**EACEA/2023/01/TA2F/AD6/PROGRAMME MANAGER – ADMINISTRATOR**

**Annex III - APPLICATION FORM**

**1. ELIGIBILITY GRID**

First name(s) and family name:

Nationality(ies):

Language 1 (minimum C1 level):

Language 2 (must be **English or French** – minimum B2 level):

 **ELIGIBILITY CRITERIA**

* **General conditions**

I hereby confirm that I:

[ ]  am a national of one of the Member States of the Union;

[ ]  enjoy full rights as a citizen;

[ ]  have fulfilled any obligations imposed by the laws concerning military service;

[ ]  meet the character requirements for the duties involved;

[ ]  am physically fit to perform the duties involved;

[ ]  can 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.

* **Specific conditions**

#### Qualifications

I have:

[ ]  a level of education that corresponds to completed university studies of at least 3 years attested by a diploma.

#### Professional experience

I have:

[ ]  a minimum of 3 years of specialised professional experience in programme management in the fields of education, training, youth, sport, media, culture, solidarity, citizenship and values.

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

Date:……………………….. Name:…………………………………………

**2. SELECTION CRITERIA**

Please complete this form carefully by answering in detail, giving as precisely as possible all relevant information such as dates, titles of diplomas, description of tasks and duration of your professional experience, qualifications, skills, knowledge and other relevant information.

You have a maximum **of 4000 characters** for each question.

The answers to the questions below are to be completed in **language 2**

**The assessment will be based on the following criteria, in the domain of education, training, youth, sport, media, culture, solidarity, citizenship and values.**

1. **MAIN CRITERIA**

|  |  |
| --- | --- |
| 1. **Do you have professional experience in the preparation of calls for tender/calls for proposals?**

**If yes,** please specify:* the name and location of your employer;
* the duration of your professional experience, giving start and end dates;
* your working time pattern (full-time, 80% part-time, 50% part-time, etc.);
* your position/job title;
* the nature and subject of the activity;
* the nature of your work;
* your specific role and responsibilities within the activity;
* the methods and tools you used;
* the tangible results of your work.
 | [ ]  Yes[ ]  No |
|  |  |
| 1. **Do you have a professional experience in the implementation of calls, e.g. coordinating the preparation of expert panels, coordinating evaluation processes, ensuring the quality of reporting and documentation, chairing panel meetings?**

**If yes,** please specify:* the name and location of your employer;
* the duration of your professional experience, giving start and end dates;
* your working time pattern (full-time, 80% part-time, 50% part-time, etc.);
* your position/job title;
* the nature and subject of the activity;
* the nature of your work;
* your specific role and responsibilities within the activity;
* the methods and tools you used;
* the tangible results of your work.
 | [ ]  Yes[ ]  No |

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| 1. **Do you have a professional experience in the preparation of grant agreements and proper operational implementation?**

**If yes,** please specify:* the name and location of your employer;
* the duration of your professional experience, giving start and end dates;
* your working time pattern (full-time, 80% part-time, 50% part-time, etc.);
* your position/job title;
* the nature and subject of the activity;
* the nature of your work;
* your specific role and responsibilities within the activity;
* the methods and tools you used;
* the tangible results of your work.
 | [ ]  Yes[ ]  No |

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| 1. **Do you have a professional experience in project implementation and monitoring?**

**If yes,** please specify:* the name and location of your employer;
* the duration of your professional experience, giving start and end dates;
* your working time pattern (full-time, 80% part-time, 50% part-time, etc.);
* your position/job title;
* the nature and subject of the activity;
* the nature of your work;
* your specific role and responsibilities within the activity;
* the methods and tools you used;
* the tangible results of your work.
 | [ ]  Yes[ ]  No |

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| 1. **Do you have a professional experience in drafting reports, briefings or other similar documents?**

**If yes,** please specify:* the name and location of your employer;
* the duration of your professional experience, giving start and end dates;
* your working time pattern (full-time, 80% part-time, 50% part-time, etc.);
* your position/job title;
* the nature and subject of the activity;
* the nature of your work;
* your specific role and responsibilities within the activity;
* the methods and tools you used;
* the tangible results of your work.
 | [ ]  Yes[ ]  No |

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| 1. **Do you have proven professional experience in analysis and assessment of the results and impact of the programme and its projects, and making suggestions for improvements?**

**If yes,** please specify:* the name and location of your employer;
* the duration of your professional experience, giving start and end dates;
* your working time pattern (full-time, 80% part-time, 50% part-time, etc.);
* your position/job title;
* the nature and subject of the activity;
* the nature of your work;
* your specific role and responsibilities within the activity;
* the methods and tools you used;
* the tangible results of your work.
 | [ ]  Yes[ ]  No |

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| 1. **Do you have proven professional experience in providing structured feedback to decision makers on the programme and project implementation?**

**If yes,** please specify:* the name and location of your employer;
* the duration of your professional experience, giving start and end dates;
* your working time pattern (full-time, 80% part-time, 50% part-time, etc.);
* your position/job title;
* the nature and subject of the activity;
* the nature of your work;
* your specific role and responsibilities within the activity;
* the methods and tools you used;
* the tangible results of your work.
 | [ ]  Yes[ ]  No |

1. **ADVANTAGEOUS CRITERIA**

|  |  |
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| 1. **Do you have further higher education diplomas in education, training, youth, sport, media, culture, solidarity, citizenship and values?**

**If yes, please specify:*** the diploma (degree and the field) you have obtained, giving dates and the institution delivering the diploma.
 | [ ]  Yes[ ]  No |

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| 1. **Do you have professional experience in dealing with EU, national, regional or local public institutions, NGOs, or cultural or academic institutions in the field of education, training, youth, sport, media, culture, solidarity, citizenship and values?**

**If yes,** please specify:* the name and location of your employer;
* the duration of your professional experience, giving start and end dates;
* your working time pattern (full-time, 80% part-time, 50% part-time, etc.);
* your position/job title;
* the nature and subject of the activity;
* the nature of your work;
* your specific role and responsibilities within the activity;
* the methods and tools you used;
* the tangible results of your work.
 | [ ]  Yes[ ]  No |

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| 1. **Do you have knowledge of financial rules and procedures applicable to the EU budget (Financial Regulations)?**

**If yes,** please specify * the nature and subject of the activity;
* the nature of your work;
* your specific role and responsibilities within the activity;
* the methods and tools you used;
 | [ ]  Yes[ ]  No |
| 1. **Do you have professional experience in coordinating a team of at least three people?**

**If yes,** please specify:* the name and location of your employer;
* the duration of your professional experience, giving start and end dates;
* your working time pattern (full-time, 80% part-time, 50% part-time, etc.);
* your position/job title;
* your specific role and responsibilities ;
 | [ ]  Yes[ ]  No |

1. **MOTIVATION**

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| **Why do you want to apply for this career opportunity? What specific contribution do you think you could bring as Programme manager – Administrator in EACEA?** |