



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (*Approved*)  
Job description version239916 in *INTPA.A.6.DEL.Sudan.003*  
Valid from01/09/2022until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Finance and Contracts Officer - Initiation and Verification

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

**Sensitive job**

No

**Overall purpose**

To ensure, under the supervision of the Head of Finance, Contracts and Audit (FCA) Section, that the contractual and financial management of projects and programs under the contract agent's responsibility is carried out in line with the overall instructions given by the headquarters (i.e. Financial Regulations, Practical Guide, Companion and instruction notes) and the instructions of the Head of Section. To assist the Head of Section with the co-ordination of the FCA Section and assuming horizontal tasks, when required, in line with the overall instructions given by headquarters. Support is also to be provided to the Operational Sections.

**Legal disclaimer**

## **Functions and duties**

### **+ BUSINESS MANAGEMENT and PLANNING**

- *Assist the Head of the FCA Section in the planning, management and reporting of the activities of the Section as well as ensure general liaison with the Operations staff and beneficiaries.*
- *Draft financial aspects of contracts, draft documents linked to financial operations (addenda, interim or final reports, payment requests or invoices, recovery orders/debit notes). Liaise with the Operations staff and provide advice and comments on draft financing agreements, action documents as well as on financial and budgetary matters.*
- *Assist in preparing reports for Delegation and Commission management and in providing support to visiting missions. Assist in giving support to beneficiaries, including the offices of the Partner country.*
- *Interface with the financial and legal services of INTPA, and ensure proper functioning of informatics tools for budgetary and accountancy management (CRIS, OPSYS, ABAC and ARES) and the coherence of data between the different databases.*
- *Ensuring proper archiving and filing of documents related to EU programmes.*

### **+ BUDGET and FINANCE**

- *Ensure financial initiation/verification of payments/recovery orders/contracts/riders, etc.*
- *Ensure that the adequate financial circuits are in place and followed.*
- *Advise and comment on draft financing agreements and action documents.*
- *Provide advice on sound financial management and application of EU rules.*
- *Ensure the quality (including accuracy and comprehensiveness) of the data entered into CRIS, OPSYS, ABAC, Ares and any other relevant IT tool.*

### **+ PROCUREMENT and CONTRACT MANAGEMENT**

- *Ensure control and initiation/verification of procurement and grant award procedures.*
- *Assist in the preparation of files for Tenders and Calls for Proposals; ensure their financial initiation and participate in evaluation committees.*
- *Perform the function and duties of chairperson or secretary in tender procedures and calls for proposals in direct management.*
- *Assist in the preparation and negotiations of technical and financial aspects of contracts.*
- *Ensure the financial initiation of new contracts, amendments and closures; ensure the financial initiation of payments, clearings, recovery orders and waivers.*
- *Ensure the quality, including accuracy and comprehensiveness, of data entered into CRIS, OPSYS, ABAC and Ares.*

### **+ AUDIT, CONTROL and INSPECTION**

- *Preparation of financial reports and statistics (RAC, RAL, payment forecasts, BCP, EAMR, annual reports, ad hoc reporting) and follow-up of Key Performance Indicators (KPIs).*
- *Assist with the drafting of the Annual Audit and verification plan, the tendering, contracting and the implementation of the audit contracts.*
- *Follow-up on the audit contracts and the correct encoding of its data in OPSYS audit.*
- *Follow-up on the implementation of the recommendations made in audit reports and discharge procedure.*
- *Liaison with HQ services on aspects concerning cooperation programmes/projects.*
- *Liaison with the Operational units.*

## Job requirements

### Experience"

+ PROCUREMENT and CONTRACT MANAGEMENT, BUDGET and FINANCE, ACCOUNTING, BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience: at least 2 years

Qualifier: an advantage

Previous experience in an EU Delegation is an advantage.

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

### Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**  
*BUDGET and FINANCE*  
*Financial regulation and procedures*  
*Finance Guide for External Actions*  
**PROCUREMENT and CONTRACT MANAGEMENT**  
*Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
- **AUDIT, CONTROL and INSPECTION**  
**RISK ANALYSIS**  
*Risk Analysis, assessment and management*
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**  
**GENERAL PROGRAM MANAGEMENT**  
*Programme planning and evaluation*  
**PROJECT MANAGEMENT**  
*Project contracts negotiation and monitoring*  
*Project monitoring methods and techniques*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**  
**ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**  
*Office administration*
- **COMMUNICATION and PUBLICATION**  
**INTERNAL COMMUNICATION (general)**  
*Internal communication practices*  
**EXTERNAL COMMUNICATION (general)**  
*Publications rules, procedures and process in the Institution*  
**PRINTING and PAPER PUBLISHING**  
*Quality standards for paper and electronic publications*
- **IT TOOLS for SPECIFIC APPLICATION AREAS**  
*IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*  
*ABAC Workflow*  
*IT tools for OFFICE AUTOMATION*  
*MS Office applications*  
*IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*  
*Ares*
- **INTERNATIONAL RELATIONS (generic)**  
*Multilateral international agreements and negotiation methods and procedures*  
*International organisations and agreements*

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*
- *Communicating*  
*Ability to communicate in meetings*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*
- *Delivering Quality and Results*  
*Capacity to act upon problems*  
*Financial management skills*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*
- *Working with Others*  
*Knowledge sharing*

## Job Environment

### Organisational entity

*Presentation of the entity:*

### 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:*

Additional Knowledge : PROCUREMENT and CONTRACT MANAGEMENT PRAG and INTPA  
Companion Rules and procedures concerning negotiated procedures (and direct awards)  
AUDIT, CONTROL and INSPECTION Framework contract audit IT tools for FINANCE,  
BUDGET and CONTRACTS and ACCOUNTING OPSYS

### 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:*

Organisational entity The Delegation to Sudan consists of staff members from European and Sudanese nationalities. The task of the staff is to assure the best representation of the European Union towards the Republic of The Sudan. The Delegation to Sudan is composed of the Head of Delegation Office, the Political, Press and Information section, the Cooperation section, the Finance, Contracts and Audit section, and the Administration section. Since 25 October 2021 a military regime is in power in Sudan. Opposition organizes demonstrations frequently (a few times a week). This might impact the working environment, resulting in being obliged to work from home in certain instances. The safety and security of Delegation staff is taken good care of: a Security Officer is based in Sudan, following the situation, acting upon it by disseminating relevant information, and instructing Delegation staff about what to do and what not.