



## European Asylum Support Office (EASO) - Finance and Administration Officer (EASO/2018/TA/014)

### 1. WE ARE

The **European Asylum Support Office** (hereinafter referred to as "EASO"), established by Regulation 439/20101, strengthens European Union (EU) Member States' practical cooperation on asylum, enhances the implementation of the Common European Asylum System (CEAS) and supports Member States whose asylum and reception systems are under particular pressure.

### 2. WE PROPOSE

The Finance and Administration Officer will be managing activities and operations related to Finance and Administration:

- Budgeting and expenditure forecast and control
- Contract management
- Verification of procurement and financial expenditure operations and other finance related activities.
- Line management responsibility for finance and administration staff including staff supervision, delegation and allocation of tasks.

The place of employment is **Athens** (Greece), **Rome** (Italy), **Valletta Harbour** (Malta).

### 3. CLOSING DATE:

**The closing date for submission of the applications is 17 December 2018 at 13:00h** (Brussels time). EASO will disregard any application received after this date and time.

More information at: <http://jobs.euractiv.com/job/finance-and-administration-officer-easo2018ta014-176673>