mentioning in the subject of the message "Job title & post number".



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version437508 in *COMM.DGA1.C.CO.001*
Valid from12/02/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Administrative Agent

Domains

Generic domain

COMMUNICATION and PUBLICATION

Intermediate domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Specific domain

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Sensitive job

No

Overall purpose

Under the supervision of an official/temporary agent, assistance to the management of administrative issues and files of the Representation.

Legal disclaimer

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

Functions and duties

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Preparation of reports, payment of bills, controls and analysis.*
- *Assistance in the management of calls for tenders.*
- *Encoding (ABAC) and follow-up of the financial transactions (commitments, payments, recovery orders, VAT, out-of-budget accounts, invoices,...) and of all related operations*
- *Preparation and follow-up of budget requests for trainings as well as of the purchase orders and contracts with the schools.*
- *Participation to the opening of calls for tenders and calls for proposals as well as to the evaluation committees.*
- *Preparation and follow-up of contracts/conventions/purchase orders.*

+ HUMAN RESOURCES MANAGEMENT

- *Providing support in management of staff absences (leaves, missions, sick leaves,...), updating and follow-up of data into Sysper, when necessary.*
- *Providing support in management of administrative files of staff, when necessary.*
- *Providing support in follow-up of selections and recruitments of staff, when necessary.*

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Organisation of plannings, meetings, preparation and follow-up of missions.*
- *Assistance on all files related to administrative matters (prepare notes, reports, search and provide information, encode data, etc.)*
- *Supervise the maintenance of the Representation's assets*
- *Technical and logistical assistance of the rooms (meeting and conference rooms) and of facilities (fax, copiers)*
- *Follow-up of infrastructure. cleaning and functioning contracts as well as follow-up of purchases and suppliers (office furnitures. advertising material....).*
- *Inventory management*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Follow-up and management of mail.*

+ ENVIRONMENTAL MANAGEMENT

- *Contribute to corporate projects and discussions, committees and work groups as required*
- *Plan, coordinate and attend all type of audits for the EMAS verification exercise.*
- *Act as EMAS Coordinator. Provide technical and operational support to implement and monitor EMAS policies and other applicable rules and standards at the Representation.*

+ BUILDINGS and SUPPLIES (incl logistics)

- *Backup driver*

Job requirements

Experience"

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, BUDGET and FINANCE

Job-Related experience: at least 3 years

Qualifier: desirable

+ BUDGET and FINANCE, BUDGET, FINANCE, CONTRACTS and ACCOUNTING, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, PROCUREMENT and CONTRACT MANAGEMENT, ADMINISTRATIVE ASSISTANCE, ACCOUNTING

Job-Related experience: at least 3 years

Qualifier: desirable

+ PHYSICAL TRANSPORT (driver activity), BUILDINGS and SUPPLIES (incl logistics)

Job-Related experience: less than 1 year

Qualifier: an advantage

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	B2	B2	B2	B2	B2
Danish	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - *BUDGET and FINANCE*
 - *PROCUREMENT and CONTRACT MANAGEMENT*
 - *ACCOUNTING*
 - *PRINCIPLES and RULES of ACCOUNTING*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
 - *Administration*
 - *SECRETARIAL SUPPORT*
 - *Secretarial methods and techniques*
- *TRANSPORT (incl logistics)*
 - *PHYSICAL TRANSPORT (driver activity)*
- *HUMAN RESOURCES MANAGEMENT*
 - *REMUNERATION, RIGHTS and OBLIGATIONS*
 - *WORKING CONDITIONS*
- *INFORMATION and DOCUMENT MANAGEMENT*
 - *DOCUMENT MANAGEMENT*
 - *MAIL HANDLING*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - *IT tools for OFFICE AUTOMATION*
 - *Excel*
 - *Outlook*
 - *Word*
 - *IT tools and systems for HRM*
 - *MIPS (Missions Integrated Processing System)*
 - *Sysper2: General*
 - *IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*
- *INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)*
 - *Internal organisation of the Directorate General*

Competences

- *Analysing and Problem Solving*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Ability to understand and be understood*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Client orientation*
 - *Financial management skills*
- *Learning and Development*
 - *Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*
- *Working with Others*
 - *Ability to work in a team*
 - *Confidentiality*
 - *Sociability skills*
- *Leadership*
 - *An awareness of and attentiveness to individual differences*

Job Environment

Organisational entity

Presentation of the entity:

The Team 'Admin' in each Representation of the Commission in a Member State is responsible for holding the imprest account of the Representation, verifying the expenditures, managing and planning the human resources, and ensuring a proper document management. Its tasks involve the supervision, coordination and facilitation of the administrative and financial activities of the Representation, the assurance of conformity for financial and contractual operations (calls for tender/calls for proposals, legal and budgetary commitments, payments, recovery orders, de-commitments and closure of commitments) with legality, regularity, internal procedures and sound financial management. They also involve security matters and infrastructure management (furniture, lease contracts of offices, cleaning, guarding etc.) including inventory management.

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: