



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

**VACANCY NOTICE**

**INTER-INSTITUTIONAL PUBLICATION**

**Contract Agents FGIV – ‘Project Adviser’**

**(Ref. REA/INTER-CA/2022/FGIV/PA/A4/04)**

**The European Research Executive Agency (REA)**

**Extended deadline for the submission of the applications: 17/06/2022 (midnight, CET).**



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## I. SCOPE

The European Research Executive Agency (REA) is currently looking for new collaborators to fill in a post of Project Adviser FGIV in unit A4 ‘- MSCA and citizens, COFUND, Global Postdoctoral Fellowships’ in Department REA.A.

REA Unit A.4 aims at helping the European Research Area stimulate research programmes to: foster excellence and spread best practices of the Marie Skłodowska-Curie Actions; enhance public engagement in science; and nurture excellence in talented researchers through a period of cross-border mobility.

To this end it implements part of the Marie Skłodowska-Curie Actions, on behalf of the Commission, by launching calls for proposals and funding R&I projects for:

- **COFUND** - by providing additional resource for funding programmes, allowing more researchers to benefit from mobility fellowships for doctoral candidates and post-doctorate researchers;
- the **European Researchers' Night** - by bringing scientists closer to the general public through showcasing the diversity of science and its impact on our daily lives, raising awareness of the importance of investing in research and empowering young people to embark on a scientific career; and
- **Global Fellowships** – by enabling talented researchers to further their career by gaining new knowledge and skills in an organisation outside of Europe and then return to Europe to further their career as one of the most promising researchers in Europe.

Unit A4 also manages the FP7 Marie Curie Career Integration Grants and COFUND grants, which are both part of the FP7 People Programme.

## 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 a motivated colleague with very good communication and organisational skills. They should be able to work in a proactive manner and prioritise activities.

As part of a team managing Marie Skłodowska-Curie Global Postdoctoral Fellowships in unit A4, the successful candidate will work as a Project Adviser and is expected to carry a key role in the unit and also support some needs at the department level to support the Marie Skłodowska-Curie actions as a whole. The following tasks can be identified:

- act as a SEP/COMPASS/SYGMA direct point of contact for MSCA towards the CIC;
- provide statistical reports requiring more advanced technical knowledge of business objects and data mining;
- provide key support in preparing and following the PF call including data analysis of expert data and submission data to facilitate eligibility check, data correction etc. (as part of the Call Coordination team);
- the management of a set of Horizon 2020/Horizon Europe projects from the call for proposals to the evaluation session including grant agreement preparation, and project management through the operational and financial follow up of grant agreements (via financial and activity periodic reviews, amendments, reporting and assistance, etc.).

## 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)<sup>1</sup>;
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 big data and data mining processes, their application in EU programmes, setup and use of large and/or sensitive databases, delivering standard and custom data reports;
- Extensive knowledge of business processes and activities:
  - At least 4 years experience in Call Coordination, preferably from MSCA IF/PF, for high-volume calls (high number of proposals and/or high number of external experts) in eGrants
  - At least 4 years experience in Project Management - preparation of grant agreements, monitoring of proper financial and technical implementation of projects - in eGrants;
- Knowledge on interoperability of the corporate IT-systems (SEP, eGrants, PDM, EMI, etc) with ability to identify their malfunctions and request suitable resolution of issues;
- Very good command of English and French, both spoken and written, (equivalent to [level C1](#) or a higher level) and very good ability to communicate to different target groups (specialized IT staff, end users, ...)
- Experience in dissemination and presentation of data analysis.

### B. Advantageous qualifications

- Experience with various types of actions in different programmes and
- Knowledge of financial aspects of different types of EU Grants and
- Experience in Cortex data mining.

### C. Job-related competencies

- Self-motivated – open and positive attitude;
- Capacity to deliver under pressure in demanding situations and ability to handle several simultaneous tasks in parallel;
- Teamwork;
- Communication and negotiation skills;
- High sense of discretion and confidentiality;
- Adaptation to change and flexibility;
- Accuracy;
- Problem solving;
- Drafting skills.

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<sup>1</sup> 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.

## VI. APPLICATION PROCEDURE

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

- the application form<sup>2</sup> correctly filled in and signed (as per the attached template – Annex I);
- a detailed curriculum vitae, in EU CV format<sup>3</sup> 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](mailto:REA-HR-APPLICATIONS@ec.europa.eu) quoting the reference of the vacancy notice: REA/INTER-CA/2022/FGIV/PA/A4/04. 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 04/06/2022 (midnight, CET).**

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

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.

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<sup>2</sup> 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.

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

## **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(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.

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

**ANNEX I – APPLICATION FORM**

**REA/INTER-CA/2022/FGIV/PA/A4/04**

**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: .....

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

<b>A. General Conditions</b>		
I have:	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"><li>• 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.</li></ul>		
<ul style="list-style-type: none"><li>• I currently have the same Function group as the one of the published post</li></ul>		
<ul style="list-style-type: none"><li>• I have served at least 3 years as Contract agent 3(a) or 3(b)<sup>4</sup></li></ul>		
<b>B. EPSO CAST Candidate information</b>		
<ul style="list-style-type: none"><li>• EPSO Candidate number of the CAST profile:</li></ul>		
<ul style="list-style-type: none"><li>• Reference of the CAST(s):</li></ul>		

<sup>4</sup> 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 - LANGUAGE KNOWLEDGE**

Mother tongue: .....

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

\*Please indicate the name of the language concerned

**3. ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

**1. Do you have professional experience in big data and data mining processes, their application in EU programmes, setup and use of large and/or sensitive databases, delivering standard and custom data reports?**

Yes  
 No

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



<b>2. Do you have extensive knowledge of business processes and activities in:</b>	
<b>a. Call Coordination, preferably from MSCA IF/PF, for high-volume calls (high number of proposals and/or high number of external experts) in eGrants?</b>	<b>b. Project Management - preparation of grant agreements, monitoring of proper financial and technical implementation of projects - in eGrants?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If 'Yes'</b> <input type="checkbox"/> Less than 4 years <input type="checkbox"/> Between 4 and 7 years <input type="checkbox"/> More than 7 years	<b>If 'Yes'</b> <input type="checkbox"/> Less than 4 years <input type="checkbox"/> Between 4 and 7 years <input type="checkbox"/> More than 7 years
<b>If 'Yes' Please describe the nature and context of your work and your specific role and responsibilities (300 words maximum)</b>	

<b>3. Could you please give an example of malfunction in interoperability of corporate IT-systems which could lead to some operational/financial issues and what could be a suitable solution to fix it?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If 'Yes' Please describe a hypothetical or real interoperability issue between different IT-systems and proposed solution (300 words maximum)</b>

<b>4. Do you have very good command of English and French, both spoken and written, (equivalent to level C1 or a higher level) and very good ability to communicate to different target groups (specialized IT staff, end users, ...)?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If 'Yes' Please describe the nature and context of your work in those languages and how you acquired the requested level (300 words maximum)</b>

**5. Do you have experience in dissemination and presentation of data analysis?**

Yes

No

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

**4. 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 any experience with various types of actions in different programmes?**

Yes

No

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

**2. Do you have knowledge of financial aspects of different types of EU Grants?**

Yes

No

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

**3. Do you have any experience in Cortex data mining?**

Yes

No

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

5. **MOTIVATION**

<p><b>1. Please detail your motivation in applying for this position. What specific contribution do you think you could make as ‘Project Adviser’ at REA?</b></p>
<p><b>Please explain (300 words maximum):</b></p>

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

Date:.....

Signature:.....