



**EUROPEAN AVIATION SAFETY AGENCY**  
**VACANCY NOTICE REF.: EASA/AST/2007/080**

**Administrative and Budget Assistant**  
**(F/M)**  
**Temporary Agent (AST3)**

Applications are invited for the post of **Administrative and Budget Assistant** within the **Rulemaking Directorate** of the European Aviation Safety Agency established by European Parliament and Council Regulation (EC) No 1592/2002 of 15 July 2002 (*OJ L 240, 7.9.2002*) on common rules in the field of civil aviation and establishing a European Aviation Safety Agency. The Agency is located in Cologne, Germany.

**The Agency:**

The European Aviation Safety Agency (EASA) is an agency of the European Union which has been given specific regulatory and executive tasks in the field of aviation safety. The European Aviation Safety Agency is a key part of the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe.

The Agency assists the European Commission in preparing EU legislation on civil aviation safety and environmental compatibility. It also develops its own standards (certification specifications and guidance material) to facilitate the implementation of its objectives.

For further information, please refer to our website: <http://www.easa.europa.eu>

**The Rulemaking Directorate:**

The Rulemaking Directorate conducts all the Agency's rulemaking activities and is in charge of coordinating the Agency's international activities. It is composed of several operational departments.

The process support department ensures tasks of a horizontal nature and assists the operational departments in the execution of their tasks. The department assists in the development of the Directorate's budget and its execution according to the Agency financial rules. It also acts as a focal point for the preparation and execution of service contracts in support of rulemaking activities together with its colleagues in the process support team.

**Job description:**

Reporting to Head of Process Support, and teaming up with the colleagues in the process support department, the post holder will be responsible for the related financial tasks and will ensure the correct administration of EASA tenders and service contract matters in line with the EU Regulations and relevant implementing rules.

**Main responsibilities:**

- Assisting the operational department in the preparation of call for tenders and the execution of service contracts;
- Monitoring of the tender and contractor selection process;
- Preparing and initiating financial commitments and payments;
- Ensuring relevance, quality, completeness and conformity of data needed for the execution of financial transactions;
- Instructing of staff in the operational departments regarding finance and procurement rules, including contract management;
- Assisting in the monitoring process of the directorate's financial commitments/payments versus authorised appropriations;



- Contributing to the production of internal reports regarding budget and procurement execution;
- Monitoring the work in progress and ensuring the follow-up of assigned tasks until completion;
- Drafting internal administrative procedures;
- Assisting the process support team in the execution of its tasks.

## **Qualifications and experience required:**

### **A. ELIGIBILITY CRITERIA:**

A1 A level of post-secondary education attested by a diploma and after having obtained the diploma, 6 years of relevant professional experience;

OR

A level of secondary education attested by a diploma giving access to post-secondary education and after having obtained the diploma, 9 years of relevant professional experience.

A2 Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties<sup>1</sup>.

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

- Be a national of a Member State of the European Union, Norway, Iceland, Liechtenstein or Switzerland;
- Be entitled to his or her full rights as a citizen<sup>2</sup>;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved and
- Be physically fit to perform the duties linked to the post<sup>3</sup>.

### **B. SELECTION CRITERIA:**

#### ***Essential***

- Knowledge of EU rules in the field of public procurement and financial management;
- Knowledge in the field of tender and contractor selection process and proven experience in managing contracts;
- Proven ability to monitor several tasks simultaneously;
- Good understanding of administrative procedures at the European level;
- Personal inclination for working in a structured environment with definite deadlines and systematic advanced planning;
- Good command of both written and spoken English.

#### ***Advantageous***

- Proven professional experience in a similar function to the one described in this vacancy notice;
- Familiarity with computerised budgetary systems, in particular SI2, Business Objects etc.;
- Proven experience in liaising with technical and administrative staff in an international environment;
- Ability to liaise with different departments of the Agency;
- Ability to write clear and concise reports;

<sup>1</sup> In addition, in order to be eligible to a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

<sup>2</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

<sup>3</sup> Before being engaged, a member of the temporary staff shall be medically examined by one of the institution's medical officers in order that the institution may be satisfied that he fulfils the requirements of Article 12 (2)(d).



- Ability to work in an international team in a multicultural environment;
- Knowledge of French and/or German.

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

### **Engagement and the conditions of employment:**

A contract offer will be made as a member of the temporary staff pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities<sup>4</sup> for a five-year period, which may be renewed. The probationary period is 6 months. **The successful candidate will be recruited in grade AST 3.** The basic monthly salary for grade AST 3 (step 1) is € 3.134,02. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and it is exempt of national taxation.

Also the EASA offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Annual leave is calculated on the basis of two days per calendar month plus additional days for age, grade and distance from the place of origin. In addition, the Agency offers an average of 16 bank holidays per year. Adequate sick leave is available.

The jobholder will be engaged by the Executive Director on the basis of a list of suitable candidates proposed by the Selection Committee. Candidates should note that the proposal may be made public and that an inclusion on the list does not guarantee recruitment. The established list may be used for the recruitment of a similar post depending on the needs of the Agency and will be valid until 31/12/2008 (the validity of the list could be extended). For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

### **Declaration of commitment to serve public interest independently:**

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

### **Commitment to promote equal opportunities:**

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

In addition, the Agency welcomes all candidates meeting the eligibility and selection criteria without distinction on grounds of their former employer: industry, National Aviation Authorities, public or private sectors, self-employment, etc.

### **Selection Procedure:**

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates who meet all essential selection criteria may be invited for an interview, which will be held for the most part in English. During the selection process candidates may be required to undergo a competency assessment exercise and complete part of the process in their second EU language. The interview session will be held in Cologne, Germany.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

<sup>4</sup> For further information refer to: [http://ec.europa.eu/dgs/personnel\\_administration/publications\\_en.htm](http://ec.europa.eu/dgs/personnel_administration/publications_en.htm)



Due to the large volume of applications, only candidates selected for the interviews will be contacted. Applicants are invited to follow the recruitment process on the EASA website.

Please note that applications will not be returned to candidates but will be kept on file by the agency. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

**Submission of application:**

For applications to be valid, the candidates must submit in a single A4-sized envelope **one (1) original and four (4) copies of all** the following documents:

- a completed EASA application form<sup>5</sup>;
- a motivation letter of no more than one page, preferably typed, explaining why the candidate is interested in the post and what her/his added value would be to the Agency if selected.

Candidates are kindly asked to send their applications as separate sheets without stapling or binding them together. In order to ensure the reception of your application, we strongly recommend sending your application by **registered mail**.

Applications delivered **via email** will **not be accepted**.

**Do not send supporting documents with your application** (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.). Candidates invited for an interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application.

**Closing date:**

Applications must be sent no later than **05/12/2007**.

Please note that in order to be considered, the applications received are required to be dispatched within the deadline; the postmark date will serve as a proof.

Please send your application to:

**Mail and registered mail:**

European Aviation Safety Agency  
Human Resources - Recruitment Section  
**Ref.: EASA/AST/2007/080**  
Postfach 10 12 53  
D-50452 Cologne, Germany

**Courier and parcel delivery:**

European Aviation Safety Agency  
Human Resources - Recruitment Section  
**Ref.: EASA/AST/2007/080**  
Ottoplatz 1  
D-50679 Cologne, Germany

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<sup>5</sup> This document is available on the following website: [http://www.easa.europa.eu/home/g\\_recruitment\\_main.html](http://www.easa.europa.eu/home/g_recruitment_main.html)