



## Vacancy Notice for the position of Financial Officer

**Reference:** GHEDCTP3/2024/TA/04

<b>Type of contract</b>	<b>Temporary agent 2f</b>
<b>Type of Post</b>	<b>Administrator</b>
<b>Type of publication</b>	<b>External</b>
<b>Grade for external publication</b>	<b>AD 05</b>
<b>Duration of contract</b>	<b>3 years (renewable)</b>
<b>Place of employment</b>	<b>Brussels, Belgium</b>
<b>Deadline for applications</b>	<b>8 May at 23:59 CET (Central European Time / Brussels time)</b>
<b>Reserve list valid until</b>	<b>31 December 2025</b>

**Number of persons to be selected for the reserve list: 4**

**Number of Persons to be recruited: 2**

1.	Introduction.....	2
2.	Job description.....	3
3.	Eligibility criteria.....	4
4.	Selection criteria.....	5
5.	Independence and declaration of interest.....	6
6.	Selection and appointment procedure.....	6
7.	Equal opportunities.....	7
8.	Conditions of Employment.....	7
9.	Application procedure.....	8
10.	Protection of personal data.....	8
11.	Appeal procedure.....	9

## 1. Introduction

The Global Health EDCTP3 Joint Undertaking (GH EDCTP3 JU) is a partnership between the European Union and the European & Developing Countries Clinical Trials Partnership (EDCTP) Association whose members are several European and African countries. The GH EDCTP3 JU is established by Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe<sup>1</sup>. It aims at supporting clinical research to deliver solutions to reduce the burden of infectious diseases in sub-Saharan Africa and strengthen research capacities to prepare and respond to emerging infectious diseases.

Since 2003, the first and second European & Developing Countries Clinical Trials Partnership (EDCTP) programmes<sup>2,3</sup> represent a flagship for conducting sound multi-country clinical trials in sub-Saharan Africa, building a true partnership between Europe and Africa, and fostering African leadership in scientific research. These programmes have also contributed to improving linkages between African research organisations, which resulted in the launch of four African Regional Networks of Excellence for clinical trials and more than 200 multi-country clinical trials and clinical studies. Moreover, these programmes have strengthened the ethics review capacity and national regulatory authorities in many African countries and contributed to establish relevant organisations in the region.

Building on the positive experience of the previous EDCTP programmes, GH EDCTP3 intends to:

- Reduce the socio-economic burden of infectious diseases in sub-Saharan Africa by promoting the development and uptake of new or improved health technologies;
- Increase health security in sub-Saharan Africa and globally by strengthening the research and innovation-based capacities for preparedness and response to control infectious diseases.

GH EDCTP3 JU is implementing a budget of approximately EUR 1.6 billion for the period 2021-2027 and consolidating a programme office of around 34 highly qualified, scientific, clinical and administrative professionals from multi-cultural backgrounds from Europe and Africa, operating in a multilingual context. The budget comes from the European Union Horizon Europe Framework Programme of Research and Innovation, the EDCTP Association member countries and additional contributing partners, such as philanthropic organisations and industry, which contribute on an ad-hoc basis. More information can be found in the mentioned Council Regulation establishing the Joint Undertakings under Horizon Europe, notably in its Articles 99-114.

GH EDCTP3 JU is established until 31 December 2031 and is located in Brussels.

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<sup>1</sup> Council Regulation (EU)2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe and repealing Regulations (EC) No 219/2007, (EU) No 557/2014, (EU) No 558/2014, (EU) No 559/2014, (EU) No 560/2014, (EU) No 561/2014 and (EU) No 642/2014 (OJ L 427 of 30/11/2021, p. 17–119) <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021R2085>.

<sup>2</sup> Decision 556/2014/EU of the European Parliament and of the Council of 15 May 2014 on the participation of the Union in a second European and Developing Countries Clinical Trials Partnership Programme (EDCTP2) jointly undertaken by several Member States [EUR-Lex - 32014D0556 - EN - EUR-Lex \(europa.eu\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014D0556).

<sup>3</sup> Decision No 1209/2003/EC of the European Parliament and of the Council of 16 June 2003 on Community participation in a research and development programme aimed at developing new clinical interventions to combat HIV/AIDS, malaria and tuberculosis through a long-term partnership between Europe and developing countries, undertaken by several Member States <https://eur-lex.europa.eu/legal-content/HR/TXT/?uri=CELEX:32003D1209>.

## 2. Job description

The GH EDCTP3 JU is organising a call for expressions of interest with a view to recruiting and establishing a reserve list of Temporary Agents for the position of Financial Officer.

### 2.1 Profile

Under the supervision of the Head of Administration and Finance, the jobholder will play an important role in the financial management processes of the GH EDCTP3 JU, providing expertise and applying appropriate processes and procedures in order to ensure alignment with the GH EDCTP3 JU business needs and with the applicable European Union rules and regulations.

The jobholder is responsible for the ex-ante control and verification of financial and budgetary transactions and also ensures that stakeholders are provided with relevant, timely and accurate reports.

### 2.2 Tasks

#### Duties and responsibilities

The Financial Officer's main duties and responsibilities will include, but not limited to the following:

#### Financial Management:

- Providing support to the authorising officers and other stakeholders in the application of the financial rules and procedures of the Joint Undertaking;
- Financial initiation of financial transactions including commitments, contracts, grants, de-commitments, payments, recovery orders, guarantees in ABAC and Sygma/Compass;
- Work closely with the Scientific Project Officers and Legal Officers in the formal aspects of the preparation of calls for proposals and/or calls for tenders;
- Collect, verify and process all financial and legal documents required from grant beneficiaries and contractors;
- Analyse and confirm the financial viability of beneficiaries;
- Follow-up the financial implementation of grants (prepare payments and recovery orders ensuring that they are financially and procedurally correct, that is, in conformity with the contract and the regulations);
- Answer questions and provide guidance to beneficiaries with regards to the financial aspects of the grants;
- Preparation of ex-post audit files;
- Coordinate recommended control activities following assessment of ex-post audit results;
- Contributing to the year-end operations for the closure of the budget and to the risk analysis and management in the finance area.

#### Verification:

- Verifying the legality and regularity of budgetary and financial transactions by checking their compliance with the EU Financial Regulation, internal rules and decisions and other applicable rules and regulations;
- Providing advice and support to authorising officers and other stakeholders on matters arising from the verification action and all other financial issues.
- Acting as Financial Verifier, which includes all financial transactions like budgetary and legal commitments, de-commitments, payments, recovery orders, and guarantee funds in ABAC and in

Syigma/Compass, and in accordance with the JU's Financial Circuits and Manual of Financial Procedures;

- Verification and follow-up of ex-post audit files.

#### Policy and procedures

- Contributing to the documentation and updating of the financial procedures and policies of the GH EDCTP3 JU, including the development of SLAs, guidelines, manuals and quality control processes;
- Contributing to the development of the GH EDCTP3 JU's financial circuits;
- Contributing to the evaluation of current processes and policies and service performance to identify areas where improved efficiency and alignment with the GH EDCTP3 JU business functions are possible.

#### Reporting:

- Ensuring regular financial management reports for the management, including for the members other than the Union in-kind contributions, in accordance with the Single Basic Act;
- Prepare and review the reporting on the Financial Contributions to the EDCTP3 Programme, in accordance with the Single Basic Act;
- Providing the GH EDCTP3 JU stakeholders with regular and ad-hoc financial and budgetary reports, statistics and information;
- Contributing to the Annual Activity Report and the report on budgetary and financial management;
- Assisting in the preparation of and provide support during external and internal audit missions by providing the necessary documentation and information as requested by the internal auditor(s) or by the European Court of Auditors.

#### Collection of administrative contributions:

- Contributing to the development and maintenance of the procedures and tools to facilitate the collection of administrative contributions;
- Ensuring the invoicing process and follow-up including liaising with the relevant internal and external stakeholders;
- Providing support to the Accounting Officer in the monitoring of the receivables.

The successful candidate may be required to undertake other tasks and activities as necessary under the responsibility of the Head of Administration and Finance according to the evolution and development of the GH EDCTP3 JU's structure or activities. Duties may evolve depending on the needs of the GH EDCTP3 JU.

### **3. Eligibility criteria**

Candidates will be considered for the selection phase on the basis of the following requirements, to be fulfilled by the closing date for applications and maintained throughout the selection procedure and appointment.

**Failure to comply with the eligibility selection criteria will result in the disqualification of the applicant concerned.**

### 3.1 Nationality<sup>4</sup>

- Be a national of a member state of the European Union;

### 3.2 Education and professional experience

- Have a level of education which corresponds to completed university studies of at least four (4) years attested by a diploma<sup>5</sup>; and, after having obtained the diploma, at least three (3) years full-time of appropriate professional experience;

OR

Have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma and, after having obtained the diploma, at least four (4) years full-time of appropriate professional experience.

### 3.3 Languages

- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV possible language certificates they have obtained, which can demonstrate their language skills).

## 4. Selection criteria

Eligible candidates will be considered for the selection phase on the basis of the following criteria, to be fulfilled by the closing date of applications.

Candidates are invited to be as detailed and as clear as possible when describing their professional experience and specific skills and competences in their application. In order to be evaluated in the best possible way, candidates are advised to give **evidence of their knowledge and detailed professional experience with specific examples and detailed professional experience**.

### 4.1 Essential qualifications and experience

- Suitability to perform the tasks described in point 2.2;
- Knowledge and demonstrated professional experience of at least 3 years in a monitoring and controlling the use of financial resources;
- Sound knowledge of financial, budgetary, accounting and procurement rules, preferably in the public sector;
- Knowledge of EU financial framework, policies and procedures;
- Professional experience in working in a multicultural, international and multidisciplinary environment;
- Very good written and spoken English (native or near-native level).

### 4.2 Advantageous criteria

- Competence and experience in working with ABAC and other relevant financial information systems;

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<sup>5</sup> Only qualifications issued by EU Member State and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

- Proven experience in the development and automation of reporting;
- Proven experience in tasks associated to financial coordination, supervision and verification.

#### **4.3 Behavioural competences**

- Ability to conceptualise problems, identify and implement solutions;
- Ability to analyse, structure information and deliver in a structure way;
- Eye for detail, accuracy;
- Ability to work under pressure and prioritise tasks in a demanding working environment;
- Ability to work in a proactive and autonomous way.

## **5. Independence and declaration of interest**

The successful candidate will be required to make a declaration of their commitment to act independently in the public interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

## **6. Selection and appointment procedure**

### **6.1 Selection Committee**

For each selection process, a Selection Committee is nominated by the Executive Director of the GH EDCTP3 JU.

A Selection Committee is composed of at least 3 members (and alternates), including a member designated by the Staff Committee of the Global Health EDCTP3 Joint Undertaking.

The names of the Selection Committee members will be communicated to the shortlisted candidates in the invitation letter to their assessment.

Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning the selection procedure. The Selection Committee's internal proceedings are strictly confidential and any contact with its members is strictly forbidden. The Chair of the Selection Committee reserves the right to disqualify any candidate who disregards these instructions.

### **6.2 Screening of applications**

After applications are screened, the Selection Committee, based on the vacancy notice and on elements of the application, will draw up a shortlist of candidates to be invited for an assessment, which will be held in Brussels or remotely. The candidates not invited to the assessment will be informed that they were not selected.

The assessment will consist of a written test and an oral interview in order to assess:

- The candidate's motivation and understanding of the position;
- The candidate's skills with reference to the job description;
- The candidate's knowledge of the field in which the Joint Undertaking operates;
- The candidate's general aptitudes and language abilities as necessary for the performance of their duties.

The assessment phase will be conducted in English.

### 6.3 Appointment and reserve list

The Appointing Authority will select the successful candidate to be offered the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Appointing Authority of the GH EDCTP3 JU<sup>6</sup>.

The reserve list may be used in order to fill vacant positions within GH EDCTP3 JU and shared with other JUs.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on the availability of posts and budget.

The reserve list will be valid until **31 December 2025** and may be extended at the discretion of the Appointing Authority.

## 7. Equal opportunities

The GH EDCTP3 JU, as a European Union body, applies a policy of equal opportunity for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions or opinions, financial situation, disability, age, sexual orientation, marital status or family situation.

## 8. Conditions of Employment

The successful candidate will be appointed as a **Temporary Agent AD 05**, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union, for a period of three years, with a probation period of 9 months. After an evaluation of the post holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of the GH EDCTP3 JU.

### Remuneration

The successful candidate who is offered a contract of employment will be graded on entry into service in the relevant step (1 or 2), according to the length of his/her professional experience.

The basic monthly salaries for a Temporary Agent AD 05, as of 1 January 2024 in Brussels, are:

step 1: EUR 5,507.55

step 2: EUR 5,738.98

In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation or foreign residence allowance, family allowances including household allowance, dependent child allowance, pre-school allowance and an education allowance.

The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

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<sup>6</sup> Before his/her appointment, the candidate shall be medically examined in line with the requirement of Article 12(2)(d) of the Conditions of employment of other servants of the European Communities.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS) of the European Union, which is available on the following web page:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

## 9. Application procedure

### **Important information for candidates**

For applications to be valid, candidates must submit an application consisting of a motivation letter and a curriculum vitae to the functional mailbox [EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu](mailto:EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu).

Candidates are required to quote the reference of the vacancy for which they have applied in all correspondence: **GHEDCTP3/2024/TA/04**

### **Applications shall be made in English to be considered.**

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English.

When filling in their application, candidates are requested to **provide examples** of their **professional experience** and **competences**.

When submitting more than one application for a position, any new application made by a candidate will be considered to supersede and replace the previous application for that position.

Candidates are advised to apply using an e-mail address that will remain valid for several months.

Candidates are asked to report any potential change of contact details in writing, without delay, to the following e-mail address: [EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu](mailto:EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu).

Candidates are advised not to wait until the last few days before applying as heavy internet traffic or a problem with the internet connection could lead to your application being interrupted. After the closing date, applications will no longer be accepted.

Applications sent by post will not be accepted.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

## 10. Protection of personal data

Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter "the Regulation") applies to the processing of personal data carried out by GH EDCTP3 JU.

GH EDCTP3 JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.



The GH EDCTP3 JU Privacy Policy describes the measures taken to protect your personal data with regard to the data processing operations in the context of the recruitment of staff. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

More information on Data Protection at GH EDCTP3 JU can be obtained in the Data Protection Register and in the Privacy Notices published in the GH EDCTP3 JU website: <https://globalhealth-edctp3.eu/legal-notice-and-privacy>.

## 11. Appeal procedure

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

### 11.1 Request for review of the decision taken by the pre-selection Committee

After receiving the letter notifying the candidate of the decision taken by the pre-selection Committee, he/she may submit a written request for a review of such a decision, within 10 calendar days from the date when the letter/e-mail notifying him/her of the decision was sent to him/her, setting out the reasons for the request to the following e-mail address: [EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu](mailto:EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu)

### 11.2 Appeals

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

**Global Health EDCTP3 Joint Undertaking**  
For the attention of Michael Makanga, Executive Director  
TO 56  
1049 Brussels  
Belgium

The complaint must be lodged within three months, starting from the date the GH EDCTP3 JU notifies the candidate of the act adversely affecting him/her.

Should the complaint be rejected, the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union before:

The Court of Justice of the European Union  
Rue du Fort Niedergruenewald  
L-2925 Luxembourg  
[https://curia.europa.eu/jcms/jcms/T5\\_6308](https://curia.europa.eu/jcms/jcms/T5_6308)

### 11.3 Complaint to the European Ombudsman

Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union:

Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to the GH EDCTP3 JU. Any complaint to the Ombudsman must be made within two years of receiving the Joint Undertaking's final position on the matter. (<http://www.ombudsman.europa.eu>).

**The European Ombudsman**

1 avenue du Président Robert Schuman  
CS 30403  
F-67001 Strasbourg Cedex  
FRANCE

<http://www.ombudsman.europa.eu/start.faces>

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations for lodging complaints or submitting an appeal before the General Court according to Article 270 of the Treaty on the Functioning of the European Union.