

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is looking for a full-time

Finance and Procurement Assistant

Position Title: Finance and Procurement Assistant

Organization: Eastern Partnership Civil Society Forum (EaP CSF)

Location: Brussels, Belgium

Duration: 30 months full-time (100%) employment contract with EaP CSF Secretariat (with the possibility of extension)

Starting date: January 2024 / as soon as possible

Deadline for submissions: reviewed on a rolling basis – 31 January 2024 as final deadline.

The Secretariat of the Eastern Partnership Civil Society Forum (EaP CSF Secretariat) is accepting applications for the position of Financial and Procurement Assistant of the EU-funded project "Belarus Beehive 2.0: Supporting civil society as a key driver of democratic transformation of Belarus" of the EaP CSF, which includes a large Financial Support to Third Parties (FSTP) component. This role will also assist the Project Finance Manager with the operational project management activities. The role will be based in Brussels, Belgium.

Specific duties of the Financial and Procurement Assistant

Financial responsibility within the project:

- Assisting the Project Financial Manager in setting up budgets for project partners;
- Learning to draft partnership agreements with project partners;
- Liaising with the Project Financial Manager and with the project financial personnel of partners in the countries of implementation;
- Supporting the Project Financial Manager to monitor project partners' costs against their budgets;
- Supporting in reviewing partners' financial reports to assess the accuracy of presentation and compliance with the project's guidelines. Working with partners on clarifications of documentation.
- Maintaining strong working relationships with colleagues in the field; offering support to field-based finance staff on financial issues and practices; and ensuring financial compliance with EU regulations;
- Maintaining appropriate supporting documents to justify all project costs in a centralised electronic filing system;

Procurement responsibility within the project:

- Supporting project partners in preparing calls for tenders; publication of notices, the establishing of tender files, and the organization of opening and evaluation committees;
- Assisting in the preparation of tender specifications;
- Supporting project partners with formal aspects of the preparation of a call for tender;
- Supporting project partners in the assessment stage and selection of bids in accordance

with EU applicable rules and regulations;

- Supporting project partners in award decision file;
- Developing the draft contractual files until the signature of the contract;
- To regularly keep up to date with the EU procurement rules;

Required Skills and Experience

- Bachelor's degree in Finance, International Management, Business Administration, International Affairs or other related field;
- Knowledge of EU financial and procurement requirements and regulations;
- Knowledge of administering Financial Support to Third Parties (FSTP);
- Proficient in using Microsoft 365, especially Excel skills;
- Ability to establish priorities, work within tight timelines and multi-task;
- Ability to function effectively in a geographically dispersed team;
- Ability to exercise the highest level of discretion and confidentiality in carrying out the duties;
- Sound coordination, administrative, networking, and collaborative skills;
- Excellent knowledge of English.

Desirable Skills and Experience:

- Knowledge and interest in the countries of the Eastern Partnership;
- Experience in setting up procedures and regulations in a project;
- Knowledge of Russian/Belarusian.

The EaP CSF Secretariat offers:

- An interesting role at the Secretariat of the Eastern Partnership Civil Society Forum;
- Attractive remuneration and benefits package;
- Be part of a friendly, dynamic, and international team in the heart of the Brussels EU district;
- Excellent networking opportunities.

Recruitment process

Please submit (in English) the application package including CV, motivation letter and two references to applications@eap-csf.eu with 'BHV 2.0 Financial and Procurement Assistant' in the subject of your email.

Applications will be reviewed on a rolling basis, so we strongly advise you to submit your application as soon as possible. The final deadline for submission is to be intended as 14 January 2024.

All applicants whether EU or non-EU citizens, are considered equally. Please, note that all candidates need to have the right to work in Belgium before applying.

For further questions, please contact Tania Marocchi, Director of the EaP CSF Secretariat at tania.marocchi@eap-csf.eu.

About the EaP CSF:

The Eastern Partnership Civil Society Forum (EaP CSF) is a unique multi-layered regional civil society platform aimed at promoting European integration, facilitating reforms and democratic transformations in the six Eastern Partnership countries - Armenia, Azerbaijan, Belarus, Georgia,

Moldova and Ukraine. Serving as the civil society and people-to-people dimension of the Eastern Partnership, the EaP CSF strives to strengthen civil society in the region, boost pluralism in public discourse and policy making by promoting participatory democracy and fundamental freedoms. EaP CSF is a non-profit, non-government, non-partisan civil society organization with its headquarters in Brussels. More details about EaP CSF: <https://eap-csf.eu/>