



VACANCY NOTICE

INTER-INSTITUTIONAL PUBLICATION

Contract Agents FGIV – ‘Project Adviser’

(Ref. REA/INTER-CA/2021/FGIV/PA/ABC/05)

The European Research Executive Agency (REA)

I. SCOPE

The European Research Executive Agency (REA) is currently looking for new collaborators to fill in the post of ‘Project Adviser – FGIV’ in Department REA.A ‘Marie Skłodowska-Curie Actions & Support to Experts’, Department REA.B ‘Green Europe’, and Department REA.C ‘Future Society’.

The list of retained candidates resulting from this selection process shall be used for the following units:

1. Department: REA.A – ‘Marie Skłodowska-Curie Actions & Support to Experts’

- Unit A1: MSCA Doctoral networks
- Unit A2: MSCA European Postdoctoral Fellowships
- Unit A3: MSCA Staff Exchanges
- Unit A4: MSCA and citizens, COFUND, Global Postdoctoral Fellowships

2. Department: REA.B – ‘Green Europe’

- Unit B1: Future Low Emission Industries
- Unit B2: Farm to fork, Communities Development and Climate Action
- Unit B3: Biodiversity, Circular Economy and Environment
- Unit B4: Agri-Food promotion, Environmental Observation and Innovative Governance

3. Department: REA.C – ‘Future Society’

- Unit C1: Inclusive Society
- Unit C2: Secure Society
- Unit C3: Widening Participation
- Unit C4: Reforming European R&I and Research Infrastructures



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 remain in REA.

The modified delegation package was endorsed by the College in November 2020 and has been communicated to the budgetary authority and the Committee for Executive Agencies. The final College 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 broad geographical basis.

The Agency works very closely with the services of the European Commission, in particular with DG Research & Innovation as REA's lead parent DG. The Agency is also supervised by a Steering Committee composed of representatives of the parent DGs.

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

III. PROFILE AND DUTIES

As part of a team and under the supervision of a Head of Sector, the successful candidate will be asked to perform tasks and duties that include:

- **Project evaluation and management**
 - Ensure the evaluation and selection of projects, timely preparation of grant agreements and proper financial and technical implementation;
 - Follow-up project implementation, the performance of project coordinators and beneficiaries; monitor contractual obligations (via quality controls, risk analysis, review of deliverables and reports, periodic/final reviews/checks, analysis of use of resources, audits, reporting, etc.);
 - Facilitate the delivery of exploitable results as well as valorisation of project outcomes.
- **Expenditure supervision & Financial and contractual management of the project**
 - Monitor project expenditure as reported in cost statements and provide reasonable assurance that claimed costs correspond to the work accomplished in the projects under his/her responsibility;
 - Give visa as operational initiator and provide the "certified correct";

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



- Ensure that payments are due in time, including certifying invoices/requests for payments ('conforme aux faits' or 'certified correct').
- **Programme evaluation**
 - Analyse and assess the results and impact of the programme and its projects, provide feedback and make suggestions for modifications if needed;
 - Provide assistance in monitoring, quality auditing and evaluation of the programme and its projects.
- **Dissemination of information**
 - Extract and disseminate best practices and present the programme and its projects, facilitate exchange of experiences and participate in production of documents/reports;
 - Participate in relevant working groups, committees and inter-service groups at Agency and Commission level (e.g. NCPs, PC);
 - Disseminate the results of the projects via presentations, articles, conference papers, workshops, seminars, publications, conferences and other events (e.g. presentation at the Programme Committee) and maintain contacts with partners and stakeholders in the involved projects and knowledge-sharing activities.

IV. ELIGIBILITY CRITERIA

The eligibility of candidates will be assessed in terms of compliance with the eligibility criteria described below. Only complete applications registered before the deadline will be considered.

On the closing date of application candidates must:

1. Be in the same Function Group (FG) as the one of the published post - FGIV;
2. Have served at least three years as contract agent 3(a) or 3(b)²;
3. Have successfully passed an EPSO CAST selection for that same Function Group, including the competency test.

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

- A level of education that corresponds to completed university studies of at least three years attested by a diploma³;
- Professional experience in project management;
- Very good communication skills in English, both spoken and written.

² The minimum duration must have been obtained either as Contractual Agent 3(a) or 3(b). Cumulative duration as Contractual Agent 3(a) and 3(b) will not be considered.

³ Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate your eligibility and the information in your application form (diplomas, certificates and other supporting documents). Examples of possible qualifications per Member State and the United Kingdom and per grade are available in the [EPSO website](#). The examples listed for AD careers apply to this FGIV vacancy notice.



B. Advantageous qualifications

- Experience in H2020 / Horizon Europe, similar research funding or other multiannual financing programmes including:
 - Marie Skłodowska-Curie Actions;
 - Low emission industries and Research fund for coal and steel;
 - Biodiversity, natural resources, bioeconomy, circular economy and environmental pollution;
 - Agriculture, agri-food promotion and innovative governance;
 - Culture, creativity and inclusive society;
 - Civil security for society;
 - Sharing excellence and widening participation;
 - Reforming and enhancing the European R&I system and research infrastructures.
- Experience in contribution to policy and policy making.

C. Job-related competencies

- Teamwork;
- Capacity to deliver;
- Capacity to work under pressure;
- Capacity to work autonomously;
- Adaptation to change and flexibility;
- Accuracy;
- Problem-solving;
- Effective decision making;
- Communication and negotiation;
- Ability to process and sharing knowledge;
- Assertiveness.

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 format⁴ (max 4 pages).

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: [REA/INTER-CA/2021/FGIV/PA/ABC/05](#). 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.

The most suitable candidates might be offered a position.

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 14/12/2021 (midnight, CET).

⁴ EU CV format available on: <http://europass.cedefop.europa.eu/documents/curriculum-vitae>



VI. SELECTION PROCEDURE

Eligible applications will be screened against the selection criteria mentioned in the vacancy notice by the Selection Committee. Candidates who, based on the information provided in their application, best match the job requirements, will be pre-selected by the Selection Committee to take part in the interview.

According to the [provisions implementing Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3a and 3b](#) which have been [adopted by analogy](#) by REA, priority will be given to Contract Agents 3(a). Should the selection of Contract Agents 3(a) applications not be fruitful, Contract Agents 3(b) applications might be taken into account.

During the interview, the candidates will be assessed on the basis of the job requirements as described under section "Profile and Duties" and the selection criteria. In view of the nature of the duties and the particular field of this selection procedure, the language that will be used for the interview will be English. English is the vehicle language for the performance of the duties of a Project Officer in dealing with a portfolio of projects involving consortia of beneficiaries from different countries and is generally considered the lingua franca of the scientific community. A good command of English is deemed essential for analysing the situation of the beneficiaries based on documents such as research proposals, reports, grant agreements and financial statements. All formal and informal communication, such as writing reports, answering information requests, holding discussions and attending conferences are in English.

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.

VII. 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, color, 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.

VIII. CONDITIONS OF EMPLOYMENT

The successful candidate will be recruited according to paragraphs 4 and 5 of Article 14 of the [provisions implementing Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3a and 3b](#) which are have been [adopted by analogy](#) by the REA.

The successful candidate shall take up duty in the recruiting Agency in principle three months after the job offer, unless it is otherwise agreed between the two Institutions and the staff member concerned.

IX. 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 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 [Privacy Statement](#) which explains how the Agency processes personal data in relation to recruitment and selections.



ANNEX I – APPLICATION FORM

REA/INTER-CA/2021/FGIV/PA/ABC/05

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: M F Prefer not to disclose

Date of birth:

1. ELIGIBILITY - EPSO Contract Agents Selection Tests (CAST)

A. General Conditions		
I have:	YES	NO
<ul style="list-style-type: none">Already successfully passed the EPSO CBT tests for contract agents for Executive Agencies (including the competency part) in the function group of the vacancy notice.		
<ul style="list-style-type: none">I currently have the same Function group as the one of the published post		
<ul style="list-style-type: none">I have served at least 3 years as Contract agent 3(a) or 3(b)⁵		
B. EPSO CAST Candidate information		
<ul style="list-style-type: none">EPSO Candidate number of the CAST profile:		
<ul style="list-style-type: none">Reference of the CAST(s):		

⁵ The minimum duration must have been obtained either as Contractual Agent 3(a) or 3(b). Cumulative duration as Contractual Agent 3(a) and 3(b) will not be considered.



2. ESSENTIAL QUALIFICATION

University degree:

3. ESSENTIAL QUALIFICATION - LANGUAGE KNOWLEDGE

Mother tongue:

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

*Please indicate the name of the language concerned

4. ESSENTIAL EXPERIENCE – PROJECT / GRANT MANAGEMENT:

<p>1. Do you have a professional experience in project management?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>If 'Yes'</p> <p><input type="checkbox"/> Less than 3 years</p> <p><input type="checkbox"/> More than, 3 and less than 5 years</p> <p><input type="checkbox"/> More than 5 and less than 10 years</p> <p><input type="checkbox"/> More than 10 years</p>



5. ADVANTAGEOUS EXPERIENCE

To answer “No” to one or several questions of this part will NOT automatically exclude you from the selection.

1. Please tick and describe in which H2020 / Horizon Europe/ similar research funding or other multiannual financing programmes including you have an experience:

- Marie Skłodowska-Curie Actions
- Low emission industries and Research fund for coal and steel
- Biodiversity, natural resources, bioeconomy, circular economy and environmental pollution
- Agriculture, agri-food promotion and innovative governance
- Culture, creativity and inclusive society
- Civil security for society
- Sharing excellence and widening participation
- Reforming and enhancing the European R&I system and research infrastructures
- Other

Please specify: _____.

- None

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



2. Do you have a professional experience in contribution to policy and policy making?

Yes

No

Please describe the nature of your experience in contribution to policy and policy making (300 words maximum):



6. MOTIVATION

1. Why do you want to apply for this career opportunity? What specific contribution do you think you could make as Project Adviser within the REA?

Please explain (300 words maximum):

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

Date:.....

Signature:.....