

VACANCY

Financial Expert - Legal and Public Procurement Management

Deadline for Applications: 17 January 2021

The ESPON EGTC is recruiting a Financial Expert - Legal and Public Procurement Management to join its international team working on European territorial evidence relevant for policy making.

The new staff member will be offered a temporary, fixed-term contract (18 months) and is supposed to take up the position as early as possible to support the implementation of the Single Operation financed by the ESPON 2020 Cooperation Programme.

The job of Financial Expert - Legal and Procurement Management

The Financial Expert – Legal and Public Procurement Management proactively contributes to the fulfilment of the ESPON EGTC's mission, particularly in all matters regarding the implementation of public procurement procedures and legal contract management with external service providers. It ensures the compliance of the procurement procedures with European primary and secondary legislation and with national legislation. The Financial Expert – Legal and Public Procurement Management works under the supervision of the Head of Unit for Administration and Management and in collaboration with Project Experts and other Financial Experts.

Task and responsibilities of the Financial Expert – Legal and Public Procurement Management include the following:

- Provide legal expertise, support and best practice guidance in public procurement, contract management and administration procedures for thematic activities implemented by the ESPON EGTC in accordance with the annual work plans.
- Draft, support and coordinate calls for tenders in line with the legal requirements, standards and best practices.
- Elaborate and update all internal procedures and templates related to the entire life-cycle of procurements and contract management.
- Provide legal advice and participate in the design and planning for public procurement.
- Draft customised service contracts.
- Follow up on service contract implementation, performance and enforcement.

- Elaborate and monitor the implementation of the EGTC Annual Public Procurement Plan.
- Monitor the publication of calls for tenders in the Portail des Marchés Publics of Luxembourg
- Proactively identify and address procurement risks and propose mitigating strategies and improvement measures to meet the ESPON EGTC compliance requirements (at national and EU level)
- Support contract execution, monitoring and closure, including both formal termination and ex-post analysis (lessons learnt).
- Review tendering documents.
- Ensure proper documentation for EGTC Audit trail.
- Ensure the continual update of the EGTC staff on the latest legal developments and best practices in public procurement.

The legal and regulatory context for the work of the Financial Expert – Legal and Public Procurement Management is determined by the relevant rules for public procurement and financial management of the European Commission as part of the European Structural Investment Funds 2014-2020 as well as of the relevant Luxembourg legislation.

The post as Financial Expert - – Legal and Public Procurement Management will in organisational terms be assigned to the Unit on Administration and Management to strengthen its capacity in managing the growing variety of public procurement and service contract solutions in the last implementation stage of the current ESPON 2020 Programme. This also results from the substantial increase of various types of evidence and knowledge production services for the ESPON member countries to be carried out by the EGTC in the period of January 2021-June 2022, which requires customised public procurement and contract management tools.

Which qualifications are required for the post?

You have an advanced University degree (Master's or equivalent) in Business Administration, Management, Law, Public Procurement or other relevant field of study. Public Procurement certification or diploma will constitute an advantage.

You have 3-5 years of relevant work experience in legal issues and public procurement frameworks and legislations. Candidates with less work experiences may also be considered if sufficiently convincing skills and competences are presented.

You have a previous experience in managing calls for services and service contracts.

You have a good knowledge of the EU regulatory framework, including regulations related to the ESIF and to the Cohesion Policy 2014-2020

You are well acquainted with European and national (Luxembourg) legislation on public procurement and good knowledge of contractual law.

You demonstrate very good analytical and numeracy skills, with clear ability to review complex texts and draw conclusions for the teamwork.

You are minded for collaboration and teamwork, and even might have some experience in team coordination.

You are well organised with good time management, problem-solution orientation and administrative flair, particularly in the fields of public procurement, project management and contract administration.

You have very good oral and written communication skills in English and also in French as the Luxembourg public procurement legislation is mainly communicated in French.

Applying for the post

The application shall be drafted in English language and shall include:

- A motivation letter (maximum 1 page) expressing the motivation and expectations as well as the qualifications and experience in relation to the post.
- A curriculum vitae (preferably in Europass format) including the main details of the professional experience and educational background as well as the personal and language skills.

In case of selection for the post, the presentation of certified copies of degree/diplomas will be required.

If you want to apply for the vacant post, please **send your application including your CV by e-mail to recruitment@espon.eu indicating “Temporary Financial Expert (and your family name)” in the subject line of the email.**

The deadline for submitting your application is **17 January 2021**.

Selection procedure

The ESPON EGTC will establish a Selection Board, which will invite the most qualified candidates for an interview. Given the current COVID-19 pandemic, all interviews will be done in online format and are planned to be conducted in January 2021. The ESPON EGTC applies the principle of equal opportunities.

Conditions of employment

You will be offered a full time (40 hours/week) fixed-term employment contract (contract à durée déterminée) of 18 months, with a possibility to extend if necessary and respecting the provisions of the relevant national legislation.

A competitive salary will be paid regarding your experience and qualifications.

The ESPON EGTC is serving a pan-European programme which is mirrored in the composition of staff. At the ESPON EGTC, you will work with colleagues from different countries in Europe and be part of a multi-cultural working environment which favours cooperation and teamwork.

Requests for additional information

You may request further information about the vacant post and the ESPON EGTC by sending an email to recruitment@espon.eu or by calling Mr Teofil GHERCA, Head of Administration and Management on +352 20 600 280 30.

Personal Data Protection

Any personal data provided by you in relation to this selection procedure will be processed according to the provisions on personal data protection, in particular Regulation (EU) 2016/679.

This applies in particular to the confidentiality and security of your personal data, which will be processed solely for the purposes of this selection procedure.

Your application will be deleted one month after the finalization of this selection procedure.

For the purposes of this selection procedure, an external party to the ESPON EGTC may be involved and handle your personal data. If so, the external party will also treat your data confidentially and solely for the purposes of this selection procedure.

Should you have any further questions concerning the processing of your personal data, you shall address them to the following e-mail address: recruitment@espon.eu.

What is the ESPON 2020 Cooperation programme?

The ESPON 2020 Cooperation Programme aims at promoting and fostering a European territorial dimension in development and cooperation by providing evidence, knowledge transfer and policy learning to public authorities and other policy actors at all levels.

The mission of ESPON 2020 is to continue the consolidation of a European Territorial Observatory Network and grow the provision and policy use of pan-European, comparable, systematic and reliable territorial evidence.

The objective of the ESPON 2020 Cooperation Programme is to support the reinforcement of the effectiveness of EU Cohesion Policy and other sectoral policies and programmes under European Structural Investment (ESI) funds as well as national and regional territorial development policies, through the production, dissemination and promotion of territorial evidence covering the entire territory of the 28 EU Member States, as well as 4 Partner States of Iceland, Liechtenstein, Norway and Switzerland.

The ESPON 2020 Cooperation Programme has a budget of EUR 48 million for the period 2014-2020 which is financed mainly by the European Commission, as well as by the 28 EU Member States and 4 Partner States, Iceland, Liechtenstein, Norway and Switzerland. Luxembourg is the seat of the Managing Authority.

What is the ESPON EGTC?

The ESPON EGTC is a European Grouping for Territorial Cooperation and has been established to deliver the content envisaged by the ESPON 2020 Cooperation Programme.

What is the mission of the ESPON EGTC?

The ESPON EGTC is the Single Beneficiary of the ESPON 2020 Cooperation Programme established to implement:

- Applied research projects on themes defined by policy demand where the European process needs better information and evidence.
- Targeted analyses in cooperation with stakeholders from national, regional and local authorities as well as other programmes under European Structural and Investment Funds and European Macro-regions.
- Observation and monitoring of territorial trends and dynamics within Europe as a basis for policy consideration covering the entire European territory, its regions and cities as well as European Macro-regions and cross-border entities.

- Development and maintenance of a “toolbox” relevant for information and use of the territorial evidence base for policy making including data and indicators in the ESPON Database as well as tools for territorial analyses, urban benchmarking, mapping etc.
- Outreach activities at European level as well as in the transnational and national contexts in order to promote the European perspective of territorial development and cohesion.

As an important element in the renewal of ESPON, the ESPON EGTC has been equipped to serve ongoing policy processes upon demand to deliver rapid analytical responses such as short papers, policy briefs, etc. based on the ESPON evidence base. At the same time, the ESPON EGTC is as a legal entity bound to a sound management and implementation of its activities.

The ESPON EGTC currently employs 22 people within two units:

- Unit for Evidence and Outreach devoted to the evidence production and outreach activities to be implemented as part of the Single Operation;
- Unit for Administration and Management responsible for financial, legal, administrative and human resource issues of the ESPON EGTC.

ESPON 2020 – More information

ESPON EGTC

4 rue Erasme, L-1468 Luxembourg

Phone: +352 20 600 280

Email: info@espon.eu

www.espon.eu, [Twitter](#), [LinkedIn](#), [YouTube](#)

The ESPON EGTC is the Single Beneficiary of the ESPON 2020 Cooperation Programme. The Single Operation within the programme is implemented by the ESPON EGTC and co-financed by the European Regional Development Fund, the EU Member States and the Partner States, Iceland, Liechtenstein, Norway and Switzerland.