

NOTICE OF OPEN COMPETITION

EPSO/AST/154/22 – ASSISTANTS (AST 3) IN THE FOLLOWING FIELDS:

1. FINANCIAL MANAGEMENT
2. ACCOUNTING AND TREASURY
3. PUBLIC PROCUREMENT
4. GRAPHIC DESIGN AND VISUAL CONTENT PRODUCTION
5. SOCIAL AND DIGITAL MEDIA
6. WEBMASTER

Deadline for application: 25 October 2022 at 12.00 (midday), Brussels time

ANNEX I

TYPICAL DUTIES

Field 1 — financial management

(a) *Duties common to all institutions*

1. Assisting in preparing, executing, and monitoring the annual budget;
2. Setting up financial dossiers and checking financial documentation in accordance with the applicable procedures and rules;
3. Assisting with the financial monitoring of contracts, grant agreements, and service-level agreements;
4. Initiation or *ex ante* verification of budgetary and financial transactions;
5. Assisting in *ex post* verification to ensure sound financial management;
6. Assisting in the development and implementation of accounting and IT financial systems including reporting tools and database management;
7. Assisting in the implementation of the action plans/recommendations resulting from internal audits, audits carried out by the European Court of Auditors or by other audit instances; assisting in the implementation of financial recommendation by OLAF or in the implementation of discharge resolutions of the budgetary authority;
8. Assisting and advising the operational units in the management of budgetary and financial operations;
9. Assisting in developing or carrying out training courses on financial matters;
10. Assisting in drawing up financial reports/statistics.

(b) *Duties specific to the European Parliament*

1. Assisting in checking and processing financial requests submitted by the Members of European Parliament (MEPs) or former MEPs, in accordance with the applicable rules;
2. Assisting and advising MEPs on specific questions concerning their financial allowances.

Field 2 — accounting and treasury

Under the supervision of the accounting officer of each institution, the accounting and treasury assistants are in charge of the following:

1. Assisting in verifying legal entities' master data and their bank accounts and recording them in the accounting system;

2. Assisting in introducing, verifying, and validating invoices and credit notes;
3. Executing and monitoring the authorised payments after prior conformity checks and offsetting with credit notes;
4. Assisting the recovery of amounts receivable and making related accounting entries;
5. Assisting in management of assets, depreciation and inventories;
6. Assisting with VAT recoveries;
7. Carrying out regular financial and accounting reconciliations (general ledger accounts including budgetary and non-budgetary, bank accounts, vendor/customer accounts, intercompany transactions, etc.);
8. Carrying out regular controls of financial and accounting data ensuring timely corrections if necessary;
9. Contributing to treasury management: execution of authorised payments, daily cash transfers, weekly and monthly cash reporting and forecasting, parametrisation of SAP and SWIFT payment messages, follow-up of returned payments and compliance requests, follow-up of bank charges and interests;
10. Preparing the financial statements, contributing to the annual closing and producing various financial and inventory management reports;
11. Providing training, guidance, support to the operational services in relation to accounting rules and procedures;
12. Contributing to the management of imprest accounts.

Field 3 — public procurement

1. Contributing to the programming of public procurement procedures by defining the needs, choosing the appropriate procedure, preparing related documents, establishing timetables for these procedures and ensuring their implementation;
2. Assisting in the preparation or update of procurement documents templates, including model contracts;
3. Assisting in organising and running public procurement procedures (initiating the procurement documents, following the procedures, preparing, participating in and following up on the opening and evaluation committees, drafting tender evaluation reports, preparing the award of contracts, drafting contracts and administrative documents, etc.);
4. Assisting in drafting answers to questions, drafting requests for information or clarification regarding tenderers' participation, drafting letters announcing contract award/non-award and replies to requests from rejected tenderers for additional information;
5. Assisting in the legal and financial monitoring of contracts;
6. Providing training, guidance, support to the operational services in relation to public procurement rules and best practices and/or contract management.
7. Assisting in designing, developing, and maintaining e-Procurement systems;
8. In some institutions, public procurement assistants are also involved in organising grant procedures (call for proposals, evaluation committees, award decisions, etc.).

Field 4 — graphic design and visual content production

1. Ensuring the graphic design (from concept to completion) of high-quality communication products, graphics, infographics and other visuals, across a wide spectrum of print and digital channels, media and languages, in both static and motion formats;
2. Transforming complex data into clear and concise graphs, maps, and other visualisation formats;
3. Applying existing institutional visual identity and communication guidelines and verifying its correct application by others;
4. Defining the technical and graphic data of publications, reviewing and correcting the layout of brochures, posters, etc., and ensuring the management and follow-up of the production process;
5. Monitoring of relevant technological developments and trends in communication design;

6. Assisting with the implementation of the EU institutions' communication strategies and special projects related to major political and corporate occasions;
7. Providing consultation to clients (typically services within the institutions) and identifying their communication needs;
8. Using applications such as those in Adobe Creative Cloud, in particular Illustrator, Photoshop, InDesign and After Effects;
9. Finding, extracting, processing, validating data for visualisation on a varying range of subjects;
10. Collaborating with IT experts to enable dynamic updates from data sources;
11. Contributing to internal knowledge-sharing and further professionalisation of graphic design and visual content production assistants.

Field 5 — social and digital media

1. Setting up, monitoring, and measuring organic and paid campaigns on social media;
2. Preparing a social media plan including an overview of assets, platform, calendar, etc.;
3. Tracking performance and assisting in social media audits;
4. Monitoring and reporting on the performance of communication campaigns on social media by producing ad hoc and regular reports;
5. Working closely with editors, social media teams, videographers, and graphic designers;
6. Brainstorming subject matter and choosing topics for videos, writing scripts and titles, and writing a brief for the audiovisual team;
7. Producing social audio and social video content to be used online;
8. Communicating with other production and project stakeholders to build engaging audio/visual material that meets user needs and production goals;
9. Community management, building relationships to ensure that communities on social media platforms are being nurtured and responded to;
10. Contributing to managing of internal networks and organising their meetings;
11. Preparing the content generation, postings, photos, videos, graphics, storytelling, and campaigns;
12. Participating in the content planning with a view to target groups and social media strategy;
13. Providing guidance and coaching to members and staff on the use of online tools and social media;
14. Using tools such as Emplifi, Talkwalker, etc.

Field 6 — webmaster

1. Creating, managing, updating and monitoring the institution's websites, intranets and sub-sites by collecting, editing and adapting content and multimedia elements (image, video, audio, and text);
2. Updating and ensuring the consistency of the structure, navigation methods, and content of websites, in order to provide a meaningful and relevant experience to users;
3. Drawing up web content and putting it in the correct form, taking into consideration accessibility standards and multilingualism;
4. Ensuring that content, structure and navigation are compatible with current and future browsers, devices, software and assistive technologies;
5. Improving the quality and quantity of website traffic from search engines (search engine optimisation);
6. Producing accurate web analytics reports and ensuring that web traffic is tracked;
7. Implementing, managing, and troubleshooting the tracking solutions across digital communication platforms such as websites;
8. Managing technical services such as email subscription platforms and content management systems;

9. Translating business needs into technical requirements for developers and producing specification documents;
10. Contributing to the planning of release cycles for new features, platform changes and bug-fixing and ensuring timely delivery;
11. Ensuring the monitoring of technological developments in the field concerned;
12. Liaising with the relevant services for the provision of content and providing coaching and support to intranet/web contributors.

End of ANNEX I

SOURCE: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ%3AC%3A2022%3A363A%3ATOC>