

Role Description

Job title	Procurement and Contract Management Assistant
Job Family	Corporate Functions & Administration
Job Sub-Family	Planning, Commercial Operation, Finance & Accounting
Entry grade	FGIII
Role summary	Contribute to the sound management of procurement and contract management activities, ensuring success of the commercial operations by capturing vendor performance and supporting the service with various aspects of procurement and contracts implementation for either EMA or inter-institutional contracts.

Standard Role Duties & Responsibilities	The duties of the role are performed under the supervision, including guidance and support, of temporary staff. Provide support with the implementation of low value contract management and procurement rules in line with the Agency's policies and procedures; Assist in solving problems arising in procurement and contract management; Prepare procurement and contract documentation, and provide support, advice and guidance with the preparation and drafting of tender documents and contracts; Provide support in developing and implementing procurement policies/procedures; Assist in the development and updating of templates, guidelines and training activities on procurement rules and procedures; Assist in daily procurement and contract management administrative tasks supporting the preparation and implementation of calls for tenders and/or proposals; Provide support on less complex procurement procedures and contract management; Work on process improvement initiatives and support the Service Digitalization efforts; Contribute to the service planning and activities and support in the continuous improvement of relevant processes and procedures; Ensure compliance with the Agency's policies and procedures, in line with legal requirements.
	The specific tasks of an individual job holder, linked to this role description, are further detailed and referenced in: activities of the organisational entity within which the job holder carries out those tasks; the set of annual performance and development objectives, which are established together with the reporting officer;
Role Specific Duties & Responsibilities	

	the requirement to comply with SOPs, WINs, Confidentiality Undertaking and other documentation relevant to the role and its scope. These will be agreed upon with the reporting officer upon assuming duties.
Managing resources	No management or supervision of resources.
Communication and professional contacts	Required to receive and convey information, orally and/or in writing, of a routine/standard nature; receive, understand and transfer factual information without any modification. e.g. following SOPs, WINs, established rules, policies and processes; formulating responses to simple enquiries; drafting simple material, letters, minutes, reports or presentations with clearly defined exchanges of information. Standard professional contacts related to normal day-to-day working relations within own job responsibilities. Professional contact limited to the exchange of information requiring courtesy and effectiveness in dealing with others. This may include soliciting and sharing information amongst peers. Contacts with colleagues in roles of higher responsibility will usually be associated to administrative tasks.

Essential requirements Education Experience Skills & knowledge Certificates	Education
	A level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years;
	Field of Study
	n/a
	Experience
Nice to have Education Experience Skills & knowledge Certificates	Up to 6 years from the time when a post-secondary education diploma was awarded; where then only secondary education was awarded, at least 3 years of professional experience is required.
	Skills & knowledge
	n/a
	Certificates
	n/a
Essential requirements Education Experience Skills & knowledge Certificates	Education
	n/a
	Experience
	In supporting procurement activities;
	In applying different sourcing arrangements and contractual models to deliver services to a business environment;
Nice to have Education Experience Skills & knowledge Certificates	In applying the financial regulations and the vade-mecum on public procurement applicable to the European Commission and other EU institutions/agencies.

Skills & knowledge

Drafting skills and ability to prepare concise and effective reports/written documentation;

Project and process management skills;

Proficiency in Microsoft Excel.

Certificates

n/a

Category	Competency	Proficiency Level
Role Competencies	n/a	n/a
	n/a	n/a
Sub-family Competencies	Understanding Business Context	Basic
	Continuous improvement	Basic
	Applied Knowledge Management	Basic
Grade Competencies	Adaptability and agility	Basic
	Coping with pressures and setbacks	Intermediate
	Analysing and problem solving	Intermediate
Core Competencies	Ethics and integrity	Basic
	Team collaboration	Intermediate
	Customer centricity	Basic
	Results orientation	Basic
	Communication	Intermediate
	Cross-cultural sensitivity	Intermediate
	Continuous learning and self-development	Basic