EUROPEAN UNION

DELEGATION OF THE EUROPEAN UNION
TO BARBADOS, THE EASTERN CARIBBEAN STATES AND THE OECS,
COVERING RELATIONS WITH THE EU'S CARIBBEAN OVERSEAS COUNTRIES AND TERRITORIES

VACANCY NOTICE

ADMINISTRATIVE ASSISTANT
REF: 521566 – ADMINISTRATION SECTION

EMPLOYEE STATUS: LOCAL AGENT
JOB PROFILE: ADMINISTRATIVE ASSISTANT (FUNCTION GROUP II)
CONTRACT TYPE: FIXED-TERM CONTRACT
WORKING TIME: FULL TIME (37.5 WEEKLY HOURS)
LOCATION: BRIDGETOWN, BARBADOS

20 November 2026,

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, also known as EU Delegations, which have a similar function to those of an embassy. The EU to Barbados, the Eastern Caribbean States and the OECS, covering relations with the EU's Caribbean Overseas Countries and Territories. works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with Barbados, the Eastern Caribbean States, the OECS and EU's Caribbean Overseas Countries and Territories. in areas that are part of the EU's remit.

We offer

The post of Administrative Assistant in the Administration Section, which consists of 11 people. Under this post, the selected candidate will be attributed functions depending on the evolving needs of the EU and its diplomatic representations. The selected candidate will serve under the supervision and responsibility of the Head of Administration, in the framework of the implementation of actions within the MMF 2021-2027, providing support, expertise and assistance in accounting, budget and procurement area.

The following main tasks and duties are currently required:

ACCOUNTING

- Execute accounting transactions and reconcile outstanding transactions
- Manage the Delegation's bank accounts and reconcile bank accounts
- Act as single point of contact in the Delegation for account structures for budgetary execution
- Support to the Imprest Account Holder or Verifying Agent: verify payments, mission orders and claims in the Delegation's financial management system

- Draft notes on Financial Management (financial workflows, cash management, banking processes, etc.) and on Imprest Account functions (Sub-authorisations of signatures for sub-authorising officers, etc.)
- Assist in the completion of the regular bank surveys, monthly budgetary closure and account replenishment
- Maintain contacts with key persons in the concerned areas (e.g., Authorising Officers, local bank)

BUDGET

- Analyse financial data and information to assess budgetary consequences of new developments
- Prepare budget estimates for the Delegation's annual operating budget
- Monitor the execution of the global envelope budget lines and prepare transfer requests
- Process financial data relating to the preparation and execution of the budget
- Follow up programming and implementation of financial activities according to the existing budgetary and financial rules and regulations
- Follow up the consumption of the commitments and payment credits using the Delegation’s financial management system
- Maintain budgetary follow-up tables for the management and other relevant colleagues within the Delegation and Headquarters
- Contribute to the annual activity reports and provide information for internal audits and the European Court of Auditors
- Prepare ad-hoc and periodic reports comparing budget plan to actual spending
- Support the coordination and follow-up of non-compliance events and exceptions
- Act as focal point for ex-post controls and for regular reporting (Internal Controls Framework, Authorising Officer by Sub-Delegation, Declaration of Assurance, etc.)

PROCUREMENT

- Contribute to determining the appropriate type of tenders to launch for each need (negotiated procurement for (very) low and middle value contract, open procedure, restricted procedure, competitive dialogue, competitive procedure with negotiation, etc.), in line with the applicable EU rules and guidance
- Prepare tender specifications for public procurement: planning, monitoring and reporting of the Delegation procurement needs
- Preparation of the tender documents (preliminary market survey, invitation to tender, technical specifications, management of evaluation of offers up to the completion of the procedures, filing in proper systems, etc.)
- Support the drafting and administrative management of any related binding documents such as contracts (Framework and Specific Contracts, Direct Contracts), purchase orders, order forms and possible amendments
- Liaise with the Delegation's suppliers for obtaining goods and services and perform quality control, reporting any issues to the management and other relevant colleagues
- Conduct market research for the selection of suppliers (price / cost / reasonability analysis)
- Manage and maintain a suppliers' database, , ensuring that information is complete and up to date

ADMINISTRATIVE SUPPORT

- Provide administrative and, where relevant, secretarial support related to financial and contractual activities

The selected candidate will be offered an fixed-term contract of local agent with the job profile of Administrative Assistant (Function Group II). [The contract has a duration of 24 months, with a possibility of renewal under reserve of budgetary availabilities and operational considerations. For internal candidates already holding an indefinite-term contract, alternative contractual arrangements may apply in accordance with institutional policies.]

The post requires to perform 37.5 weekly hours (full time employment), and may involve occasional atypical hours (evening, weekend) or travel for work missions.

The base salary will depend on relevant and verified employment experience acquired after the date on which the selected candidate obtained the educational qualification indicated in the eligibility criteria, typically starting from BBD 7092 to BBD 11 919 (last step) for two years of experience. There is a competitive benefits package, subject to certain conditions, including paid time off, flexible time management, health coverage and a retirement savings plan.

The expected start date is 16/01/2027.

Eligibility criteria (necessary for the application to be considered)

- University degree (Bachelor or equivalent level; ISCED level 6) **OR** short-cycle tertiary degree (ISCED level 5) in accounting, budgeting, finance, management, business administration or a related field;
- At least 2 years of relevant professional experience, in one or more of the following areas: accounting, budgeting, finance, management, business administration if holding a university degree **OR** 5 years of relevant professional experience in one or more of the following areas: accounting, budgeting, finance, management, business administration or a related field; if holding a short-cycle tertiary degree
- Ability to learn and apply procurement rules and procedures. Training will be provided where needed.
- Very good command of English or French (min. CEFR B2 level)
- Right to residence and work in Barbados at the time of submitting the application
- Medical fitness to carry out the required duties
- Certificate of good conduct

Selection criteria (basis for conducting the selection amongst eligible candidates)

- Experience working in a diplomatic mission, a development agency or in an international organisation
- Experience working with European Union tools, policies and procedures
- A professional qualification (e.g. ACCA), a Master's degree or a postgraduate qualification in accounting, and/or finance, business administration would be considered an asset.
- Ability to deal with confidential matters professionally: Very Good
- Ability to work as part of a team: Very Good
- Ability to analyse situations and to find solutions: Very Good

Application and selection procedure

Please send your CV and cover letter in English and in PDF format via email to:

eeasjobs-155@eeas.europa.eu

Deadline for sending application: 07/12/2026).

Candidates must draft their CV using the Europass CV, which can be found at the following internet address: https://europass.europa.eu/en/create-europass-cv

Late or incomplete applications will not be accepted.

The Selection Committee set up for the purpose of the recruitment procedure will make a pre-selection on the basis of the qualifications and professional experience described in the CV and cover letter, and will produce a shortlist of eligible candidates who best meet the selection criteria for the post.

Depending on the number of the shortlisted candidates, and the nature of the post, successive phases of selection may include practical testing and interviews.

Please note that only candidates admitted to each successive selection phase will be contacted individually. The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments to the Delegation's Administration.

Please note that the final offer of employment is conditional upon successful completion of a medical check and a background verification process.

Candidates who wish to lodge a complaint regarding the recruitment process may submit a written communication to the email address to which they sent the initial application.

EQUAL OPPORTUNITIES

The European Union is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EU is committed to promoting gender equality, preventing discrimination on any grounds and ensuring a zero-tolerance approach to any form of harassment. It actively welcomes applications from all qualified candidates from diverse backgrounds. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

If pre-selected, candidates with disabilities are invited to contact the Delegation to the email address to which they sent the initial application in order to accommodate any special needs and provide assistance to ensure equality of opportunities with other candidates.

If a candidate with a disability is selected and recruited, the EEAS is committed to appropriate measures in order to accommodate their special needs to the working place or working conditions in accordance with Article 4 of the Decision ADMIN(2025)13 of the Director-General for Resource Management of the European External Action Service on providing reasonable accommodation for local staff with disabilities working in Union Delegations.

DATA PROTECTION

https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment_en