



Vacancy notice for the post of Communications Assistant

in the ECSEL Joint Undertaking

Contract Agent FG III

Reference: **2017-03-FG III-COM**

ECSEL Joint Undertaking is a public-private partnership on electronic components and systems, established by Council Regulation 561/2014.

Electronic components and systems (ECS) are a pervasive Key Enabling Technology, impacting all industrial branches and almost all aspects of life. A smartphone, a smart card, a smart energy grid, a smart city, even smart governance; everything “smart” is based on integrating semiconductor chips running embedded software. They provide the fabric on which the internet runs; they give life to portable phones and tablets; they drive driverless cars and trains, fly airliners, drones and satellites. In modern times, no national economy can win in the global competition without mastering this technology, with unparalleled systemic and strategic impact.

ECSEL Joint Undertaking provides financial support mainly in the form of grants to participants following open and competitive calls for proposals.

Members of the Joint Undertaking are the European Union through the Commission, Member States and Associated Countries to the Framework Programme Horizon 2020 on a voluntary basis, and three associations (EPoSS, AENEAS and ARTEMIS Industry Association) representing the actors from the areas of micro- and nano-electronics, smart integrated systems and embedded/cyber-physical systems.

ECSEL JU is located in Brussels.

For further information, please consult the following website: <http://www.ecsel.eu>

1. OVERALL PURPOSE

The Communications Assistant will support the Communication team by performing the tasks described below.

DUTIES AND RESPONSIBILITIES

The Communications Assistant duties will include:

Communications activities:

- support the preparation & execution of key external stakeholder events, exhibitions, press briefings, conferences and events;
- support the creation and maintenance of contact databases (press, stakeholders, etc.);
- assist in preparing, producing and editing printed and online publications including brochures, newsletters, bulletins, leaflets, powerpoints, posters, adverts and banners and other material as required;
- assist in development and management of content on the ECSEL JU's website, including members' areas and social media;
- support the Communications Officer in preparing/following up tenders for procurement of communications-related services and assisting with the management of the subsequent framework contracts;
- assist with the graphic design and layout elements of ECSEL JU communications materials and liaise with suppliers for the production elements;
- assist with organisation of photo sessions and audiovisual coverage of events (conferences, seminars), liaising with contractors, dealing with relevant logistics and security issues, managing the multimedia library;
- assist the Communication team to manage press and media relations including distribution of press releases and assisting with regular media monitoring and preparation of reports;
- follow-up the Communication's budget lines for "public relation/communication activities". Preparing financial commitments, order forms, and subsequent checking of invoicing and administrative follow-up;
- act as administrative Initiating Agent

Operational and administrative support:

- provide secretarial support and assistance to the Communication team as required (including: draft documents - agendas, briefings, reports, travel arrangements for speakers etc. - demonstrating a high level of independence);
- provide support on site at meetings, seminars and conferences, as required;
- provide support for the preparation of reports and analysis of statistics;
- retrieving and storing information; registering, filing and archiving documents;
- providing administrative and logistical support in the performance of the ECSEL JU activities;
- ensure backup function;
- undertake additional tasks as required in the interests of the service.

2. ELIGIBILITY CRITERIA

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the closing date for applications.

2.1. General conditions

- Be a national of a Member State of the European Union;
- Be entitled to his or her full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV any language certificates they have obtained which can demonstrate their language skills);
- Be physically fit to perform the duties linked to the post.¹

2.2. Education²

- Have a level of post-secondary education attested by a diploma;
- or
- Have a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least 3 years.

2.3 Professional experience

Candidates must have, at the closing date for applications, professional experience of at least 3 years (in addition to the 3 years mentioned under 'Education') in a field relevant to this position.

3. SELECTION CRITERIA

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria:

3.1 Essential

- at least 3 years of proven professional experience in the field linked to the tasks listed in section 1;
- suitability to perform the tasks listed above;
- Fluent and correct style of communication in English, both oral and written;
- excellent organisational and problem solving skills;
- ability to work in autonomous way and show proactive attitude;
- service-oriented, results-driven and flexible attitude;
- cooperative and supportive team player;
- excellent knowledge of standard computer applications (Word, Excel, Access, PowerPoint, Outlook, Internet, etc.);

¹ Before his/her appointment, the candidate shall be medically examined in line with the requirement of Article 12(2)(d) of the Conditions of employment of other servants of the European Communities.

² Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

- experience of managing social media including posts & monitoring (Twitter, Linked In, Mobile App, etc.);
- experience of graphic design/publishing IT tools (Publisher, Adobe CS, etc.);
- relevant experience in providing secretarial and administrative support;
- ability to work well under pressure and to respond quickly to new demands;
- flexibility to perform a range of different tasks simultaneously and ability to set priorities;
- experience in organising high-level meetings/conferences and handling VIPs;
- professional experience in working in a multicultural, international and multidisciplinary environment;
- strong sense of responsibility, commitment and co-operation.

3.2 Asset

- previous professional experience in the Communication domain;
- knowledge of ABAC and CircABC;
- knowledge and experience about the European institutions;
- knowledge of the ECS/ICT sectors.

Failure to comply with the eligibility and essential selection criteria will result in a disqualification of the applicant concerned.

4. INDEPENDENCE AND DECLARATION OF INTERESTS

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

5. SELECTION PROCEDURE

A Selection Board is nominated by the Appointing Authority of the ECSEL JU. After applications are screened the Selection Board will, based on elements of the applications, draw up a shortlist of candidates to be invited for an interview. These candidates will also sit a written test related to the field of the post. Following this, the Selection Board will establish a reserve list of suitable candidates to be approved by the Executive Director.

Candidates are reminded that the different selection committees' works are confidential. It is forbidden for candidates to make direct or indirect contact with their members or to ask anybody else to do so on their behalf.

6. APPOINTMENT AND RESERVE LIST

The Executive Director of the Joint Undertaking will approve a reserve list and select one candidate for the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Executive Director.

The reserve list may be used in order to fulfill positions within the ECSEL JU.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2018** and may be extended at the discretion of the Appointing Authority of the ECSEL JU.

7. EQUAL OPPORTUNITIES

The ECSEL JU, as a Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations³.

8. CONDITIONS OF EMPLOYMENT

The successful candidate will be appointed by the Executive Director of the ECSEL JU as a **contractual agent Function Group III** for a period of three years.

The successful candidate will be asked to perform nine months of probationary period.

After an evaluation of the post holder's performance, the contract may be renewed in accordance with the ECSEL JU legal basis. The period of engagement will not in any case exceed the lifetime of the ECSEL JU.

Remuneration will be based on the Union scale of salaries. Pay is subject to Union tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

The successful applicant who is offered a contract of employment will be graded on entry into service in step 1 or step 2 of the relevant grade, according to the length of his/her professional experience. The indicative basic monthly salaries of FG III are:

- Step 1: 2619.87 €
- Step 2: 2674.35 €

The place of employment is Brussels, where the JU premises are located.

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials of the European Communities and its Conditions of Employment of Other Servants of the European Communities, which is available on the following web page:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

9. APPLICATION PROCEDURE

Candidates must submit an online application using the following vacancies portal:

<https://cloud.ecsel.europa.eu/web/vacancies>

Application should include:

1. Online Application form,
2. Letter of motivation (maximum 1 page),
3. Curriculum Vitae (CV), in the European CV format⁴.

For the letter of motivation and the CV, only Word documents or PDF documents are accepted. The maximum file size is 2 MB.

The application will be rejected if the dossier is incomplete. Application forms sent by e-mail, fax or post will not be accepted.

Candidates are advised to apply using an e-mail address that will remain valid for several months: candidates that will leave their job in the coming months are advised not to use their professional e-mail address.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure, if requested.

In order to facilitate the selection process, application documents as well as all communications to candidates concerning this vacancy will be **in English only**.

Deadline for receiving applications is: 02 May 2017, 12.00 (Brussels time).

⁴ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

10. SELECTION PROCEDURE :

A Selection Board is nominated by the Appointing Authority of the ECSEL JU. After applications are screened the Selection Board will, based on elements of the applications, draw up a shortlist of candidates to be invited for an interview.

The Suitable candidates will be invited for a written test and an interview:

- Written test on a topic linked to the job description (about 30 minutes)
- Interview with a panel (about 30 minutes)

The recruitment will take place only upon a decision of the Appointing Authority of the JU.

Following this, the Selection Board will establish a reserve list of suitable candidates to be approved by the Executive Director.

Candidates are reminded that the different selection committees' works are confidential. It is forbidden for candidates to make direct or indirect contact with their members or to ask anybody else to do so on their behalf.

Important information for candidates

Candidates are reminded that the selection committee's works are confidential. It is forbidden for candidates to make direct or indirect contact with its members or anybody else that does so, on their behalf.

11. PROTECTION OF PERSONAL DATA

ECSEL is committed to ensure that candidates' personal data are processed as required by Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the

Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

Controller, purpose of the processing, recipients of the data - The controller of the processing is ECSEL Joint Undertaking. Data are processed for the purpose of organising the selection and recruitment; they are only disclosed to persons involved in the selection and/or recruitment.

Right of access - Data subjects are entitled to access their data by sending an email to the data protection officer (anne.salaun@ecsel.europa.eu).

Right of rectification - Data subjects can request rectification of their data by sending an email to the data protection officer.

Time-limits for storing the data - For recruited candidates, personal data are kept for 10 years after termination of employment. For non-recruited candidates, personal data are kept for 2 years after expiry of the list. For spontaneous applications, data are not kept.

Legal basis and recourse - The legal bases for the processing of personal data are: Decision of ECSEL Governing Board ECSEL GB 2015.35 giving effect to Implementing Rules to the Staff Regulations, annex 11; Directive 95/46, Article 7.a

Recourse: data subjects have the right to have recourse to the EDPS. For further information, see the EDPS website: <http://www.edps.europa.eu>

12. INDEPENDENCE AND DECLARATION OF INTEREST

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.