

## CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

<p><b>DG COMMUNICATION is looking for an Accounting Assistant - in a Representation - in EC Representation Slovakia Bratislava</b></p>	
<p><b>Function Group:</b></p>	<p><b>FG III</b></p>
<p><b>Post Number</b></p>	<p><b>292201</b></p>
<p><b>Place of Employment</b></p>	<p><b>Representation in Slovakia- Bratislava</b></p>
<p><b>Deadline for applications:</b></p>	<p><b>30/9/2020</b></p>
<p><b>Contact person:</b></p>	<p>Orsolya.HIDVEGI@ec.europa.eu</p>
<p><b>Entity presentation (We are):</b></p>	<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"> <li>• 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.</li> <li>• 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.</li> <li>• Press and Media Communications: in cooperation with the Spokesperson's Service, Representations communicate on behalf of the Commission.</li> <li>• 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.</li> </ul>
<p><b>Job profile (We look for):</b></p>	<p>Deputy Imprest Account holder (if foreseen in the act laying down the responsibilities relating to the Imprest account management).</p> <p>Participation to the Imprest Account keeping and carrying out of related operations.</p> <p>Carry out and follow-up of financial transactions (commitments, payments, VAT,...) and related operations.</p> <p>Preparation and follow-up of purchase orders.</p> <p>Assistance in the management of the inventory.</p> <p>Help to the operational sections in the elaboration, management and follow-up of call for tenders and calls for proposals.</p> <p>Ensure good application of the procedures and of the appropriate provisions (eligibility, selection and awarding criteria).</p>

	<p>Participation to the opening of calls for tenders and calls for proposals as well as to evaluation Committees.</p> <p>Follow-up of procedures relating to subventions and assistance in the management of contracts and conventions.</p> <p>Participate to the management of the organigramme and to the follow-up of staff movements.</p> <p>Assist staff at arrivals and departures.</p> <p>Collaborate to the follow-up of contractual situation of staff.</p> <p>Participate to the application of procedures related to personnel rights and to its follow-up (absences, leaves,...).</p> <p>Collaborate to the management of administrative files of staff.</p>
<p><b>Recruitment policy:</b></p>	<p>Candidates has to be registered in CAST FGIII financial assistant.:</p> <p><a href="https://epso.europa.eu/home_en">https://epso.europa.eu/home_en</a></p>
<p><b>How to apply:</b></p>	<p>Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to <a href="mailto:Orsolya.HIDVEGI@ec.europa.eu">Orsolya.HIDVEGI@ec.europa.eu</a> mentioning in the subject of the message "Job title &amp; post number".</p>