



VACANCY NOTICE

INTER-INSTITUTIONAL PUBLICATION

Contract Agents FGIV – ‘Administrative Adviser-Knowledge management’

(Ref. REA/INTER-CA/2022/FGIV/AA/D1/05)

The European Research Executive Agency (REA)

I. SCOPE

REA.D1, ‘Planning, Knowledge and Compliance’, is a new Unit of about 25 colleagues. It is in charge of coordinating and delivering key strategic activities of the Agency by managing, analysing and sharing data, information and knowledge.

The Unit’s tasks are organised in three sectors:

1. Communication and Policy Feedback
2. Strategic Planning and Internal Control
3. Legal Affairs

We are looking for a new member of the four-person [team in charge of policy feedback coordination](#) within the Communication and Policy Feedback sector (REA.D.1.001).

Research and innovation policy design, implementation and evaluation requires data, information and knowledge generated by EU-funded projects. REA has long been a frontrunner in supporting its projects to feed relevant results into policymaking. Since last year, Commission’s feedback to policy activities are carried out within a new [collaborative framework](#). The Agency’s Feedback to Policy concept allows the successful work to continue and develop at the operational units’ level, while providing for overall coordination through the new team in sector REA.D.1.001.

The team focuses on horizontal topics in the Agency’s portfolio (beyond the scope of work of any one unit or department) and top policy priorities of the Commission, in particular on the recently launched EU Missions as a major priority of R&I policy. It also supports operational units’ policy feedback work in terms of methodology, monitoring, and reporting. It is the Agency’s centre of excellence for data mining and analysis, using its experience and expertise to add value to policy feedback.

The team works closely with the new [REA Knowledge Network](#) that brings together relevant knowledge, ensuring a joined-up approach in the Agency. It also covers Dissemination and Exploitation of Results (D&E) activities.

The main working language of the Unit is English.

II. GENERAL CONTEXT

REA is a multicultural and dynamic body set up by the Commission in 2007, originally for implementing parts of the Seventh EU Framework Programme for research, technological development, and demonstration activities. In 2021, the Commission again extended REA's mandate, until 2027, delegating to it additional actions of Horizon 2020 and Horizon Europe.

Under Horizon Europe, REA manages:

- Seven sub-programmes of Horizon Europe the EU's key funding programme for research and innovation with a budget of €95.5 billion:
 - Marie Skłodowska-Curie actions
 - Research Infrastructures
 - Culture, Creativity, Inclusive Society
 - Civil Security for Society
 - Food, Bioeconomy, Natural Resources, Agriculture, Environment
 - Widening participation, spreading excellence
 - Reforming & enhancing European R&I
- The Research Fund for Coal and Steel programme, to support clean steel production and a just transition for coal regions;
- The Promotion of EU agri-food products.

In addition, REA manages the ongoing projects from its FP7 and Horizon 2020 mandates and it provides logistical and administrative support services to all services managing Horizon Europe.

From 2021 to 2027 REA will invest more than €22.7 billion in high-quality research, innovation and beyond.

REA staff consists of approximately 25% Temporary Agents and 75% Contractual Agents, all recruited on a broad geographical basis.

REA works closely with the services of the European Commission, in particular with DG Research & Innovation as REA's lead parent DG. REA 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

We are looking for an enthusiastic and proactive colleague, a team player with excellent planning and coordination skills and an ability to work autonomously. She/he will be focused but also flexible, able to accommodate the developing feedback to policy concept and to promote its dynamic uptake.

Solid data management and analysis skills as well as knowledge of data processing IT tools used in context of Feedback to Policy are essential. Experience in knowledge development process in science, together with background in one or more policy areas managed by REA's departments, is an asset.

We propose a challenging, interesting and varied job in the Agency's central [policy feedback team](#). You will

- implement REA's new concept for feedback to policy and contribute to further shaping how the central team coordinates the work with REA departments and units;

- liaise with the Common Implementation Centre in DG R&I in the context of the [Feedback to Policy Framework](#) as well as with colleagues in the parent DGs;
- work with one of REA's departments to develop its feedback to policy plans and activities and contribute to their implementation (this will include data handling, processing, and analysis as well as preparation of reports in collaboration with the operational units);
- prepare reports and analyses on topics related to key policy priorities and respond to requests and queries from partner DGs;
- be expected to follow closely one or two [EU Missions](#), including taking part in key meetings such as those of the Mission Owners' Groups;
- help shape the policy work contributing to these missions, for example through the preparation of portfolio analyses;
- prepare meetings of the [REA Knowledge Network](#), present to participants and moderate discussions on topics in your portfolio.

Within the Sector, the external communication team will support you with communication products and actions.

IV. ELIGIBILITY CRITERIA

The eligibility of candidates will be assessed according to the criteria below. Only complete applications submitted before the deadline will be considered.

At the closing date of applications, candidates must:

1. Be in the same Function Group (FG) as the one of the published post (FG IV);
2. Have served at least three years as contract agent 3(a) or 3(b)¹;
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

- Experience in handling, processing and analysing data including text and data mining;
- Knowledge of EC corporate tools for data processing (Corda, Cortex, Horizon Dashboard) and / or other tools for data analysis and data presentation;
- Excellent knowledge of written and spoken English (equivalent to [level C1](#) or a higher level);

B. Advantageous qualifications and experience

- Knowledge of EU research and innovation policies and programmes;
- Knowledge of one or more policy areas managed by REA's departments;
- Experience in knowledge management in public administration;
- Experience in knowledge development process in science;
- Experience in drafting and presenting information in a clear and structured way;
- Experience in chairing meetings, driving discussions and presenting;

¹ 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.

C. Job-related competencies

- Excellent planning and organisation skills;
- Excellent ability to coordinate, work under pressure and manage responsibilities, prioritise demands and manage expectations;
- Excellent oral and written communication skills;
- Strong interpersonal skills and ability to work well in a team;
- Being quality-driven and service-minded;

VI. APPLICATION PROCEDURE

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

- the application form² correctly filled in and signed (as per the attached template – Annex I);
- a detailed curriculum vitae, in EU CV format³ clearly indicating the type of work experience which is related to the profile of the application (4 pages maximum);

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/2022/FGIV/AA/D1/05](#). 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 REA will set up a reserve list. The most suitable candidates may be contacted with regard to a potential recruitment and may receive an offer.

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

The closing date for the submission of the applications is 01/07/2022 (midnight, CET).

VII. 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, 3b candidates can be considered if the selection for CA 3a is unsuccessful.

² The Application Form is subject to a comparative assessment by the Selection committee, it is used as a reference document by the Committee during the interview.

³ EU CV format is available on : <http://europass.cedefop.europa.eu/documents/curriculum-vitae>

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 vehicular language for the performance of the duties of a Project Adviser. In addition, English is generally considered lingua franca of the scientific community which is REA's primary stakeholder. All formal and informal communication, such as writing reports, answering requests, holding discussions, and attending conferences are in English.

Upon completion of the assessment, the Selection Committee will select the candidate best matching 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, 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.

IX. CONDITIONS OF EMPLOYMENT

The successful candidate(s) 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 REA.

The successful candidate(s) 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.

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 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. In this regard, please see the [Data Protection Notice](#), which explains how the Agency processes personal data in relation to recruitment and selection



ANNEX I – APPLICATION FORM

REA/INTER-CA/2022/FGIV/AA/D1/05

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

Name and First Name:

Nationality:

Date of birth:

I. 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)⁴		
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):		

⁴ 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.

II. 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

III. ESSENTIAL QUALIFICATIONS AND EXPERIENCE

<p>1. Do you have experience in handling, processing, and analysing data including text and data mining?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If 'Yes' Please describe the nature and context of your work and your specific role and responsibilities (300 words maximum)</p>

2. Do you have knowledge of EC corporate tools for data processing (Corda, Cortex, Horizon Dashboard) and / or other tools for data analysis and data presentation?

Yes

No

If 'Yes' Please give examples from your professional experience (300 words maximum)

3. Do you have very good command of English, both spoken and written, (equivalent to level C1 or a higher level) and very good ability to communicate to different target groups?

Yes

No

If 'Yes' Please describe the nature and context of your work in those languages and how you acquired the requested level (300 words maximum)

IV. ADVANTAGEOUS QUALIFICATION AND EXPERIENCE

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

1. Do you have knowledge of EU research and innovation policies and programmes?

Yes

No

If 'Yes' Please describe how did you acquire this knowledge (300 words maximum):

2. Do you have knowledge of one or more policy areas managed by REA's departments?

Yes

No

If 'Yes' Please describe how did you acquire this knowledge (300 words maximum):

3. Do you have experience in knowledge management in public administration?

Yes

No

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

4. Do you have experience in knowledge development process in science?

Yes

No

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

5. Do you have experience in drafting and presenting information in a clear and structured way?

- Yes
- No

If 'Yes' Please describe the context of your work and your relevant experience (300 words maximum):

6. Do you have experience in chairing meetings, driving discussions, and presenting?

- Yes
- No

If 'Yes' Please describe the context of your work and your relevant experience (300 words maximum):

V. MOTIVATION

1. Please detail your motivation in applying for this position. What specific contribution do you think you could make as 'Administrative Adviser' at REA?

Please explain (300 words maximum):

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

Date:.....

Signature:.....