



EUROPEAN COMMISSION

Job Description Form

Job description version2 (Active)
Job description version461742 in MENA.02.DEL.Lebanon.004
Valid from09/04/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Finance and Contracts Officer

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of the Head of Section, the jobholder will assist in the implementation and control of financial transactions and contractual aspects of programmes and projects of the EU Delegation to Lebanon and EU Delegation to Syria. The overall purpose consists in performing financial and contractual management of projects and contracts in compliance with the applicable rules and to provide support and advice to operational colleagues on financial & contractual issues, under the supervision of the Head of Section or another official of the section. The Finance and Contracts Section at the EU Delegation to Lebanon and EU Delegation to Syria is managing an increasing number of contribution agreements with Pillar Assessed entities, including International Financial Institutions. The jobholder will be requested to act as the section's contact point on indirect management with Pillar-Assessed International Organisations and possess a specific expertise in such domain.

Functions and duties

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Act as the section's contact point on indirect management implementation modality with Pillar assessed Organisations.*
- *Participate and supervise the negotiations of contributions agreements with Pillar Assessed Organisations.*
- *Provide guidance and training to the staff at the Delegation on Indirect management with Pillar Assessed Organisations.*
- *Act as Initiating Agent for Decisions, by contributing to analyse the financial and contractual aspects of proposed implementation modalities to ensure legality and regularity with respect to the applicable rules and regulations and provide adequate advice to the operational team.*
- *Assist with the preparation and follow up of annual payment forecasts.*
- *Monitor the implementation of contracts, drawing the attention of the operational team to potential financial issues.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Participate to the negotiations of contributions agreements with Pillar Assessed Organisations and be responsible for their implementation.*
- *Participate in the preparation of the calls for proposals guidelines and tender files and dossiers in accordance with the approved financial circuits (routing slips, checklists, encoding in CRIS/SUMMA/OPSYS/PPMT, archiving).*
- *Participate as secretary in evaluation committees for the selection and the award of contracts and grants.*
- *Prepare evaluation reports of tenders/negotiated procedures and calls for proposals/direct awards.*

+ AUDIT, CONTROL and INSPECTION

- *Provide assistance for on the spot check missions.*
- *Ensure the implementation and follow-up of the recommendations from audits/ verifications/ Court of Auditors/IAS and other control bodies, in coordination with the Audit Task Manager of the section.*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Master the rules concerning indirect management in line with the Financial Regulation, DG BUDG vademecum and MENA Manual of Procedures.*
- *Correctly use SUMMA/CRIS/OPSYS/PPMT/PROSPECT and ARES.*
- *Correctly apply the Commission's document management rules (in particular for filing and archiving) to the documents for which the official/agent is responsible with the help of the DDMO correspondent in the section.*
- *Correctly follows the rules concerning the Early Detection and Exclusion System (EDES).*
- *Ensure the quality and coherence of financial data in the different information systems (CRIS, OPSYS, SUMMA). Carry out corrections as part of the Data Quality campaigns when required.*

+ EXTERNAL RELATIONS

- *Liaise with external partners, in particular Pillar Assessed Organisations, on contractual and financial aspects.*

Job requirements

Experience"

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

Job-Related experience:at least 3 years

Qualifier:essential

Specific experience in indirect management with pillar-assessed entities is essential.

+ AUDIT, CONTROL and INSPECTION

Job-Related experience:at least 1 year

Qualifier:an advantage

Background in law and/or accounting/business administration and/or finance would be an advantage.

Languages

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

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - Analysis of financial documents*
 - Financial information systems*
 - BUDGET and FINANCE**
 - Budgetary requirements, allocations, monitoring and reporting*
 - Financial circuits*
 - Preparation of financial dossiers*
 - Rules and procedures relating to grants*
 - PROCUREMENT and CONTRACT MANAGEMENT**
 - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
 - Rules and procedures relating to the preparation of contracts*
- **AUDIT, CONTROL and INSPECTION**
 - INTERNAL AUDIT**
 - Financial control and audit environment in the Institution*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
 - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - CRIS (Common Relex Information System) Saisie Budget*
 - IT tools for OFFICE AUTOMATION*
 - Excel*
 - Outlook*
 - Word*
 - IT tools for EXTERNAL RELATIONS*
 - IT tools for DEVELOPMENT AID*
- **INSTITUTION-LEVEL COORDINATION and CONSULTATION**
 - INTER-SERVICE COORDINATION and CONSULTATION**
 - Inter-service consultations and their procedures*
- **INTER-INSTITUTIONAL RELATIONS**
 - Administrative rules and procedures of the institutions of the European Communities*
 - Committee meetings in EU Institutions*
 - Inter-institutional procedures*
- **INTERNATIONAL RELATIONS (generic)**
 - INTERNATIONAL COOPERATION and DEVELOPMENT**

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
Numeracy
- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Capacity to act upon problems
Client orientation
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
Perseverance
- *Working with Others*
Ability to work in a team
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:

The EU Delegation to Lebanon in Beirut hosts the EU Delegation to Syria. The Finance and Contracts section staff is responsible for both portfolios Lebanon and Syria, working as one team under the supervision of the Head of Section.

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:

Currently most of the EU Delegation staff is not based in the place of employment due to the current circumstances and security conditions.

Other***Comments:***

The Finance Contracts & Audit Section Lebanon is responsible for both Lebanon and Syria, working as one team.