



CALL FOR EXPRESSION OF INTEREST

EACEA/2023/01/TA2f/AD6/Specialised programme manager – Administrator

External selection procedure to constitute a reserve list of 40 programme managers (experts in the fields of education, training, youth, sport, media, culture, solidarity, citizenship and values).

Temporary Agent 2f AD6

Place: Brussels

Jobs available from: first posts available immediately and others gradually in the coming years

Deadline for application: 27/02/2023 at 12.00 (midday), CET

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 500 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 on the Agency, please refer to our website:

<https://www.eacea.ec.europa.eu>

The objective of this external selection procedure is to constitute a reserve list with 40 successful candidates. The list will be valid until 31 December 2025.

I. DESCRIPTION OF TASKS

Programme managers in EACEA undertake a variety of duties, such as conducting analyses and performing advisory, supervisory, coordinating and negotiating tasks as well as implementing EU funding programmes delegated to the Agency, including project management.

In the fields of activity of the Agency (education, training, youth, sport, media, culture, solidarity, citizenship and values), the main duties of a programme manager in EACEA may include, but are not limited to:

- programme implementation, including coordinating the drafting of calls for tender/calls for proposals, supervising evaluation, selection and contracting processes and organising the monitoring of projects;
- evaluation, analysis, reporting and briefing on programme implementation and dissemination of results;
- representing the unit in operational contacts with other services of the Agency and of the Commission, as well as representing the Agency vis-à-vis other EU institutions and external stakeholders, notably potential applicants, applicants and beneficiaries.

Please see Annex I for more information on the typical tasks to be performed.

II. *ELIGIBILITY CRITERIA*

Candidates must meet **ALL** of the following general and specific conditions on the closing date for application.

A. **General conditions**

- Be a national of a Member State of the European Union;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved¹;
- Be physically fit to perform the duties linked to the post².

B. **Specific conditions - languages**

Candidates must have knowledge of **at least two official EU languages**: one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge). Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

In this selection, we will refer to the languages as:

- Language 1: the language tested during the interview;
- Language 2: the language used for the computer-based multiple choice questions (MCQ tests – verbal, numerical and abstract), the selection based on qualifications, the written test, the interview and for communication between EACEA and the candidates.

Language 1 can be any of the 24 EU official languages and must be different from language 2.
Language 2 must be English or French.

¹ Prior to engagement, the successful candidates will be asked to provide a police certificate indicating that they do not have a criminal record.

² Before engagement, successful candidates must undergo a medical examination by the medical services of the Commission in order to check whether they satisfy the condition set out in Article 12(d) of the Conditions of Employment of Other Servants of the European Union.

The language requirements in this selection have been defined in line with the interests of the service, which require new recruits to have a satisfactory knowledge (minimum B2 level) of English or French to be immediately operational and capable of communicating effectively in their daily work.

While knowledge of additional languages may be an advantage, successful candidates will use English or French for their work. Internally the Agency works mainly in English and French: all meetings are in one (or both) of those languages, and English and French are used in briefings, reporting, draft documents, etc. English and French are widely used in meetings and for communication with services of the Commission and other institutions.

In addition, the various IT tools used by the staff of the Agency such as ARES, EU Learn, SYSPER, eGrants etc. as well as general training provided to new recruits for their integration are available only in English and/or French.

Therefore, candidates must be proficient in English or French, and a satisfactory knowledge of one of these two languages is essential.

Moreover, the use of language 2 for the selection based on qualifications is also justified because the latter is subject to a comparative assessment by the Selection Board; it is used as a reference document by the Selection Board during the interview and is used for recruitment purposes if a candidate is successful. It is therefore in the interest of the service and the candidates to complete the application form (Annex III) in language 2

C. Specific conditions - qualifications and professional experience

a) Qualifications

Candidates must have a level of education that corresponds to completed university studies of at least 3 years attested by a diploma³.

b) Professional experience

Candidates must 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.

The professional experience must have been acquired after achieving the minimum requirements stated in Section II C a) 'Qualifications'.

III. APPLICATION PROCEDURE

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

Candidates must submit:

- an up-to-date detailed curriculum vitae, in **Europass CV** format⁴;
- **An application form duly completed and signed (Annex III).**

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

³ Only study titles awarded in EU Member States (or with an equivalence certificate issued by the qualified authorities of the Member States) will be taken into consideration. The equivalence certificate must be presented to the Agency by the date of the setting up of the reserve list.

⁴ EU CV format available at: <http://europa.eu/europass>

Applications must only be sent by email to:

EACEA-TA-SELECTION@ec.europa.eu

Closing date: applications must be sent by 27/02/2023 at 12:00 (midday), CET at the latest (please check the time zones).

Applicants are strongly advised not to wait until the last minute to submit their application since heavy internet traffic or other technical issues could lead to difficulties in submission. The Agency cannot be held responsible for such difficulties and 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.

IV. SELECTION BOARD

A Selection Board will be appointed by the EACEA Director and will be composed of at least three members, including a member designated by the Staff Committee of the Agency.

The work and deliberations of the Selection Board are confidential. Under no circumstances should candidates approach the Selection Board themselves, either directly or indirectly, concerning this selection. The authority authorised to conclude contracts of employment reserves the right to disqualify any candidate who disregards these instructions.

V. SELECTION PROCEDURE

1. Computer-based Multiple-Choice Question (MCQ) tests

All candidates who submitted a complete application by the deadline will be invited to sit a series of computer-based MCQ tests⁵.

The computer-based MCQ tests will be organised as follows:

Tests	Language	Questions	Duration
Verbal reasoning	Language 2	15 questions	20 minutes
Numerical reasoning	Language 2	10 questions	30 minutes
Abstract reasoning	Language 2	10 questions	10 minutes

These tests are eliminatory and do not count towards the other tests. The overall pass mark is 18/35. If more than 250 candidates are successful in the tests, the 250 candidates⁶ with the highest scores will go to the next phase of the selection. If fewer than 250 candidates are successful in the tests, only those who passed will go to the next phase of the selection.

⁵ These tests, and possibly the written test as well, will be organised with the support of a third-party service provider.

⁶ Where a number of candidates tie (*ex aequo*) for the last available place, they will all go to the next phase.

2. Eligibility checks

The eligibility requirements described in Section II “Eligibility criteria” will be checked against the data provided in the CVs and Annex III.1 of preselected candidates based on MCQ.

The authority empowered to conclude contracts of employment will check whether candidates meet the eligibility conditions under point II.A and II.B, while the Selection Board will check compliance with the specific eligibility conditions under point II.C ‘Specific conditions – qualifications and professional experience’.

3. Selection based on qualifications (application form)

The selection based on qualifications will be carried out only for the eligible candidates selected as described above, using the information provided by the candidates in the application form (Annex III.2). The Selection Board will assign each selection criterion a weighting that reflects its relative importance (1 to 3) and each of the candidate’s responses will be awarded between 0 and 4 points. The Selection Board will then multiply the points by the weighting for each criterion and add these in order to identify those whose profiles best match the duties to be performed.

Please see Annex II for the list of criteria.

Only the candidates with the highest total scores and who have attained a minimum required score set out by the Selection Board, will go through to the next stage of the procedure.

4. Written test

Following the selection based on qualifications, a maximum of 150 candidates⁷ will be invited to the written test.

The written test (a case study), in English or French (language 2), will assess the following competencies of the candidates: analysis and problem-solving, drafting abilities, and specific knowledge related to the tasks and the fields of activity of the Agency (education, training, youth, sport, media, culture, solidarity, citizenship and values).

The written test will be marked out of 50 with a pass mark of 30.

5. Interview

A maximum of 80 candidates⁸, who achieve the best scores following the written test will be invited for interview.

The interview will assess the candidates’ suitability to perform the tasks described in Annex I of this call, their motivation, capacity to deliver results, communication and interpersonal skills, leadership and supervision of work.

⁷ Where a number of candidates tie (*ex aequo*) for the last available place, they will all be invited to the written test.

⁸ Where a number of candidates tie (*ex aequo*) for the last available place, they will all be invited to the interview.

The interview will be mainly in English or French (language 2). Some questions will be asked in language 1. Other languages indicated by the candidates in their CVs may be tested during the interview as well.

The interview will be marked out of 50 with a pass mark of 30.

NB: the MCQ, written test as well as the interview may be held either in Brussels or remotely, depending on the COVID-19 situation and other factors. The Agency will provide candidates with the technical details regarding the tests and the interview at a later stage.

6. Reserve list

After checking candidates' supporting documents, the Selection Board will draw up a reserve list composed of the eligible candidates who have obtained the highest overall marks following the interview, until the number of successful candidates sought is reached⁹. Names will be listed alphabetically.

Inclusion of candidates on the reserve list does not guarantee recruitment. Recruitment will be based on the availability of posts and budget. The reserve list will be valid until 31 December 2025. EACEA may decide to extend the validity of the list.

VI. ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The successful candidate¹⁰ is engaged as a Temporary Agent in accordance with Article 2(f) of the Conditions of Employment of Other Servants of the European Union (CEOS) as an administrator in grade AD6. The employment contract is concluded for a fixed duration of 2 years. This contract may be renewed for a further year. Any subsequent renewal will be for an indefinite period.

The basic monthly salary for Temporary Agent AD6 (step 1) is EUR 6.066,59. In addition to the basic salary, staff members may be entitled to various allowances, in particular household allowance, expatriation allowance (16% of the basic salary), dependent child allowance and education allowance. The salary is subject to a Union tax deducted at source and staff members are exempt from national taxation.

The place of employment is Brussels, Belgium where the Agency has its seat.

For further information, please consult [the Staff Regulations](#).

VII. INFORMATION TO CANDIDATES

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

⁹ Where several candidates tie (*ex aequo*) for the last available place, they will all be admitted to the list.

¹⁰ Before engagement, successful candidates must undergo a medical examination by the medical services of the Commission in order to check whether they satisfy the condition set out in Article 12(d) of the Conditions of Employment of Other Servants of the European Union.

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

Candidates may request clarifications about the processing of their application by sending an email quoting the reference of the selection concerned to the following address:

EACEA-TA-SELECTION@ec.europa.eu

VIII. REQUEST FOR REVIEW

Candidates who feel that a mistake has been made in their assessment may ask for a review by sending a request within 10 working days of the date on the email/note which notified them of the rejection, quoting the number of the selection procedure concerned to the Selection Board at the following address:

EACEA-TA-SELECTION@ec.europa.eu

The Selection Board will conduct a review 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 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 for the attention of the Director of EACEA, by email to:

EACEA-TA-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 action 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 of 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 citizens of the Union, may lodge a complaint with 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 data¹¹, 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.

¹¹ OJ L 295 of 21.11.2018, p. 39.

EACEA/2023/01 /TA2f/AD6/Programme manager – Administrator

Annex I – Description of tasks

The general role of administrators is to support their managers in fulfilling their mission.

In the fields of activity of the Agency (education, training, youth, sport, media, culture, solidarity, citizenship and values), the main duties of a programme manager in EACEA may include, but are not limited to:

- programme implementation, including coordinating the drafting of calls for tender/calls for proposals, supervising evaluation, selection and contracting processes and organising the monitoring of projects;
- evaluation, analysis, reporting and briefing on programme implementation and dissemination of results;
- representing the unit in operational contacts with other services of the Agency and of the Commission, as well as representing the Agency vis-à-vis other EU institutions and external stakeholders, notably potential applicants, applicants and beneficiaries.

Detailed tasks include in particular:

- working efficiently with the Head of Sector/Head of Unit and assisting them in ensuring effective people management within the team;
- contributing to the design and implementation of EACEA's and/or the unit's work programme and calls for tender/calls for proposals, including by taking the initiative with a view to improving working methods and procedures;
- coordinating the calls for proposals or supervising their coordination, e.g. drafting the texts, coordinating the call evaluation (e.g. by contributing to expert briefings, following remote evaluation monitoring, holding consensus meetings, chairing panel meetings, etc.), ensuring the quality of reporting and documentation when finalising the selection of proposals, and respecting the procedures of the Agency;
- coordinating the preparation of grant agreements and proper operational implementation, managing the technical and financial aspects of contracts linked to the projects;
- Verify and validate in her/his capacity of sub-delegated authorising officer, within the limits laid down in the charter for sub-delegated officers and the rules on sub-delegation and deputising as defined by the Director, the financial budgetary aspects of programmes/projects carried out under the jobholder's responsibility, and ensuring compliance with the Financial Regulation, implementing rules, internal rules on budget execution, Basic Act (programme legal bases), Financing decisions and other related rules and budgetary provisions, in keeping with the principle of sound financial management;
- analysing and assessing the results and impact of the projects supported by the programmes and providing regular and structured policy-relevant feedback to the parent Directorates-General (DGs) and making suggestions for improvements to the contents and processes of the calls for proposals;
- preparing implementation reports and statistics for EACEA management and the parent DGs.

Annex II - Selection criteria

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

Main criteria

- Proven professional experience in the preparation of calls for tender/calls for proposals;
- Proven 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;
- Proven professional experience in the preparation of grant agreements and proper operational implementation;
- Proven professional experience in project implementation and monitoring;
- Proven professional experience in drafting reports, briefings or other similar documents;
- Proven professional experience in analysis and assessment of the results and impact of the programme and its projects, and making suggestions for improvements;
- Proven professional experience in providing structured feedback to decision makers on the programme and project implementation.

Advantageous criteria

- Further higher education diplomas in education, training, youth, sport, media, culture, solidarity, citizenship and values;
- Proven 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;
- Knowledge of financial rules and procedures applicable to the EU budget (Financial Regulations);
- Proven professional experience in coordinating a team of at least three people.