



**CALL FOR EXPRESSION OF INTEREST**  
**CONTRACT AGENTS 3(a) – FGIV**  
**“PROJECT ADVISER in specific research fields”**  
**REA/2021/CA/PA-SF/FGIV/A/03**

**I. SCOPE**

The purpose of this call for expression of interest is to draw up a reserve list of maximum 75 Contract Agents 3(a) FGIV with a profile of “Project Adviser” to fill in vacant posts in the European Research Executive Agency (REA), and mainly in its Department A “Marie Skłodowska-Curie Actions & Support to Experts”.

**JOB TITLE: PROJECT ADVISER**

**GRADE: FGIV**

**LOCATION: BRUSSELS**

**PROFILES:**

- 1. Chemistry (CHE)**
- 2. Life Sciences (LIF)**
- 3. Information Science and Engineering (ENG)**
- 4. Mathematics (MAT)**
- 5. Physics (PHY)**
- 6. Economic Sciences (ECO)**
- 7. Social Sciences and Humanities (SOC)**

Detailed information on the research fields and their sub-domains can be found at [REA website](#).

**NUMBER OF SUCCESSFUL CANDIDATES SOUGHT PER PROFILE:**

**Profiles 1 + 2: 30**

**Profiles 3 + 4 + 5: 35**

**Profiles 6 + 7: 10**

**Candidates may only apply to one profile. Candidates will not be able to change their profile of application after having submitted it.**

***Deadline for application: 16 December 2021 (midnight, CET).***

This call for expression of interest and its annexes form the legally binding framework for these selection procedures.

## II. GENERAL CONTEXT

REA is a multicultural and dynamic body, originally set up by the Commission in 2007.

The Commission has again renewed and extended REA's mandate for the new Multiannual Financial Framework (2021-2027) for the Horizon Europe Framework Programme. REA remains focused on research activities with the Horizon Europe programme at the heart of its portfolio.

REA - in collaboration with the external evaluators - selects for funding the best research projects presented by project proposers, then monitors the projects, pays beneficiaries for the work they have performed, and ensures that results are disseminated and, where possible, used and fed back to policy makers.

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.

REA Department A aims at supporting the Commission in achieving the objectives of the Research and Innovation Framework Programmes by managing the Marie Skłodowska-Curie Actions (MSCA) and providing the expert management and evaluation support services.

The MSCA focus on strengthening skills, training and career development of researchers at any stages of their career and in any research area. The programme is part of the Excellent Science pillar of the Horizon Europe and strongly contributes to excellent research, boosting jobs, growth and investment by equipping researchers with new knowledge and skills and to building a structuring effect on the institutions across the European Research Area, and worldwide.

The MSCA are jointly managed by four units:

- A1 is in charge of the **Doctoral Networks**
- A2 manages **Postdoctoral Fellowships in Europe**
- A3 takes care of the **Staff Exchanges**
- A4 is responsible for **MSCA and citizens, COFUND and Global Postdoctoral Fellowships**.

Moreover, the Department is in charge of managing the legacy of the predecessor programmes.

Further information is available at [REA website](#).

To cover the specific needs of the Marie Skłodowska-Curie Actions units, REA is looking for candidates with a sound experience of research and innovation in the fields below:

1. Chemistry (CHE)
2. Life Sciences (LIF)
3. Information Science and Engineering (ENG)
4. Mathematics (MAT)
5. Physics (PHY)
6. Economic Sciences (ECO)
7. Social Sciences and Humanities (SOC)

Detailed information on the research fields and their sub-domains can be found at [REA website](#).

### **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:

#### **PROGRAM / PROCESS / PROJECT MANAGEMENT:**

- Ensure the evaluation and selection of projects; timely prepare grant agreements.
- Ensure the follow-up of 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.).
- Ensure the delivery of exploitable results as well as the valorisation of project outcomes.

#### **BUDGET and FINANCE:**

- 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.

#### **EVALUATION and QUALITY MANAGEMENT:**

- Analyse and assess the results and impact of the programme and its projects, provide feedback, make suggestions for modifications.
- Provide assistance in monitoring, quality management and evaluation of the programme.

#### **COMMUNICATION and PUBLICATION:**

- Extract and disseminate best practices and present the programme and its projects; facilitate exchange of experiences and participate in the design, writing, production and editing of documents/reports.
- Contribute to the co-ordination of activities with external organisations in order to ensure the success of the projects and the implementation of the programme.
- Participate in relevant working groups, committees and inter-service groups at REA and Commission level.
- Disseminate the results of the projects via presentations, articles, conference papers, workshops, seminars, publications, conferences and other events.
- 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 general and specific conditions described under the Part A and B below. Only complete applications registered before the deadline will be considered.

### A. General Conditions

On **16 December 2021** candidates must meet the general conditions for recruitment set out in Article 82(3) of the CEOS applicable to members of the contract staff.<sup>1</sup>

### B. Specific Conditions

On the closing date of this call for expression of interest, candidates must comply with the following:

#### 1. EPSO<sup>2</sup> Contract Agents Selection Tests - CAST<sup>3</sup>

- Have already successfully passed the EPSO reasoning and competency tests for contract agents for Executive Agencies (including the competency part) in a [valid](#)<sup>4</sup> EPSO CAST function group IV (FGIV) profile relevant to the profiles of the present call for expression of interest;

or

- Have completed and validated the [EPSO CAST online application form](#) in the following function group IV (FGIV) profile relevant to the present call for expression of interest: [EPSO/CAST/P/4/2017 Project Management](#) in view of subsequent EPSO multiple-choice computer-based test (CBT).

#### 2. Education and professional experience

- Have a level of education that corresponds to completed university studies of at least three years attested by a diploma<sup>5</sup>.

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<sup>1</sup> Pursuant to these conditions, candidates must:

- a) Be a national of one of the Member States of the European Union, unless an exception is authorised by the Appointing Authority, and enjoy full rights as a citizen;
- b) Have fulfilled any obligations imposed by the laws concerning military service;
- c) Meet the character requirements for the duties involved;
- d) Be physically fit to perform the duties involved; and
- e) Produce 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.

<sup>2</sup> EPSO stands for: **E**uropean **P**ersonnel **S**election **O**ffice

<sup>3</sup> The registration to the EPSO CAST is a compulsory step in the selection and recruitment procedure of contract agents. For additional information, please consult the [EPSO CAST Permanent page](#).

<sup>4</sup> “Valid” means not closed or outdated.

<sup>5</sup> 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, candidates will be requested to provide the documents that corroborate their eligibility and the information in their application form (diplomas, certificates and other supporting documents). Examples of possible qualifications per Member State and the United Kingdom and per grade are available on the [EPSO website](#). The examples listed for AD careers apply to this FGIV Call for Expression of Interest.

## V. SELECTION CRITERIA

Candidates who meet the eligibility conditions will have their application assessed by the Selection Committee against the following selection criteria that apply on the closing date of this call:

### A. Essential

- Have a level of education which corresponds to completed university studies of at least three years attested by a diploma in relation with one or more field(s) relevant to the profile chosen, namely: Chemistry, Life Sciences, Information Science, Engineering, Mathematics, Physics, Economic Sciences, Social Sciences and Humanities;
- At least two years of professional experience beyond BSc level in one or more scientific/technical field(s) of the profile chosen and/or in a position with similar duties as those described under section “Profile and Duties”;
- Excellent knowledge of spoken and written English equivalent to [level C1](#) or a higher level.

### B. Advantageous

- Master’s degree or PhD diploma in relation with one or more scientific/technical field(s) relevant to the profile chosen;
- Experience in carrying out research in one or more field(s) of the call;
- Experience in administration or implementation of research projects either in academia or business or in a national or an international body;
- Experience in the dissemination and exploitation of research project results in one or more scientific/technical field(s) mentioned in the call;
- Experience in evaluating the impact of research projects/programmes and in providing input to policy development;
- Experience in a business or industrial enterprise operating in one of the fields of the call.

## VI. JOB-RELATED COMPETENCIES

The following job-related competencies might be assessed during the interview:

- Capacity to deliver under pressure in demanding situations and ability to handle several simultaneous tasks in parallel;
- Writing skills;
- Working with others in multicultural environment;
- Communication and negotiation;
- Diplomacy and assertiveness;
- Analysis and problem-solving;
- Effective decision-making;
- Ability to process and share knowledge.

## VII. APPLICATION PROCEDURE

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

- the eligibility grid filled in and signed (as per the attached template – Annex I);
- the application form filled in and signed (as per the attached template – Annex II);
- a detailed curriculum vitae, in [EU CV format](#) (4 pages maximum) clearly indicating the type of work experience which is related to the profile of the post;

**All documents mentioned above must be submitted and 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 call for expression of interest: REA/2021/CA/PA-SF/FGIV/A/03.

Candidates are invited to apply in English.

The status of the selection procedure can be found on REA website.

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 16 December 2021 (midnight, CET).**

## VIII. SELECTION PROCEDURE

The HR Selection & Recruitment team will analyse the eligibility of the candidates based on the information provided in the “eligibility grid”.

Eligible applications will be screened against the selection criteria mentioned in the call for expression of interest 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 next steps of the selection process.

In the framework of the Contract agents’ selection procedures within the executive agencies, all candidates must comply with the [EPSO CAST registration modalities](#):

- Candidates who are pre-selected by the Selection Committee and who do not already have a valid and successful FGIV EPSO CAST in a profile relevant to the profiles of this Call for expression of interest will be invited by EPSO to sit the tests in the [EPSO/CAST/P/4/2017 Project Management](#) profile. This invitation to sit the tests will only be done provided that those candidates have completed and validated their online EPSO CAST application form in the above profile.
- Candidates who are pre-selected by the Selection Committee and who already have a valid and successful FGIV EPSO CAST in a profile relevant to the profiles of this Call for expression of interest will be automatically invited to the next step of the selection procedure.

Only successful candidates to the relevant EPSO CAST can be invited to the next step of the selection procedure.

A maximum of **185** candidates will be pre-selected to take part in the interviews.

During the interview, candidates will be assessed on the basis of the job requirements as described

under section “Profile and Duties”, the selection criteria and job-related competencies. The interview will serve to assess the knowledge, skills and competencies of the candidates in project management as well as the professional experience in the scientific field of the profile of interest to which they apply.

English is the vehicle language for the performance of the duties of a Project Adviser in managing multi-country and multi-partner research and innovation (R&I) projects/grants for which English is the vehicle language for communication within and with these projects. A very good command of English is therefore essential. 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.

At the end of the selection process, the Selection Committee will propose to the Authority Empowered to Conclude Contracts of REA a reserve list of a maximum **75 candidates** who obtained the highest scores. The reserve list will be valid for one year and may be available to other Departments of the Agency according to their business needs. The validity of the reserve list may be extended by decision of the Authority Empowered to Conclude Contracts of REA.

## **IX. EQUAL OPPORTUNITIES**

The European Research Executive Agency applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, 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.

## **X. CONDITIONS OF EMPLOYMENT**

The successful candidates may be offered a contract agent contract in function group IV, pursuant to Article 3(a) of the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#) and 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.

The initial duration of the contract will be for one year and may be renewed for one additional year. If the contract is further renewed, it shall be concluded for an indefinite period, subject to any limitations on the Agency's lifetime. Contract staff 3(a) have to serve a probationary period of nine months.

The monthly salary for a Contract Agent 3(a), function group IV grade 13 step 1, consists of a basic salary of €3,555.98 supplemented with various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance, if applicable. The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#). The salaries of contract staff 3(a) are subject to a European Union tax deducted at source. Contract staff 3(a) are exempted from national tax on salary and are members of the European Union social security and pension schemes.

The place of employment will be Brussels where the Agency is based.

## **XI. APPEAL PROCEDURES**

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

- **Complaint on the basis of Article 90(2) of the Staff Regulations of Officials of the European Union (SR).**

Candidates may submit a complaint on the basis of Article 90(2) of the SR, which is to be sent as a single copy using one of the following methods:

By post to:

REA Director – Mr Marc TACHELET  
Reference: REA/2021/CA/PA-SF/A/FGIV/03  
COV2 – 08/52  
Place Rogier 16  
1049 Brussels  
Belgium

Or by email to: [REA-HR-APPLICATIONS@ec.europa.eu](mailto:REA-HR-APPLICATIONS@ec.europa.eu)

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complaint.

- **Judicial Appeal**

Candidates may submit a judicial appeal on the basis of Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

For details on how to submit a judicial appeal and how to determine the deadlines, please consult the [website of the Court of Justice](#).

- **Complaint to the European Ombudsman**

Candidates, like all citizen of the Union, may lodge a complaint to the European Ombudsman.

**Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned** (listed above).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.

Arrangements for complaints to the Ombudsman are as follows:

- **Procedure:** please consult the [website of the European Ombudsman](#).

## **XII. 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.