



**Vacancy Notice for the post of Seconded National Expert**  
**in the ECSEL Joint Undertaking**  
**as**  
**“Dissemination and Knowledge Management Officer - DKMO”**  
**Reference: ECSEL-2018-03-DKMO**

The Electronic Component and System for European Leadership (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 (KET), 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.

The ECSEL Joint Undertaking provides financial support for Research, Development and Innovation projects, 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 (AENEAS, EPoSS, 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 Seconded National Expert shall act as Dissemination and Knowledge Management Officer (DKMO), reporting to the Head of Unit Communication of the ECSEL JU Office, working in close cooperation with the Operational Unit; shall manage the dissemination efforts, the development of methods to collect and analyse ECSEL JU funded relevant projects' results; shall prepare communications adapted to various audiences in a timely manner (similar to the marketing or PR function in the private sector); assist the Operational Unit to better evaluate and categorise the main technical achievements of the programme, and support the Communication Unit for activities towards policy makers and broader stakeholders / public.

In order to collect such information, clearly defined groups of knowledge repositories need to be identified (e.g. projects coordinators, experts, project reports and deliverables, European Commission, etc.), in particular through tools provided through the European Commission (D&E Net, Cordis, Corda Dashboard, ...) and then validated and engaged, for example by means of interviews with project participants. The DKMO should be able to encapsulate the ECSEL portfolio in relevant statistics, articles, templates, presentations, and/or video scripts, or any other format deemed necessary for publication and dissemination.

The DKMO will contribute to developing strategies supporting the dissemination and exploitation activities of the ECSEL JU as a service towards its projects (i.e. the public disclosure of information that is not restricted or otherwise sensitive but that can be of interest to the outside world and ECSEL JU stakeholders). To this extent, the DKMO will compile public information from the ECSEL JU programme portfolio within a wider (European/world and sectorial/industrial) perspective and present this in an easily digestible format.

The DKMO should ensure a close follow-up of the activities within the relevant bodies of the European Commission, in particular the working groups for dissemination and exploitation support.

The DKMO should also help cultivating a positive attitude toward effective knowledge sharing and collaboration among all ECSEL JU stakeholders.

The DKMO will reinforce the capabilities of the ECSEL JU to report on related activities within the ECS technology field and beyond, providing a global view of the European ECS community, its research and innovation challenges, its sectors and environments where they are used. Compiled statistics may help to suggest specific directions needed for further dissemination, improvement and valorisation of the programme outputs, also linking these insights back to relevant policy units.

### DUTIES AND RESPONSIBILITIES

The following tasks and activities are relevant to the duties of this post:

- reinforcing the capabilities of the ECSEL JU in **reporting on the JU related project/programme activities**, providing a global view of the technologies and applications resulting from the ECSEL JU funded projects;
- developing and proposing strategies, and guiding their execution, for knowledge management and dissemination of the JUs project results;
- **working with the ECSEL JU Communication Unit**, to collect structured data from diverse sources which will be used for communication activities towards policy makers and broad public;
- **working with the ECSEL JU Operations Unit**, to share data concerning project results in view of obtaining a clear picture of the technological advancements due to the ECSEL JU programme;
- **liaising with the relevant bodies of the European Commission**, in particular the working groups for dissemination and exploitation support;
- providing support for structuring the reporting of projects to **identifying the most suitable messages and means of communication** about the programme achievements;
- contributing to the maintenance of updated information on project related pages of the ECSEL JU website;
- contributing to the **preparation of the Annual Activity Report**;
- contributing to the **preparation of the ECSEL JU annual Symposium**.

## 2. Eligibility and selection criteria

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### Eligibility criteria

- Completed university studies of at least three years attested by a diploma, or when in a Member State of the European Union access to a profession of an equivalent level to function group IV is by State examination, professional training or any other equivalent procedure (e.g. chartered accountant and auditor, or professions in the armed forces or police), the authority authorised to conclude contracts of employment may agree to recognise this qualification as being equivalent to a university degree, or in exceptional circumstances and where justified in the interests of the service, professional training of an equivalent level;
- Have at least 6 years full-time of professional experience after having obtained the diploma;
- Be a national of an EU or EFTA Member State;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least at the B2 level) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV possible language certificates they have obtained and which can demonstrate their language skills);
- 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;

- Be physically fit to perform the duties linked to the post<sup>1</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 three years of proven professional experience on dissemination and knowledge management in the public sector (European Commission, national authority, regional authority, etc.) in positions such as communication officer, public relations, external relation officer, etc.
- Broad understanding, technical capacity and interest in the ECS technologies and their applications
- Very good command of English (spoken and written skills equivalent to at least level C1 pursuant to the Common European Framework of Reference for Languages)
- Proficiency with electronic office management IT tools (word processing, spreadsheets, presentations, electronic communication, use of internet, database, etc.). In particular, fluency in collecting and handling data
- Rigour in classifying and retrieving information
- Pragmatic and problem-solving approach

#### *Advantageous*

- Working experience in a field related to the duties in an international and multicultural environment
- Knowledge acquired through experience or training/education of the organisation, working procedures and policies of European Commission services and/or Agencies and/or other EU institutions
- Excellent presentation skills for large audiences
- Knowledge of other languages (B-level) – besides English and second language required
- Relevant trainings, certifications

## **3. Application procedure**

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Candidates should send their applications only to the Permanent Representation to the EU of their country (or the EFTA Secretariat where applicable).

The Permanent Representations shall within the deadline fixed in this vacancy notice, send an e-mail to [applicationsne@ecsel.europa.eu](mailto:applicationsne@ecsel.europa.eu) with the following documents:

- A letter of motivation of the candidate highlighting the professional experience and the suitability and strengths of the candidate in relation to the post
- A Curriculum Vitae of the candidate, in the European CV format (see <http://europass.cedefop.europa.eu>)
- **The letter from the public administration authorising the candidate to lodge their application to the post.** If this is unavailable by the closing date of this notice but underway/agreed, the

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<sup>1</sup> Before their 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.

JU can also accept evidence of the upcoming authorisation pending the delivery of the official letter. In any case, **no appointment will be made without this official letter**.

- The Declaration on Conflict of Interest signed.

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.

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: 24 November 2018, 12h00** (Brussels time).

### **Selection procedure**

The Appointing Authority of the ECSEL JU will nominate Selection Committee. The selection committee 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 number of candidates invited for an interview will be limited to a maximum of 15.

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 submit a proposed reserve list of suitable candidates to be approved by the Executive Director.

### **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.

### **Appointment and Reserve List**

The Executive Director may decide to interview candidates before establishment/confirmation of the reserve list and/or appointment. The recruitment will take place only upon a decision of the Executive Director (Appointing Authority) of the ECSEL JU.

The reserve list may be used in order to fill 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 2019** and may be extended at the discretion of the Appointing Authority of the ECSEL JU.

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.

### **Equal opportunities**

ECSEL Joint Undertaking, as a European Union body, applies a policy of equal opportunities and no discrimination in accordance with article 1d of the Staff Regulations<sup>2</sup>.

### **Conditions of the secondment**

The secondment will be governed by the Decision of the Governing Board of the ECSEL Joint Undertaking laying down rules on the secondment of national experts to the ECSEL JU (SNE Decision annexed to the vacancy notice).

The SNE will remain employed and remunerated by their employer during the secondment. He/she will equally remain covered by the national social security.

In addition, the SNE shall be entitled to daily and monthly subsistence allowances provided for in Article 16 of the SNE Decision.

Each candidate should before applying obtain the assurance of the support of their employer for their candidacy as well as the commitment that their employer shall continue to pay a salary during the period of the secondment.

During the secondment, SNEs are subject to confidentiality, loyalty and absence of conflict of interest obligations.

The final stage to secure the secondment will be confirmed by an exchange of letters between the Executive Director of ECSEL JU and the Permanent Representation of the Member State concerned (or EFTA Secretariat as the case may be).

The initial period of secondment shall not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, where the interests of the service warrant it, the ECSEL JU Executive Director may authorise one or more extensions of the secondment however not to exceed an absolute maximum of two more years at the end of the four-year period. Therefore, the overall total period of the secondment shall under no circumstances exceed a maximum of six years.

The total period of engagement shall not exceed the lifetime of the ECSEL Joint Undertaking.

The place of secondment is Brussels, Belgium.

### **Protection of personal data**

ECSEL JU is committed to ensuring 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 EU institutions and bodies

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<sup>2</sup> OJ L 124, 27.4.2004, p. 1; <http://eur-lex.europa.eu/en/index.htm>

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 ([DPO@ecsel.europa.eu](mailto:DPO@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 their independence. Candidates must confirm their willingness to do so in their application (using the form provided to that effect).