



Vacancy notice for the post of Financial/Administrative Assistant  
in the ECSEL Joint Undertaking  
Contract Agent FG III  
Reference: **ECSEL-2020-01-FG III-FIN**

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.

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 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 Financial/Administrative Assistant is meant to primarily provide support to the Finance and Administration team and reports to the Head of Unit Finance and Administration. The Assistant could also be requested to support other parts of the JU (Operations, Communications, General Secretariat), essentially by performing tasks such as those described below.

## DUTIES AND RESPONSIBILITIES

- **Main financial activities**
  - Handling administrative and operational commitments and invoicing/payments as initiating agent or verifying agent
  - Financial ex ante review of cost claims of projects
  - Issuing & follow up of administrative and operational recovery orders
  - Financial reconciliation and reporting tasks
  - budget planning, implementation, and coordination
  - assistance on procurement and data protection
- **General complementary administrative tasks**
  - document management, financial & administrative reporting, general logistics activities related to meetings and events
  - preparation, support & follow up of staff missions
  - meetings and events organisation
  - tasks coordination across unit(s)
- **Assisting the Operational unit**
  - supporting the calls for proposals and evaluation
  - organising reviews
  - handling experts' contracts
- **Assisting the Communication unit**
  - events and meetings organisation and support

## 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<sup>1</sup>.

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<sup>1</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 Communities.

## **2.2. Education<sup>2</sup>**

- 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 finance or in a field / fields directly 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**

#### **a) technical**

- good knowledge of the EU financial framework (Financial Regulation)
- good knowledge of ABAC and/or H2020 IT tools (Sygma, Compass...) and/or CircABC
- fluent and correct style of communication in English, both oral and written
- strong knowledge of standard computer applications (MS Office)
- experience in providing financial/administrative support in an international environment

#### **b) behavioural**

- high level of commitment and responsibility
- ability to perform various tasks simultaneously / prioritisation
- excellent organisational and problem solving skills
- ability to work in an autonomous way and show proactive attitude
- service-oriented, results-driven, practical and flexible approach
- cooperative and supportive team player
- ability to work well under pressure and to respond quickly to new demands
- strong sense of integrity, initiative, self-motivation, hard work

### **3.2 Advantageous**

- knowledge and experience of EC grant process and related financial flow
- knowledge and experience of the European institutions
- specific / extended IT skills & expertise like O365 and cloud environment

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<sup>2</sup> 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.

**Failure to comply with eligibility or 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 selection committees' work is 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 fill other 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 2021** 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 Regulations<sup>3</sup>.

#### **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.

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

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 European Union scale of salaries. Pay is subject to European 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: 2758.47 €
- Step 2: 2815.83 €

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

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 must include:**

1. Online Application form
2. Letter of motivation (maximum 1 page)
3. Curriculum Vitae (CV) in the European CV format<sup>4</sup>

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.

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

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: 15/09/2020, 12.00 noon** (Brussels time).

## **10. 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](mailto: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>