

 <p>PA-UfM AP-UpM</p>	<p>PARLIAMENTARY ASSEMBLY– UNION FOR THE MEDITERRANEAN</p> <p>ASSEMBLEE PARLEMENTAIRE – UNION POUR LA MEDITERRANEE</p> <p>الجمعية البرلمانية للاتحاد من اجل المتوسط</p>	
--	---	---

DRAFT

Vacancy notice, Accountant of the Parliamentary Assembly of the Union for the Mediterranean (PA-UfM)

Post Title: *Accountant (part-time)*

Duty Station: *n.a.*

Vacancy notice issue date: 22 June 2021

Deadline for application: 22 July 2021, by 12:00h

1. The Parliamentary Assembly of the Union for the Mediterranean (PA-UfM) - Background

The Parliamentary Assembly of the Union for the Mediterranean (PA-UfM) provides a forum for dialogue and cooperation among the elected representatives of all national assemblies of all UfM partners, as well as of the European Parliament. At least once a year the 280 equally distributed members hold a plenary session. The PA-UfM promotes the visibility and transparency of the Euro-Mediterranean Partnership, the alignment of the UfM's work with public interest and expectations; the democratic legitimacy of cooperation within the Mediterranean region; dialogue between Israeli and Palestinian elected representatives as well as those from other Arab countries. (for more information, please consult the dedicated PA-UfM website: <https://paufm.org/>).

2. Legal Basis

Rule 15 (2) of the Rules of Procedure of the PA-UfM. Article 5 of the Statute of the Secretariat of the PA-UfM

3. Accountancy duties

*The selected candidate shall be responsible to support the provision of financial and accounting services ensuring high quality, accuracy and consistency of work. She/he shall manage all administrative and financial tasks related.
She/he promotes a client-oriented approach consistent with PA-UfM rules and*

regulations. The incumbent is responsible to abide by administrative instructions, plans and procedures of the PA-UfM and entail in particular:

- *To prepare entries to accounts, such as general ledger accounts, and document business transactions.*
- *Process request of commitments and request of payments according to internal rules and procedures.*
- *To carry out the financial transactions and maintains records on financial accounts.*
- *Compile and analyse financial information.*
- *Input and handle financial data and reports.*
- *Prepare accounting statements.*
- *Interact with external auditors in completing audits.*
- *Files and archives documentation as required.*
- *Maintain of accounting and accounting control procedures.*
- *Analyse and review budgets and expenditures for contracts.*
- *Resolve accounting discrepancies.*
- *At the budget-term, assist in the collection and verification of data in compliance with the budget closure/discharge instructions and audit requirements.*

Other duties as assigned including administrative duties like:

- *Prepares processes and follows-up on administrative arrangements and forms related to procurement procedures, contracts management and travel arrangements.*
- *Verifies the contractors' invoices against the goods and services provided by the contractors.*
- *Follows-up on the payment of contractors' invoices and perform payments.*
- *Maintains files of rules, regulations, administrative instructions and other related documentation.*

The candidate shall assist the Secretary-General in:

- *preparing the budget and the call for contributions;*
- *implementing revenue and expenditure;*
- *preparing the annual financial statement.*

4. Eligibility

On the closing date for applications, candidates must meet the conditions set out below:

- *being a national of one of the Union for the Mediterranean partners;*
- *being an official of one of the Parliaments of the PA-UfM partners. EEAS staff and officials of the diplomatic corps of PA-UfM partners may also apply;*

- *having a level of education which corresponds to a completed cycle of university studies attested by a diploma where the normal period of university education is four years or more, or equivalent academic or professional training, or a level of education which corresponds and is equivalent to a completed cycle of university studies attested by a diploma and appropriate professional experience of at least one year where the normal period of education is at least three years in accordance with the European Qualifications Framework;*
- *having at least five years professional experience with progressively higher responsibilities in the respective organisation;*
- *be at least two years below the retirement age applicable in his or her place of origin.*

5. Selection criteria

The candidates will be assessed according to the following criteria:

- *good knowledge of the UfM and of its Parliamentary Assembly, including their functioning and areas of activity;*
- *excellent knowledge of accounting and budgetary management;*
- *experience in dealing with the administrative and budgetary procedures, as well as the legal framework, governing the activities of a national or European institution;*
- *ability to effectively coordinate with relevant internal and external actors and partners;*
- *professional fluency in English and French. The knowledge of Arabic is a strong asset.*

6. Selection Procedure

After a pre-selection to check the eligibility criteria made by the interim PA-UfM secretariat under the supervision of the PA-UfM Presidency, the administration of the Bureau Members shall invite the candidates to an interview. The final selection will be made through an interview with the PA-UfM Bureau, which will appoint the selected candidate.

7. Application procedure

All interested candidates should send to the office of the co-Secretaries General ad interim (rapporti.internazionali@camera.it) and to the secretariat of the current EP presidency of the PA-UfM (xp-empa@europarl.europa.eu) by the deadline:

- *a motivation letter and a detailed CV;*
- *an official written confirmation by the public institution of origin of the candidate*

that the salary and all the other costs related to the assignment of the successful candidate in Rome (including travel from/to his place of origin, and accommodation, etc.) will be covered by the institution of origin.

8. Secondment conditions

The secondment will have a duration of two years, renewable once. The formal taking up of duty should take place as soon as possible in the course of year 2021, so that the new Secretary General be in a position to present a detailed action plan to the November 2021 plenary session of the PA-UfM.

The salary and all other expenses shall be borne by the public institution of origin of the successful candidate.