



VACANCY NOTICE INTER-AGENCY MOBILITY

EACEA Programme manager- Administrator (10)

Temporary Agents 2(f) – AD5-AD7

Ref.: EACEA/2021/11/INTER-TA/Programme manager

European Education and Culture Executive Agency (EACEA)

The European Education and Culture Executive Agency (EACEA) is a multi-programme Executive Agency based in Brussels.

In cooperation with six Directorates-General of the European Commission, EACEA is privileged to manage the implementation of four of the European Union's flagship funding programmes: Erasmus+, Creative Europe, the Citizens, Equality, Rights and Values programme and the European Solidarity Corps.

Since 2006, EACEA has been a catalyst for projects in education, training, youth, sport, media, culture, solidarity, citizenship and values. On behalf of the European Commission, EACEA works to foster innovation in these areas, always in a spirit of cross-border cooperation and mutual respect.

As a modern, professional organisation EACEA strives to operate in a spirit of fairness and transparency, to uphold standards of equal access and treatment, and to support the projects that show Europe at its best.

Working at EACEA means taking a role at the heart of European project management. With over 400 staff and over 20 EU nationalities, EACEA is a dynamic, open and international workplace, best-placed to serve the citizens of Europe and empower the citizens of tomorrow.

For further information about the Agency, please see the EACEA website:

For further information on the Agency, please refer to our website: <http://eacea.ec.europa.eu>

The objective of this selection procedure is to create a pool of 10 retained candidates to fill the posts of Administrator - Programme Manager in different Units of the Agency.

Description of the job

Job description

To implement the programme cycle from the call to the evaluation, grant agreement production, operational and financial follow up of grant agreements and dissemination of project results.

This might include respecting the time-to-grants, checking that the projects have been carried out in compliance with the grant agreement, authorising the payments respecting the time to pay and intervening as authorising officer as back-up of the Head of Sector.

In particular:

- Participate in the preparation and follow-up of the unit's/EACEA's work programme and calls for proposals and provide statistics and reports;

- Ensure the evaluation and selection of proposals, timely preparation of grant agreements and proper operational implementation;
- Contribute to the call evaluation, e.g. by contributing to expert briefings, following remote evaluations monitoring consensus meetings chairing panel meetings, , , etc.;
- May include to ensure effective people management within the team and collaborate efficiently with the Head of Sector;
- Analyse and assess the results and impact of the action and its projects, provide feedback, make suggestions for improvements;
- Prepare follow-up reports and statistics and support to the parent Directorates-General;
- May include to coordinate the calls (e.g. preparation, ensure and coordinate the preparation of expert panels, coordinate evaluation processes and ensure quality of reporting and documentation, respecting the procedures of the Agency);
- Contributing to the implementation of strategies and work programmes, including by taking initiatives with a view to improving working methods and procedures;
- Ensure for respect of the Financial Regulation, implementing rules, internal rules on budget execution, Basic Act, Financing decision and other related rules and budgetary dispositions, including especially the principle of sound financial management;
- Contribute to a structured policy feedback via regular feedback on the programme and project implementation to the parent DG;
- Coordinate horizontal activities, concertation and networking aspects of the programme and its projects;
- Undertake additional tasks required by the hierarchical superiors in the interests of the service.

Qualifications and Experience Required

A. Eligibility criteria

Candidates will be considered eligible for this inter-agency selection of temporary agent 2(f) in the function group of Administrator on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. To 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-AD7). This implies that the candidate possesses 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, and that the candidate is in compliance with the conditions referred to in Article 12(2) of the CEOS:
 - he/she is a national of one of the Member States of the Union and enjoys his/her full rights as a citizen;
 - he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;
 - he/she produces the appropriate character references as to his/her suitability for the performance of the duties;
 - he/she is physically fit to perform his/her duties;
 - he/she produces 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 his/her duties;
2. To have at least 2 years' service within his/her current agency before moving;

3. To have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group.

B. Specific conditions

All eligible candidates will be assessed along the following evaluation specific conditions:

Qualifications and experience

Essential

- At least 3 years of working experience in project management
- Proven professional experience in implementing calls for proposals
- Very good knowledge of rules and procedures concerning calls for proposals, grant agreements and monitoring
- Knowledge of the functioning and decision making procedures of the EU Institutions and Executive Agencies
- Excellent analytical and communication skills (written and oral)
- Very good coordination, organisational and interpersonal skills
- Ability to manage priorities and to deliver quality results on time
- Proficient written and spoken English (level C1) and very good French (B2);

Advantageous

- 2 years of experience in managing a team
- Experience in drafting documents (English)
- Knowledge of the programmes managed by EACEA and policy context
- Good negotiation skills.

Following the analysis of the applications by the Selection Board, the Agency will invite the most suitable candidates (a maximum of 30) for an interview.

Application procedure

Candidates are kindly invited to apply in English to facilitate the selection process.

Candidates must submit:

- up- to-date detailed curriculum vitae, in **Europass CV** format¹.
- **a letter of motivation**, including their views on the proposed position (2 pages maximum).

NB - Non-compliance with this requirement will lead to disqualification.

Applications must only be sent by e-mail to the functional mailbox
EACEA-HR-SELECTION@ec.europa.eu

Closing date: Applications must be sent at the latest by 15/09/2021 at 12:00 (midday), CET (please check the time zones).

¹ EU CV format available on: <http://europa.eu/europass>

Applicants are strongly advised not to wait until the last minute to submit their application since heavy internet traffic or other dysfunction could lead to difficulties in submission. The Agency shall not be held responsible for said difficulties and it will disregard applications submitted after the deadline or which are not complete.

Supporting documents showing evidence of the information given in the application will be requested at a later stage. No documents will be sent back to candidates. If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Selection Board

A Selection Board, responsible for assessing the applications, interviewing and drawing up the list of retained candidates, will be appointed by the Director and will be composed of at least three members, including a member designated by the Staff Committee of the Agency.

Under no circumstances should candidates approach the Selection Board themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

Selection procedure

The interview with the Selection Board will be held in English and French.

Candidates will be required to demonstrate their ability to perform the tasks listed in the description of the job as well as to demonstrate the capacity to fulfil the specific conditions of the job, referred to under point B of the present notice.

The interview will be marked out of 100 (pass mark: 70).

Please note that having successfully passed the interview does not guarantee to receive an offer of employment.

Appointment and conditions of employment

EACEA and the selected temporary agent 2(f) conclude an employment contract ensuring continuation of the person's employment and career in the category of temporary staff 2(f). That contract signed with EACEA is to be concluded without interruption of the contract concluded with the agency of origin ('the preceding contract') and fulfils the following requirements, in particular:

- the same grade and the same seniority in the grade as the preceding contract;
- the same step and the same seniority in the step as the preceding contract.²

The selected temporary agent 2(f) takes up duty in EACEA in principle three months after the job offer, unless it is otherwise agreed between the two agencies and the staff member concerned.

² EACEA Decision of the Steering Committee laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS – Ref Ares (2015)1412826 of 31/03/2015.

Please note that temporary agents shall be required to demonstrate before their first reclassification the ability to work in a third official language of the EU.

Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Information to candidates

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent either by email or in Ares.

A candidate may request clarifications about the processing of his/her application by sending an email quoting the reference of the vacancy notice concerned, at the following address EACEA-HR-SELECTION@ec.europa.eu

• Request of review

A candidate who feels that a mistake was made in the assessment of his/her profile may ask to have it re-assessed by sending, within 10 working days of the date on the email/note notifying the rejection of his/her application, a request for review, quoting the number of the selection procedure concerned to the Selection Board at the following address: EACEA-HR-SELECTION@ec.europa.eu.

The Selection Board will reconsider the application and notify the candidate of its decision within 15 working days of receipt of the letter.

• Complaint on the basis of Article 90(2) of the Staff Regulations of Official 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 to the attention of the Director of EACEA, Roberto CARLINI, by e-mail to EACEA-HR-SELECTION@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 complainant.

• 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 General Court (<https://curia.europa.eu>).

• Complaint to the European Ombudsman

Candidates, like all citizen of the Union, may lodge a complaint to the European Ombudsman. Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative

approaches to the institutions and bodies concerned (see above). Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal. Please consult the website of the European Ombudsman (<https://www.ombudsman.europa.eu/en/home>).

Data protection

The Agency will ensure that candidates' personal data are processed as required by Regulation (EU) 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 data³, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. The Privacy Statement can be found on the Agency's website including details on the right of access and rectification of personal data.

³ OJ L 295 of 21.11.2018, p. 39.