



VACANCY NOTICE

INTER-INSTITUTIONAL PUBLICATION

Temporary Agent – ‘Research Programme Administrator – Call Coordinator’ (AD5-AD12)

(Ref. REA/INTER-TA/2021/AD/RPA-CC/C3/02)

European Research Executive Agency (REA)

I. SCOPE

The European Research Executive Agency (REA) is currently looking for a new colleague to fill in the post of ‘Research Programme Administrator – Call Coordinator’ in the Unit C3 ‘Widening Participation’.

The Unit C3 aims at ensuring that the benefits of Research and Innovation are maximised and widely distributed across the Union.

The Unit implements the Horizon 2020 / Horizon Europe “Widening Participation and Spreading Excellence” programme whose objective is to strengthen research and innovation performance in Europe, in particular in those Member States and Associated Countries, which are lagging behind (Widening countries).

The Unit is composed of three sectors: two operational sectors and one for Administration and Finance. The published post is for sector C3.002 – Project Management that shall have approximately 21 staff. The Unit has 56 staff in total.

II. GENERAL CONTEXT

REA is a multicultural and dynamic body, originally set up by the Commission in 2007 for implementing parts of the Seventh EU Framework Programme for research, technological development and demonstration activities (FP7). In 2013, the Commission extended REA's mandate and delegated additional H2020 actions.

The Commission has renewed and extended REA’s mandate for the new long-term budget (2021-2027). REA remains focussed on research activities with the Horizon Europe programme at the heart of its portfolio. There was a transfer of some Horizon 2020 activities out of the Agency to the European Health and Digital Executive Agency (Space Programme) and the European Innovation Council and SMEs Executive Agency (FET-Open), in order to align activities with the new structure of Horizon Europe. REA also overtook the following activities: the Promotion of Agricultural Products’ Programme from CHAFEA and the Research Fund for Coal and Steel. The participant validation and expert management services remained in REA.

The Commission Decision on the new mandates for executive agencies was adopted on 12 February 2021¹ with the effect date of 1 April 2021.

Staff consists of approximately 25% Temporary Agents and 75% Contractual Agents, all recruited on a

¹ COMMISSION IMPLEMENTING DECISION (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, the European Health and Digital Executive Agency, the European Research Executive Agency, the European Innovation Council and SMEs Executive Agency, the European Research Council Executive Agency, and the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/EU published on 15 February 2021



broad geographical basis.

The Agency works very closely with the services of the European Commission and it is supervised by a Steering Committee composed of representatives of the partner DGs.

Further information on REA may be obtained at <http://ec.europa.eu/research/rea/index.cfm>

III. PROFILE AND DUTIES

This is an exciting and unique opportunity to be part of a dynamic, pleasant and growing team that is implementing the Widening Participation and Spreading Excellence Programme in unit C3.

The successful candidate will be the coordinator for specific calls implemented by the unit and will work as a member of a motivated and talented team of call coordinators and support staff within the unit. Furthermore, s/he will manage a set of projects throughout the programme lifecycle from the call to the evaluation session, grant agreement preparation, operational and financial follow up of grant agreements and dissemination of project results, and will contribute to policy feedback activities. The nature of the programme managed by the unit provides for a varied and interesting portfolio.

The jobholder will perform, among others, the following activities:

- Coordinate the Call preparation (starting with feedback on Work programme in cooperation with parent DG, Call planning, Call publication, configuration of the call in SEP...), and ensure and coordinate the preparation of expert pools.
- Coordinate logistics for remote and central phases and follow-up of submissions (Questions from applicants, IT issues, complaints after submission).
- Participate in the preparation and follow-up of the unit's/REA's work programmes and calls for proposals and provide statistics and reports to the Unit.
- Contribute to the call evaluation, e.g. by chairing panel meetings, monitoring consensus meetings, following remote evaluations, contributing to expert briefings.
- Identify and invite qualified evaluation experts. Selection and invitation of review monitors.
- Ensure the evaluation and selection of proposals, timely preparation of grant agreements and proper operational implementation.
- Ensure the follow-up of project implementation, the performance of project coordinators and beneficiaries; monitor contractual obligations (via quality controls, risk management, review of deliverables and reports, periodic/final reviews/checks, analysis of use of resources, audits, reporting, amendments, etc.). Ensure the delivery of exploitable results as well as valorisation of outcomes.
- Monitor project expenditure as reported in financial statements and provide reasonable assurance that claimed costs correspond to the work accomplished in the projects under her/ his responsibility.
- Work collaboratively within a team of call coordinators, streamlining processes to improve efficiencies, extracting and disseminating best practices, facilitating exchange of experiences and participating in the design, writing, production and editing of documents/reports.



In addition, the successful candidate should have very good communication and drafting skills in general, be able to work in a proactive, organised manner and to prioritise activities. She/he should have the ability to work in a team and to coordinate work of colleagues involved in the evaluation, having an eye for detail, accuracy and numeracy together with the ability to analyse and structure information, to conceptualise problems and to identify and implement solutions especially taking into account operational aspects.

IV. ELIGIBILITY CRITERIA

Eligibility Conditions

The eligibility of candidates will be assessed in terms of compliance with the general and specific conditions set out in Chapter III 'Filling a post by means of mobility between Union agencies' of the Steering Committee Decision on General Implementing Provisions on the procedure governing the engagement and use of Temporary staff under Article 2(f) of the conditions of employment of other servants of the European Union².

Only complete applications registered before the application deadline will be considered.

Eligibility

Mobility between institutions shall be reserved for temporary staff 2(f) who, on the closing date for applications and on the day of filling the vacant post, are employed within their institution **in a grade and function group corresponding to the published grade bracket and function group (AD5-AD12)**.

In addition, members of temporary staff 2(f) referred to in paragraph 1 should, as a general rule,

- a) have at least two years' service within their agency before moving and any decision derogating from that principle shall be taken jointly by the two institutions concerned, having regard to the interest of the service of both institutions;
- b) have successfully completed the probationary period provided for in [Article 14 of the CEOS](#), in the relevant function group³;
- c) be in compliance with the general conditions and qualifications required for the post (including those referred to in [Article 12\(2\) of the CEOS](#)).

Eligibility Check

The assigned member(s) of the HR Selection and Recruitment team will verify the eligibility of the applications received⁴. The results of the eligibility assessment will be communicated to the Selection Committee members.

² https://ec.europa.eu/info/sites/default/files/ta_rea_sc_2015_wp_1.pdf

³ Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition, such member shall serve a full probationary period with the new agency in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an ex novo contract.

⁴ REA HR will conduct eligibility check in Sysper before the screening of the applications by the SC (see Section VII). Eligibility of candidates coming from institutions not using Sysper will be checked on the basis of the candidate's filled-in and signed eligibility grid before potential invitation to interview, as well as at the time of potential recruitment.



V. SELECTION CRITERIA

Candidates who meet the eligibility criteria will have their application assessed by the Selection Committee against the following selection criteria:

A. Essential qualifications and experience

- Experience in call coordination;
- Experience in chairing meetings and/or coordinating teams;
- Proven knowledge of the research project life cycle;
- Good knowledge of the EU policies and topics of relevance for the unit;
- Technical background relevant for the position;
- Excellent knowledge of written and spoken English as the vehicle language in dealing with experts and consortia of beneficiaries from different countries.

B. Advantageous qualifications and experience

- Experience in coordinating EU Research and Innovation programmes, similar national research funding or other grant programmes;
- Engineering, technical or scientific background.

C. Job-related competencies

- Analysing and problem solving;
- Excellent oral and written communication skills;
- Delivering quality and results;
- Excellent programme management, planning and organisation skills;
- Resilience and ability to work under pressure;
- Strong teamwork skills;
- Excellent interpersonal skills;
- Leadership skills.

Job Description:

- [Research Programme Administrator – Call Coordinator](#)



VI. APPLICATION PROCEDURE

For applications to be valid, candidates must submit before the closing date for the submission of the applications:

- Dully filled in and signed application form in PDF format (Annex I to this document);
- Detailed curriculum vitae, in EU CV format⁵.

All documents should be named starting with the family name of the candidate.

Applications must only be sent by e-mail to the functional mailbox REA-HR-APPLICATIONS@ec.europa.eu quoting the reference of the vacancy notice. Candidates are invited to apply in English.

REA will contact only candidates shortlisted for an interview. The status of the selection procedure can be found on REA website and REA Intranet.

If at any stage in the procedure it is established that any of the information provided by a candidate is incorrect, the candidate in question will be disqualified.

The closing date for the submission of the applications is 15/12/2021 (midnight) Brussels.

VII. SELECTION PROCEDURE

Following that assessment, the most suitable candidates may be invited for an interview.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question. Upon completion of the assessment, the Selection Committee will establish a list of retained candidates matching best the needs of the Agency for the profile and duties mentioned in this vacancy.

VIII. EQUAL OPPORTUNITIES

The European Research Executive Agency applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, gender identity, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

IX. CONDITIONS OF EMPLOYMENT

TAs are recruited under Article 2(f) of the [Conditions of Employment for Other Servants](#) ('CEOS') and in accordance with the Agency General Implementing Provisions ('GIPs') governing the engagement and use of [Temporary staff](#).

X. DATA PROTECTION

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible selection and recruitment at the REA. The personal information requested from candidates will be processed in line with Regulation (EC) 2018/1725 of the European Parliament and of the Council of 23

⁵ EU CV format available on: <http://europass.cedefop.europa.eu/documents/curriculum-vitae>



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. In this regard, please see the [Data Protection Notice](#) that explains how the Agency processes personal data in relation to recruitment and selections.



ANNEX I – APPLICATION FORM

REA/INTER-TA/2021/AD/RPA-CC/C3/02

YOU MUST FILL IN THE APPLICATION FORM COMPLETELY. FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION BEING REJECTED.

Name and First Name:

Nationality:

Gender: F M Prefer not to say

Date of birth:

1. ELIGIBILITY

ELIGIBILITY CRITERIA	YES	NO
1. Be a Temporary agent 2(f) who, on the closing date for applications and on the day of filling the vacant post, is employed within his/her current agency in a grade and function group corresponding to the published function group and grade (AD5/AD12)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have at least 2 years' service within his/her current agency before moving	<input type="checkbox"/>	<input type="checkbox"/>
3. Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group	<input type="checkbox"/>	<input type="checkbox"/>
4. Be in compliance with the general conditions and qualifications required for the post (including those referred to in Article 12(2) of the CEOS)	<input type="checkbox"/>	<input type="checkbox"/>
• Be a national of a Member State of the European Union	<input type="checkbox"/>	<input type="checkbox"/>
• Enjoy full rights as a citizen	<input type="checkbox"/>	<input type="checkbox"/>
• Have fulfilled any obligations imposed by national law concerning military service or civilian service	<input type="checkbox"/>	<input type="checkbox"/>
• Have the appropriate character references as to the suitability for the performance of the duties	<input type="checkbox"/>	<input type="checkbox"/>
• Is physically fit to perform the duties linked to the post	<input type="checkbox"/>	<input type="checkbox"/>
• Have evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties	<input type="checkbox"/>	<input type="checkbox"/>
5. Possess the minimum qualifications required by Article 5(3) of the Staff Regulations, applicable by analogy to the temporary staff pursuant to Article 10(1) of the CEOS:	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • in function group AD for grades 5 and 6: <ul style="list-style-type: none"> (i) a level of education which corresponds to completed university studies of at least three years attested by a diploma, or (ii) where justified in the interest of the service, professional training of an equivalent level. • in function group AD for grades 7 to 12: <ul style="list-style-type: none"> (i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or (ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or (iii) where justified in the interests of the service, professional training of an equivalent level. 	<input type="checkbox"/>	<input type="checkbox"/>



2. JOB-RELATED COMPETENCIES - LANGUAGE KNOWLEDGE

Mother tongue:

<u>Languages</u>	<u>L1*:</u>			<u>L2*:</u>			<u>L3*:</u>			<u>L4*:</u>		
	Speaking	Writing	Comprehension									
Excellent												
Very good												
Good												
Satisfactory												
Basic												

*Please indicate the name of the language concerned

3. ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

1. Do you have a sound experience in call coordination?

- Yes
- No

If yes, please describe with examples of your past work (300 words maximum):

2. Do you have experience in chairing meetings and/or coordinating teams?

- Yes
- No

If yes, please describe it with examples of your past work (300 words maximum):

3. Do you have proven knowledge of the research project life cycle?

- Yes
- No

If yes, please describe it with examples of your past work (300 words maximum):



4. Do you have good knowledge of the EU policies and topics of relevance for the unit?

- Yes
 No

If yes, please describe it with examples of your past work (300 words maximum):

5. Do you have a technical background relevant for the position?

- Yes
 No

If yes, please describe it with examples of your past work (300 words maximum):

6. Do you have excellent knowledge of written and spoken English (as the vehicle language in dealing with experts and consortia of beneficiaries from different countries)?

- Yes
 No

If yes, please describe it with examples of your past work (300 words maximum):

4. ADVANTAGEOUS QUALIFICATIONS AND EXPERIENCE

To not tick to one or several of the items of this part will NOT automatically exclude you from the selection.

1. Please tick in which you have an experience:

- Experience in coordinating EU Research and Innovation programmes, similar national research funding or other grant programmes;
 Engineering, technical or scientific background.

Please describe the nature and context of your work and your specific role and responsibilities (300 words maximum):

5. MOTIVATION

1. Why do you want to apply for this career opportunity? What specific contribution do you think you could make as Research Programme Administrator – Call Coordinator in unit C3 within the REA?

Please explain (300 words maximum):

Declaration: I declare in my word of honour, that the information provided above is true and complete.

Date:.....

Signature:.....