



**Vacancy notice for the post of Programme Officer**

**in the ECSEL Joint Undertaking**

**Temporary Agent AD 08**

**Reference: ECSEL-2018-02-AD08-PO**

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. Position advertised**

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### **OVERALL PURPOSE**

The Project Officers report to the Head of Operations and Communication Unit. He/she will be responsible for the implementation of the annual and multi-annual work plan of the ECSEL JU and for the planning, monitoring and closure of the related projects which cover research, innovation and demonstration activities of ECSEL technologies in various applications in the energy and transport sectors. He/she will manage a portfolio of small and large projects.

### **DUTIES AND RESPONSIBILITIES**

He/she will:

- ✓ Contribute to the Annual Work Plan (input for topics for the calls for proposals) and to the revision of the Multi-Annual Work Plan;
- ✓ Participate in the process for the calls for proposals, in particular at the evaluation and selection phase by coordinating the panels of experts (evaluators);
- ✓ Prepare the Grant Agreements for the selected projects in close cooperation with the financial and legal administrative staff;
- ✓ Take the measures needed to assess the progress made by the projects in their portfolio towards achieving their objectives;
- ✓ Monitor and assess the fulfilment by the beneficiaries of their contractual obligations, including administrative and financial aspects, in close cooperation with the financial officers and with the assistance when needed, of external experts;
- ✓ Monitor the overall performance of the projects within the area he/she is in charge of, which includes travelling to attend project meetings;
- ✓ Co-operate on and implement the priorities as defined in the Work Plan of the JU;
- ✓ Report on review and evaluation activities relating to the projects in his/her responsibility and prepare input to the Annual Activity Report, including Key Performance Indicators data, and portfolio analysis;
- ✓ Ensure timely and adequate communication of results of projects of which he/she is responsible and work together with the Communication Unit where necessary to provide input on technical content;
- ✓ Undertake additional tasks as required in the interest of the service.

## **2. Eligibility and selection criteria**

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### **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:

- ✓ Have a level of education which corresponds to completed university studies of at least 4 years attested by a diploma<sup>1</sup> and, after having obtained the diploma, at least 9 years full-time of appropriate professional experience;
- OR
- ✓ Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the diploma, at least 10 years full-time of appropriate professional experience;
  - ✓ Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level or equivalent) 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 a national of a Member State of the European Union;
  - ✓ To be entitled to his or her full rights as a citizen;
  - ✓ To have fulfilled any obligations imposed by the applicable laws concerning military service;
  - ✓ Meet the character requirements for the duties involved;
  - ✓ To be physically fit to perform the duties linked to the post<sup>2</sup>

## **SELECTION CRITERIA**

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

### **Essential**

- ✓ Minimum 9 years of professional experience including at least five years in project management in the electronic components and systems sectors or in a similar environment;
- ✓ Broad scientific, technical understanding of research and development in electronic components and systems sectors or in a similar environment;

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<sup>1</sup> Only qualifications issued by EU Member State authorities and qualifications recognized as equivalent by the relevant EU Member State authorities will be accepted

<sup>2</sup> 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 Union.

- ✓ Strong analytical skills to evaluate complex technical and scientific information;
- ✓ Proven experience to manage complex projects (financial and technical aspects);
- ✓ Very good command of written and spoken English (C level );
- ✓ Excellent office management IT tools;
- ✓ Good analytical ability, problem-solving, and organisational skills.
- ✓ Accuracy, persistence, responsibility, resilience and creativity; ability to work both independently and as part of a team;
- ✓ Excellent interpersonal skills with an ability to interact and communicate at all levels inside and outside the organization;
- ✓ Excellent written and oral communication skills, with demonstrated ability to communicate both scientific and business information at all levels inside and outside the organization

### **Advantageous**

- ✓ Knowledge of the electronic components and systems industry;
- ✓ Knowledge of the European Union research programmes (FP7, H2020).
- ✓ Knowledge of IT tools used in FP7 and H2020 for the management of Grants;
- ✓ Knowledge of data and statistical IT packages;

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

### **SELECTION PROCEDURE**

A Selection Committee, appointed by the Appointing Authority of the ECSEL JU assesses / evaluates the applications in accordance with the eligibility and selection criteria outlined in the vacancy notice and establishes a short list of candidates invited for an interview and a written test.

The Selection Committee will interview the shortlisted candidates. These candidates will also sit a written test related to the field of the duties. Following this, the Selection Committee will establish a reserve list of suitable candidates to be approved by the Executive Director.

Candidates are reminded that the Selection Committee's work is confidential. It is strictly forbidden for candidates to make direct or indirect contact with its members or to ask anybody to do so on their behalf.

**The number of candidates invited for an interview will be limited to a maximum of 15.**

## **RESERVE LIST AND APPOINTMENT**

The Executive Director may decide to interview the candidates before establishment of the reserve list and/or appointment.

The reserve list may be used in order to fulfil posts 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 2020** and may be extended at the discretion of the Appointing Authority of the ECSEL JU.

## **CONTRACTUAL CONDITIONS**

The successful candidate will be appointed as a **temporary agent at grade AD 08**, pursuant to Article 2 (f) of the Conditions of Employment of Other Servants of the European Union, 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 candidate 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 AD 08 are:

- Step 1: 6.818,11 €
- Step 2: 7.104,61 €

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

The working language is English.

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

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

### **DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY**

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.

### **EQUAL OPPORTUNITY**

The ECSEL JU applies a policy of equal opportunity for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions or opinions, financial situation, disability, age, sexual orientation, marital status or family situation.

### **APPLICATION PROCEDURE**

For applications to be valid, candidates must submit an online application via the vacancies portal:

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

Candidates are requested to:

1. Complete the online application form - to access the right form, candidates should select the vacancy for which they wish to apply;
2. Upload a letter of motivation;
3. Upload a Curriculum Vitae (CV), in the European CV format (<http://europass.cedefop.europa.eu>).

For the letter of motivation and the CV, only Word documents (.doc or .docx) or PDF documents (.pdf) will be accepted. The maximum file size is 2 MB.

**IMPORTANT:** for each position, any new application made by a candidate with the same e-mail address will automatically erase and replace the previous application for that position.

The application will be rejected if the dossier is incomplete.

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 as indicated below.

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

Application forms sent by e-mail, fax or post **will not** be accepted.

Candidates are asked to report any potential change of contact details without delay, to the following e-mail address: [jobvacancies@ecsel.europa.eu](mailto:jobvacancies@ecsel.europa.eu)

Please remember to quote the reference of the vacancy for which you have applied in all correspondence: **ECSEL/2018/02/AD08/PO**

Candidates should assess and check before submitting their application whether they fulfil all the requirements as specified in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

Should candidates be invited for an interview, in order for the application to be considered complete, they **must bring with them on the day of interview originals or certified photocopies of the supporting documents for their education qualifications and employment (diplomas, working certificates, etc.)**. All documentary evidence of professional experience must indicate both start and end date of previous positions and the start date of the position held currently, full time or part time work has to be also indicated. Freelance or self-employed candidates must provide either a copy of the entry in the relevant trade register, or any official document (for example a tax revenue) showing clearly the length of the relevant professional experience

**The ECSEL has the right to disqualify candidates who fail to submit all the required documents on the date of interview.**

**Closing date for the submission is 29 July 2018, 23:59 (CET, Central European Time, Brussels).**

## **REQUEST FOR REVIEW AND APPEAL PROCEDURES**

### **Request for review**

A candidate who feels that he/she has been treated incorrectly may ask to have his/her application reconsidered by sending, within 20 calendar days of the date of notification, a request for review via e-mail to: [jobvacancies@ecsel.europa.eu](mailto:jobvacancies@ecsel.europa.eu).

The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Committee.

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

### **Appeal procedures**

If the candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and the Conditions of employment of other servants of the European Union (CEOS), at the following address:

**Executive Director  
ECSEL JU  
TO 56-60  
B-1049 Brussels  
Belgium**

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see the Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is first informed of the outcome of the recruitment procedure).

If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations and the CEOS before:

**The European Union Civil Service Tribunal  
Postal Address:  
L-2925 Luxembourg**

The Appointing Authority does not have the power to amend the assessment decisions of the Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Committee is not subject to review by the Court unless rules which govern the proceedings of the Selection Committee have been infringed.

It is also possible to complain to the European Ombudsman pursuant to Article 228 (1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L 113 of 4 May 1994:

**European Ombudsman**  
**1 Avenue du Président Robert Schuman – CS 30403**  
**F-67001 Strasbourg Cedex**

Complaints made to the Ombudsman have no suspensive effect on the period laid down in the Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union.

## **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 Ms Anne Salaün ([admin@ecsel.europa.eu](mailto:admin@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>

## **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.