

Procurement Officer

Downloads



Application form

EN (DOC, 197 KB)

The European Institute for Gender Equality (EIGE)[\[1\]](#) is organising a call for applications with a view to establishing a reserve list for the post of **Procurement Officer**.

The registration of applications **will begin on 4 May 2018 and will close on 4 June 2018 at 13:00 Eastern European Time**.

The Institute

Based in Vilnius, Lithuania, EIGE is a regulatory agency of the European Union (EU) entrusted with specific objectives envisaged to contribute and strengthen the promotion of gender equality.

To achieve its goals, the Institute collects and analyses comparable and reliable information at EU level and develops appropriate methodological tools for the integration of gender equality into all EU policies. It fosters the exchange of good practices and dialogue between stakeholders and raises EU citizen awareness of this policy area by providing technical assistance to EU institutions, in particular the European Commission, as well as the authorities of the Member States.

In the course of its work to promote and strengthen gender equality, EIGE supports policy-makers with high quality research and comparable data relevant to their work.

The post

Profile

Reporting to the Head of Administration, the Procurement Officer shall contribute to, and facilitate the development, implementation and monitoring of the Institute's procurement function in line with its annual procurement plan.

The jobholder shall play a key role in enabling colleagues from different teams to deal with procurement procedures. This will involve consolidating and enhancing the quality of EIGE's procurement function in accordance with related legal requirements and financial procedures, audits as well as the applicable regulatory frameworks and service requirements. In addition, the post carries Data Protection officer duties in accordance with the relevant regulations and after appointment by the European Data Protection Supervisor (EDPS).

Duties

The main responsibilities of the post include the following tasks and activities:

- Develop and implement the Institute's procurement plan while ensuring that the applicable financial and procurement policies and procedures are followed;
- Assist project managers in drafting and administering calls for tender and related follow-up activities, such as evaluation, selection, award and contractual matters;
- Provide advice internally on procurement procedures and contract management as well as to potential suppliers/service providers;
- Support market research in order to identify potential contractors and/or in order to ascertain market prices;
- Conduct staff training and development in procurement matters;
- Act as initiating agent for commitments and payments, ensuring the legality and regularity of related financial transactions;
- Prepare replies to information requests from tenderers/potential tenderers as well as to requests for information for auditing and reporting purposes;
- Facilitate the development of tools and procedures applicable to the procurement function at EIGE;
- Contribute to the development and availability of template documentation related to the procurement function;
- Draft legal opinions and policies and provide research and advice in particular, in the area of conflict of interest, governance procedures, data protection, and intellectual property.

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- Coordinate and review the work of external professionals supporting EIGE on legal cases.
 - Act as coordinator and advisor for the implementation of the Institute's conflict of interest policy and related internal procedures.
 - Implement other relevant tasks assigned by the Head of Administration.
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Formal requirements & selection criteria

Formal requirements

To be considered eligible for selection, an applicant must meet by the closing date of this call, the following formal requirements:

completed university studies, of at least three years attested by a diploma[[2](#)] and appropriate professional experience of at least one year;

- EU Member State nationality;
- a good command, both spoken and written, of at least two official EU languages;
- entitlement to full rights as a citizen;
- no obligations imposed by national laws concerning military service;
- medically certified fitness to perform duties linked to the post.[[3](#)]

Selection criteria

Essential

- University degree in a relevant field (law, economics, accounting, business administration, etc.) or in a related field;
- at least three years' relevant professional experience following the award of a diploma[[4](#)];
- experience and knowledge in the duties as noted in the "Duties" section;
- a good knowledge of procurement procedures and guidelines;
- a high level of IT literacy and familiarity with software applications related to procurement;
- the ability to communicate effectively in written and spoken English, the predominant working language of the Institute;

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- the mind-set to be attentive to detail and to see through to conclusion specific tasks, ensuring that deadlines and quality standards are met;
- the ability to learn and work in a proactive, autonomous way;
- evident interpersonal, organisational, administrative and problem solving abilities;
- a team player who is self-critical towards her/his own performance and shares learning and information as part of a multicultural and multidisciplinary organisation;
- a high sense of discretion and confidentiality.

Advantageous

- Knowledge of financial and procurement rules and procedures applicable to EU institutions and bodies;
 - Work experience in EU or international organisations;
 - Previous exposure to international and/or multicultural work environments;
 - A university degree in law;
 - Awareness of and support for gender equality;
 - Knowledge of data protection regulation and related policies.
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Selection procedure

The selection procedure includes the following steps:

- Only duly completed applications submitted electronically within the deadline will be taken into consideration.
- Each duly completed application will be examined with a view to establishing that the candidate meets all eligibility criteria.
- Eligible applications will be evaluated by the appointed Selection Committee based on selection criteria defined in this vacancy notice. Depending on the number of applications received, the Selection Committee may apply stricter requirements within the selection criteria noted above.
- The best-admissible candidates will be short-listed for interviews to be held in Vilnius.
- Interviews and written tests will be in English.

- During interviews, the Selection Committee will examine the candidates' profiles and assess their relevance for the post in question. Candidates may also be required to undergo a competency assessment exercise.
- On the day of interview, candidates will be requested to present originals and copies of documents detailing citizenship in particular of their identity card, passport or other official document specifying citizenship.
- If at any stage of the procedure, it were established that information in the application has been knowingly falsified, the candidate shall be disqualified from the selection process.
- Successful candidates will be included in a reserve list which will be valid for 12 months. The validity of this list may be extended. Each candidate will be informed by letter whether or not s/he has been placed on the reserve list. However inclusion of candidates on the reserve list does not guarantee recruitment.
- The Director of the Institute will appoint the selected jobholder from the reserve list, taking into account a gender balanced, geographically diverse organisation.

The internal proceedings of the Selection Committee are strictly confidential and any contact with its members is strictly forbidden. Soliciting on behalf of a candidate can lead to immediate disqualification.

For applications to be valid, candidates must complete an EIGE application form available on the top of this page. It is to be forwarded electronically to eige.hr@eige.europa.eu. The subject title must include the vacancy reference number.

Applicants are requested not to attach any supporting documents at this stage. Only candidates invited to an interview will be asked to present copies of documents for verification. Applications will not be returned to candidates but will be kept on file by the Institute in line with its data protection obligations.

Due to the large volume of applications only candidates selected for the interviews will be contacted.

Employment conditions

The place of employment is Vilnius. The Institute is an equal opportunities employer. The jobholder shall work in a multicultural environment where social dialogue between management and staff, including representatives of the staff, is regarded as vital. The Institute is fully computerised and

working time is based around flexitime and core working hours.

For reasons related to the Institute's operational requirements, the chosen candidate will be expected to be available at short notice. A contract in Function Group IV under Article 3a, pursuant to the conditions of employment of other servants of the European Union, shall be offered, subject to probation of nine months. The contract duration will be three years and may be renewed not more than once for a fixed period. Any further renewal shall be for an indefinite period.

The pay of a Contract Agent consists of the basic remuneration as well as various allowances^[5] depending on jobholder's personal situation. For information, the current gross basic salary for this post, before deductions and the correction coefficient weighting of 74.3% for Lithuania, starts at approximately €3,404 and can be higher depending on the length of documented work experience. Remuneration is paid in Euro. Salaries are subject to tax at source and are exempt from national taxation. Deductions for medical insurance, pension and unemployment insurance also apply.

Independence & declarations of interest

The jobholder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his/her independence. Candidates confirm their willingness to do so in their application.

Equal opportunities

The Institute applies a policy of equal opportunities in line with the formal requirements noted in section "Formal requirements".

Applications are accepted without distinction on any grounds of age, birth, disability, ethnic or social origin, genetic features, membership of a national minority, political (or any other) opinion, property, religion, sex or sexual orientation.

Appeal procedures

If a candidate considers that she/he has been adversely affected by a particular decision, she/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European

can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of Employment of Other Servants of the European Communities, by writing to The Director, European Institute for Gender Equality, Gedimino Prospektas 16, Vilnius, Lithuania LT01103.

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22nd March 2004 published in the [Official Journal of the European Union L 124 of 27th April 2004](#)) starts to run from the time the candidate is notified of the act adversely affecting her/him.

Pursuant to Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994, it is also possible to write to The European Ombudsman, 1 Avenue du Président Robert Schuman, CS 30403 67001 Strasbourg Cedex, France.

[Further details on appeals.](#)

Protection of personal data

As the body responsible for organising the competition, the EIGE ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

Personal data shall thus be processed solely for the purpose of the selection procedure.

Lithuania & life in Vilnius

Lithuania is a member of the Schengen Area and it borders Latvia, Belarus, Poland and the Kaliningrad region of Russia. Its western coastline - noted for its fine beaches, dunes and majestic pines - straddles the Baltic Sea.

Vilnius has an estimated population of just over 800,000 people. In addition to ample green spaces, it is beautifully situated on the banks of the river Neris, offering excellent opportunities for

spaces, it is beautifully situated on the banks of the river Neris, offering excellent opportunities for outdoor activities. The city is compact and safe both for individuals and families. Vilnius has impressive Baroque, Gothic, Renaissance and Russian architecture as well as one of Europe's largest medieval old towns, a UNESCO World Heritage site since 1994. It has been a university city since the Middle Ages.

It is the centre of the country's politics, business, science, culture and entertainment and it attracts an increasingly varied assortment of local and international events. The city centre of Vilnius is compact, clean and safe. In addition to hosting a number of international schools, Vilnius has a well-developed infrastructure and ambitious future plans.

Further information is available at: <http://www.vilnius-tourism.lt/en/tourism> .

[1] Established by the European Parliament: the Council Regulation (EC) No 1922/2006 of 20 December 2006 (OJ L 403/9 of 30.12.2006).

[2] Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant Member States authorities will be accepted.

[3] Prior to recruitment, the successful candidate will be medically examined for the purposes of Article 12(2) (d) of the Conditions of Employment of Other Servants of the European Communities.

[4] Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of three years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

[5] For example: expatriation, household, education, dependent child, installation, accreditation, etc.

Metadata

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