

## **VACANCY**

### **Temporary Financial Expert**

**Deadline for Applications: 21 June 2020**

The ESPON EGTC is recruiting a Financial Expert to join its international team working on European territorial evidence relevant for policy making.

The new staff member will be offered a fixed-term contract (12 months) and is supposed to take up the position as early as possible to support the implementation of the Single Operation financed by ESPON 2020 Cooperation Programme.

#### **The job of Financial Expert**

As financial expert you will be responsible for public procurement procedure implementation and contract management for projects conducted under the ESPON EGTC activities. To ensure high quality projects implementation, under the supervision of your head of unit, you will be working in tandem with Project Experts in a number of projects for the content of the activities and with a Lawyer for the EU and national (LU) regulations. In this context, you shall ensure that EU and Luxembourg regulations requirements are respected.

As part of your key tasks, you will have to:

- Draft relevant parts of terms of reference.
- Publish calls for tenders on the “Portail des Marchés Publics” of Luxembourg.
- Participate in opening sessions.
- Assess management and financial capabilities of tenderers.
- Ensure the proper implementation of the contract in financial and administrative terms coupled with a Project expert.
- Ensure a sound financial and budgetary management of the ESPON EGTC, respecting the Operation Implementation Guidelines given for the single Operation.
- Contribute to the continuous internal quality control of payments and audit trail and to the elaboration of the financial progress reports to be submitted by the ESPON EGTC to the ESPON Managing Authority.

The legal and regulatory context for your work as Financial Expert are based on 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 Luxembourg legislation.

The post as Financial Expert will in organisational terms be assigned to the Unit on Administration and Management.

### **Which qualifications are required for the post?**

You carry an advanced University degree (Master's or equivalent) Business Administration, Management, Economy, Law or other relevant field of study.

You have preferably 3-5 years of relevant work experience, with financial and/or legal issues related to international or European programmes, public procurement, project monitoring and financial management. Candidates with less work experiences may also be considered if sufficiently convincing skills and competences are present.

You have insight in European regulations related to ESIF and Cohesion Policy 2014-2020 and you are well acquainted with European and Luxembourg legislation relevant for public procurement and contract management.

You possess analytical and numeracy skills; you are minded for collaboration and teamwork. 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. In this context experience in relation to concrete implementation of calls for tender and service contract management will be considered an advantage.

Good communication skills in English and French are important in order to cover the requested tasks as Luxembourg public procurement legislation is mainly communicated in French. Good computer skills and confidence in working in Excel is considered a pre-condition for the post.

### **Applying for the post**

The application shall include, in English language:

- 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](mailto: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 **21 June 2020**.

### **Selection procedure**

The ESPON EGTC will establish a Selection Board, which will invite the most qualified candidates for an interview. All interviews will normally take place in Luxembourg and are planned to be organised in June/July 2020. 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 12 months, with a possibility to extend if necessary and respecting the provisions of relevant national legislation.

A competitive salary will be paid regarding your experience.

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](mailto: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 the applicants will be processed according to the provision of different regulation on personal data protection, in particular Regulation (EU) 2016/679. This applies in particular to the confidentiality and security of such personal data. Personal data will be processed solely for the purposes of this selection procedure. Should the applicant have any questions concerning the processing of his/her personal data, s/he shall address them at the following e-mail address: [recruitment@espon.eu](mailto: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.

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## ESPON 2020 – More information

ESPON EGTC

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*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.*