



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://europass.cedefop.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: 30/09/2020, 12.00 noon** (Brussels time).

## **10. APPLICANTS' PRIVACY POLICY IN THE CONTEXT OF SELECTION AND RECRUITMENT**

The ECSEL JU, like other EU institutions, bodies, agencies and offices (EU institutions), may process your personal data (also known as personal information) for a number of reasons, from dealing with public requests for information, staff matters, procurement contracts, grant agreements etc.

This privacy statement governs the processing of your personal data on the basis of the European Regulation (EU) N°2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies on the free movement of such data ("**EUI-GDPR**") by ECSEL Joint Undertaking set up by Council Regulation (EU) No 561/2014 of 6 May 2014 establishing the ECSEL Joint Undertaking as part of your job application with us (as temporary agent (TA), contract agent (CA), seconded national expert (SNE), interim staff or trainee).

### **1. WHO ARE WE?**

- 1.1. Your personal data are processed on the basis of applicable data protection legislation by ECSEL Joint Undertaking, located Avenue de la Toison d'Or, 1060 Brussels, Belgium ("**Joint Undertaking**", "we", "us", "our"). You can contact us via e-mail at [dpo@ecsel.europa.eu](mailto:dpo@ecsel.europa.eu)
- 1.2. Where reference is made in this Applicants' Privacy Policy to laws or regulations, possible amendments to these laws or regulations are implicitly included.
- 1.3. We reserve the right to change and adapt this Applicants' Privacy Policy on our own initiative. In that case, those changes will be communicated to you via e-mail. If you do not agree to the changes, you can withdraw your consent.

### **2. WHICH OF YOUR PERSONAL DATA DO WE PROCESS?**

- 2.1. When you apply for a job (selection process), we process:
  - Identity information you provide us with, such as your first name, last name, birthdate, preferences and interests;

- Contact details you provide us with, such as your e-mail address, postal address, country and (mobile) telephone number;
- Resume information you provide us with, such as your employer, professional experience, education, skills and references;
- Results of the selection process
- Any other personal data you provide us with to support your job application or to allow the verification of the eligibility and selection criteria laid down in the vacancy notice.

2.2. For the recruitment process, we process:

- All the information from the selection process mentioned above;
- Documents verifying nationality;
- Family situation;
- Documents verifying appropriate character references (in accordance with Article 12(2) and 82(3) of CEOS);
- Document sent from the Commission Medical Service indicating that the selected candidate is physically fit or not to perform the job;
- PMO forms to allow the establishment of the recruited staff's entitlements under the Staff Regulation and CEOS;
- Originals of the extracts of criminal record/attestation of good behavior;
- Any other personal data you provide us with.

2.3. We receive most of your personal data directly from you, but it may happen that our HR department includes additional information in your job application or that we receive information from a recruitment agency. In such case, the agency is responsible to provide you with the information in this Applicants' Privacy Policy. Also, we advise you to consult the privacy policy of the recruitment agency.

2.4. We do not intend to process sensitive personal data about you, such as information revealing your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of unique identification, data concerning health, sex life or sexual orientation. If such information is necessary for your job application, we will ask for your consent separately. If you nevertheless provide us with such information on your own initiative, we will derive your explicit, freely given, specific, informed and unambiguous consent to the processing of this data. Personal data concerning health (medical data) are processed by the Medical Service of the European Commission.

- 2.5. Candidates failing to provide compulsory data as requested in the vacancy notice will be excluded from the selection process.

### **3. FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA AND WHAT IS THE LEGAL BASIS FOR THIS?**

- 3.1. We process your personal data for selection and recruitment purposes so that you are able to apply for a job with us at this moment or in the near future, as well as to keep track of your details in this context and to follow up on your application. We rely on your consent for this processing activity. We also rely on Article 2(a) and (f), 3(a), 12, 82 and 86 of CEOS. If special categories of personal data are processed, we may rely on the derogation explicit consent (Art. 10(2)(a) of Regulation (EU) 2018/1725) or Article 137(3) of the Financial Regulation (for criminal records).

### **4. TO WHOM DO WE SEND YOUR PERSONAL DATA?**

- 4.1. We may share your personal data with third parties in order to process your personal data for the purposes outlined in Article **Error! Reference source not found.** above. Third parties are only allowed to process your personal data on our behalf and upon our explicit written instruction. We also warrant that all those third parties are selected with due care and are committed to observing the safety and integrity of your personal data.
- 4.2. We may be legally obliged to share your personal data with competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies.
- 4.3. We do not send your personal data in an identifiable manner to any other third party than the ones mentioned in Articles **Error! Reference source not found.** and **Error! Reference source not found.** without your explicit consent to do so. However, we may send anonymised data to other organisations that may use those data for improving our job application process.

### **5. WHERE DO WE PROCESS YOUR PERSONAL DATA?**

- 5.1. We process your personal data within the European Economic Area (EEA).

### **6. WHAT QUALITY ASSURANCES DO WE COMPLY WITH?**

- 6.1. We do our utmost best to process only those personal data which are necessary to achieve the purposes listed under Article 3.**Error! Reference source not found.** above.
- 6.2. Your personal data are only processed for as long as needed to achieve the purposes listed under Article 3 above or up until such time where you withdraw your consent for processing them. If you are recruited, your personal data are kept for 10 years after termination of employment. If you are not recruited, your personal data are kept for 5 years after expiry of the reserve list. If you are not on a reserve list, your personal data are kept for 5 years after the notification of non-selection.
- 6.3. We will take appropriate technical and organisational measures to keep your personal data safe from unauthorised access or theft as well as accidental loss tampering or



destruction. Access by our personnel or third parties' personnel will only be on a need-to-know basis and be subject to confidentiality obligations. You understand, however, that safety and security are best efforts obligations which can never be guaranteed.

## 7. WHAT ARE YOUR RIGHTS?

- 7.1. You have the right to request access to all personal data processed by us pertaining to you.
- 7.2. You have the right to rectification, *i.e.* to ask that any personal data pertaining to you that are inaccurate, are corrected.
- 7.3. You have the right to withdraw your earlier given consent for processing of your personal data.
- 7.4. You have the right to erasure, *i.e.* to request that personal data pertaining to you be deleted if these data are no longer required in the light of the purposes outlined in Article 3 above or if you withdraw your consent for processing them.
- 7.5. You have the right to restriction instead of deletion, *i.e.* to request that we limit the processing of your personal data.
- 7.6. You have the right to object to the processing of personal data if the processing by us is necessary for the performance of a task carried out in the public interest, unless if we demonstrate compelling legitimate grounds which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.
- 7.7. You have the right to data portability, *i.e.* to receive from us in a structured, commonly-used and machine-readable format all personal data you have provided to us if the processing is based on your consent or a contract with you and the processing is carried out by automated means.
- 7.8. If you wish to submit a request to exercise one or more of the rights listed above, you can contact us by sending an e-mail to [dpo@ecsel.europa.eu](mailto:dpo@ecsel.europa.eu). An e-mail requesting to exercise a right will not be construed as consent with the processing of your personal data beyond what is required for handling your request. Such request should meet the following conditions:
  - State clearly which right you wish to exercise; and
  - Your request should be accompanied by a digitally scanned copy of your valid identity card proving your identity.

We will promptly inform you of having received your request. If the request meets the conditions above and proves valid, we will honour it as soon as reasonably possible and at the latest thirty (30) days after having received your request.

If you have any complaints regarding the processing of your personal data by us, you may always contact us by sending an e-mail to [dpo@ecsel.europa.eu](mailto:dpo@ecsel.europa.eu). If you remain

unsatisfied with our response, you are free to file a complaint with the European Data Protection Supervisor (<https://edps.europa.eu>).