



CALL FOR EXPRESSION OF INTEREST

JOINT-SELECTION PROCEDURE

The European Health and Digital Executive Agency (HaDEA), together with the European Climate, Infrastructure and Environment Executive Agency (CINEA), the European Education and Culture Executive Agency (EACEA), the European Innovation Council and SMEs Executive Agency (EISMEA), the European Research Council Executive Agency (ERCEA) and the European Research Executive Agency (REA), is organising a Call for Expression of Interest in view of establishing a Reserve List for the position of:

Project Officer
Contract Agent, FG III

(Ref.: EA/III/2023/10 PO)

Type of contract	Contract Agent ¹
Function group and grade	FGIII
Duration of contract	1 year (with the possibility of extension)
Estimated number of candidates to be placed on the Reserve List	135
Agencies	HaDEA-CINEA-EACEA-EISMEA-ERCEA-REA
Place of employment	Brussels, Belgium
Deadline for application	28/11/2023 (12:00/noon CET Brussels time)

As the lead Agency for this procedure, HaDEA will manage the selection process until the establishment of the joint reserve list, with the participation of CINEA, EACEA, EISMEA, ERCEA and REA. Following the establishment of the joint reserve list, the lead Agency and all participating Agencies will immediately have direct access to the reserve list for possible further actions leading to recruitment.

¹ According to Article 3a of the Conditions of Employment of Other Servants of the European Union (CEOS).

1. ABOUT US

HaDEA

The European Health and Digital Executive Agency (HaDEA) was established by Commission Implementing Decision (EU) 2021/173 of 12 February 2021. Located in Brussels, the Agency comprises 3 departments and 10 units. Our colleagues are international experts and specialists in matters related to health, food, digital, industry, space, communication, and finance.

We currently manage the following programmes on behalf of the European Commission:

- EU4Health programme.
- Horizon Europe: Pillar II, Cluster 1: Health.
- Single Market Programme: Food safety: health for humans, animals and plants along the food chain and better training for safer food.
- Digital Europe Programme.
- Connecting Europe Facility: Digital.
- Horizon Europe: Pillar II, Cluster 4: Digital, Industry and Space.

The Agency has a workplace culture of staff empowerment and engagement. A culture of listening to staff, working collaboratively with respect and trust on a common vision of purpose and success. Staff engagement as a top priority, opportunities to provide meaningful feedback and share ideas, teamwork, open communication, and room for innovation are common markers of HaDEA's culture.

The staff of HaDEA is committed to the seven values defined through a participatory process: client orientation, excellence, fairness, integrity, transparency, trust and work-life balance. Some of them are common to the public service principles for EU civil servants our staff also stands for: commitment, integrity, objectivity, respect for others, transparency.

For more information on HaDEA, please visit [European Health and Digital Executive Agency](#).

CINEA

The European Climate, Environment and Infrastructure Executive Agency (CINEA) is the successor organisation of the Innovation and Networks Executive Agency (INEA) and it started its activities on 1 April 2021. Its mission is to support stakeholders in delivering the European Green Deal through high-quality programme management that helps to implement projects contributing to decarbonisation and sustainable growth. CINEA implements parts of EU funding programmes for transport, energy, environment, and climate action: for the financial perspectives 2021-2027 the Agency has expanded its portfolio of programmes with strong focus on contributing to the European Commission's Green Deal priority.

The main programmes managed by CINEA are:

- The Connecting Europe Facility (CEF): supports high-performing, sustainable and interconnected Trans-European Networks.
- Horizon Europe: the EU's Research and Innovation programme for which CINEA manages the areas of cluster on Climate, Energy and Mobility (Cluster 5).

- The Innovation Fund: one of the world's largest climate innovation funding programmes supporting the deployment of innovative low-carbon technologies between 2020-2030.
- LIFE Programme: entirely dedicated to environmental, climate and clean energy objectives.
- European Maritime, Aquaculture and Fisheries Fund targets public support for the Common Fisheries Policy (CFP), the Union's Maritime Policy and the EU's agenda for international ocean governance.
- The EU Renewable Energy Mechanism; and
- The Public Sector Loan Facility of the Just Transition Mechanism.

The budget managed by CINEA in 2021-2027 period is ca. € 65 billion.

CINEA is based in Brussels and has a multinational team of around 550 people. The number of staff will grow further over the coming years and the purpose of this publication is therefore to set up a reserve list, which will be used to cover the growing needs of the Agency. The reserve list may also be used by other Executive Agency upon agreement between the respective Appointing Authorities (AECEs).

For more information on CINEA, please visit [European Climate, Infrastructure and Environment 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 500 staff and 26 EU nationalities, EACEA is a dynamic, open, and international workplace, best placed to serve the citizens of Europe and empower the citizens of tomorrow. Strong values are at the heart of ONE EACEA: commitment, integrity, objectivity, respect for others, and transparency.

For more information on EACEA, please visit [European Education and Culture Executive Agency](#).

EISMEA

The European Innovation Council and SMEs Executive Agency (EISMEA) having a mandate in the 2021-2027 MFF was established by Commission Decision (EU) 2021/173 of 12 February 2021.

In compliance with Commission Decision C(2021) 949 final of 12 February 2021, EISMEA should ensure a clear focus on innovation and the single market. It should create strong synergies to support the recovery of the European economy, by grouping in one agency all the activities of the European Innovation Council (EIC) and the programmes related to small and medium-sized enterprises. The EIC, the EU Innovation Ecosystems programme (EIE) and Interregional Innovation Investments (I3) programme will ensure visibility for innovation, key to supporting the modernisation and sustainability of the EU economy.

EISMEA should provide high quality support to beneficiaries, turning EU policy into action; ensure that actions funded by these programmes deliver results; and provide the Commission with valuable input for its policy tasks.

EISMEA is committed to the public service principles for European Union civil servants: commitment to the European Union and its citizens, integrity, objectivity respect for others and transparency. EISMEA will operate according to the following principles: clear Union-added value, autonomy, ability to take risks, efficiency, effectiveness, transparency, and accountability.

For more information on EISMEA, please visit [European Innovation Council and Small and Medium-sized Enterprises Executive Agency](#).

ERCEA

The European Research Council Executive Agency (ERCEA) is dedicated to selecting and funding the excellent ideas that have not happened yet, and the scientists that are dreaming them up.

In practice, the ERCEA supports the work of the European Research Council (ERC), the first pan-European funding body sustaining excellent frontier research in Europe, set up by the European Union in February 2007.

The ERCEA was created to manage the Ideas Programme, part of the EU's Seventh Research Framework Programme (FP7). The ERC was part of the first Pillar – "Excellent Science" – of Horizon 2020, the EU Programme for Research and Innovation (H2020, 2014-2020). Its mandate was renewed until 2028, for the implementation of part of Horizon Europe, Pillar I "Excellent Science" (Horizon Europe 2021-2027).

In order to achieve the ERC's objectives, the ERCEA manages several main frontier research grants: "Starting Grants" targeted at early-career, emerging research leaders, "Consolidator Grants" aimed at excellent researchers who are already independent, "Advanced Grants" that support established top researchers, as well as "Synergy Grants" for groups of two to four Principal Investigators to jointly address ambitious research projects. The ERC also funds "Proof of Concept" grants to promote innovation arising from the research projects. ERC grants can be in any field of research, with excellence as the sole selection criterion.

Since the creation of the Agency, over 12.000 researchers at various stages of their careers have been supported. Under Horizon Europe, the ERCEA has a total budget of over 16 billion EUR.

The ERCEA is dedicated to *excellence* in research and in all aspects of its work, and seeks to attract dedicated, professional, highly motivated staff with the right qualifications and expertise. The ERCEA counts over 500 staff members. The working environment at the ERCEA is modern, dynamic, inspiring, and engaging.

For more information on ERCEA, please visit [European Research Council Executive Agency](#).

REA

The REA is a multicultural and dynamic body set up by the European 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 the REA's mandate, until 2027, delegating to it additional actions of Horizon 2020 and Horizon Europe.

The 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, the REA manages the legacy of its Seventh Framework Programme (FP7) and Horizon 2020 mandates, and it provides logistical and administrative support to all services managing the EU Research and Innovation Framework Programmes.

From 2021 to 2027, the REA invests 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.

The REA works closely with the services of the European Commission, in particular with DG Research & Innovation as the REA's lead parent DG. The REA is supervised by a Steering Committee composed of representatives of parent DGs.

For more information on REA, please visit [European Research Executive Agency](#).

2. JOB DESCRIPTION

Overall purpose

The Project Officer works autonomously under the authority of the Head of Unit/Head of Sector. The Project officer manages, monitors, implements, and evaluates all aspects of the entire project management life cycle (from the calls for proposals or calls for tenders to the evaluation session, grant agreement preparation or award decision, operational and financial follow up of grant agreements and specific contracts and wider dissemination of project results).

This includes checking if the set of projects has been carried out in compliance with the grant agreement or specific contract, and the *vademecum* on public procurement or e-grant *vademecum* endorsing the payment or cost statement as "certified correct", while respecting time to pay.

Functions and duties

PROGRAMME / PROCESS / PROJECT MANAGEMENT

Assist in the evaluation and selection of call for proposals or call for tenders, prepare grant agreements in a timely manner, prepare letters to successful and unsuccessful applicants or tenders, draft award decisions and ensure proper financial and technical implementation.

Ensure the follow-up project implementation, monitor the performance of project coordinators, beneficiaries, and contractors; monitor contractual obligations (via quality controls, risk analysis, review of deliverables and reports, periodic/final reviews/checks, analysis of use of resources, audits, further reporting, etc.).

Facilitate the delivery of exploitable results as well as valorisation of project outcomes.

Participate in the preparation and follow-up of the unit's/Executive Agency's work programmes and calls for proposals and provide statistics and reports to the Unit.

Contribute to the call evaluation, e.g., by supporting panel meetings, monitoring consensus meetings, following remote evaluations, contributing to expert briefings.

BUDGET and FINANCE

Assist in the monitoring of project expenditure as reported in cost statements and provide reasonable assurance that claimed costs correspond to the work accomplished in the projects under the candidate's responsibility.

Act as operational initiator (OIA) and carry out the necessary checks in line with the financial guidelines.

Follow up payments and ensure that they are due in time, including certifying invoices/requests for payments (*'conforme aux faits'* or *'certified correct'*).

Assist in the monitoring of payments execution and follow up on budget consumption.

Assist in financial reporting procedures and provide information for audit and control by the Agency/Commission services or the European Court of Auditors.

EVALUATION and QUALITY MANAGEMENT

Contribute to the analysis and assessment of results and impact of the programme and its projects, provide feedback, make suggestions for modifications.

Support quality statistical analysis of the call and project data as a contribution to the monitoring, quality auditing and evaluation of the programme.

Ensure compliance with all reference documents or Internal Control Standards related to the job.

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 incl. statistics.

Participate in the co-ordination of activities with external organisations to ensure the success of the projects and the implementation of the programme.

Participate in relevant working groups, committees, and inter-service groups at the Agency and Commission level. Ensure compatibility and promote synergies with associated services and other related projects in the Commission. Share knowledge and best practice on the domain.

Support the dissemination of the results of the project/s via contributions to presentations, articles, tweets in social media, presentations at conference, conference papers, workshops, seminars, publications, and other events (e.g., support the preparation for Programme Committees, information days, etc.).

Contribute to internal communication initiatives.

Maintain contacts with contractors, partners and stakeholders in the involved projects and knowledge sharing activities. If relevant, participate in, and collaborate with the Agency networks' activities.

Liaise with the communication unit to ensure visibility of the calls for tenders or call for proposals.

3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria²

Candidates will be considered eligible for selection based on the following criteria to be fulfilled by the deadline for applications:

1. Have successfully passed an EPSO CAST tests for contract agents valid for Executive Agencies³ in the function group of the present call for expression of interest.

Candidates without a valid EPSO CAST at the time of submitting their application can still apply to this vacancy notice if they have completed and validated⁴ the online application form of the Call for Expressions of Interest in function group III launched by EPSO⁵.

These candidates, if pre-selected, will be invited by EPSO to sit a series of computer-based multiple-choice question (MCQ) during the time window corresponding to the present call for expression of interest. Only candidates who have successfully passed these tests will be considered eligible for this selection.

2. Education:
 - a. Have a level of post-secondary education attested by a diploma,
 - b. or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years⁶.
3. Thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFRL⁷) of one of the languages of the European Union and a satisfactory knowledge (level B2 in all dimensions as per the CEFRL) of another EU language to the extent necessary for the performance of the duties.
4. Be a national of a member state of the European Union.
5. Be entitled to full rights as a citizen.

² Articles 82(2) and (3) of the CEOS and Commission Decision C(2017)6760 of 16 October 2017 on the engagement of contract staff applied by analogy by all Executive Agencies.

³ Please consult the EPSO CAST reserve lists acceptable: https://hadea.ec.europa.eu/working-hadea_en. Please note that candidates who are on a valid EPSO CAST list published in 2010 (CAST2010) are eligible on the condition they have successfully passed the complementary tests (DB3), as an Annex to the selection procedure CAST2010. The candidates concerned are invited to consult the letter they received from EPSO for further information.

⁴ Candidates are fully responsible for the creation, validation and regular update of their EPSO CAST profile in the function group of the present call (please refer to [Contract Staff \(CAST Permanent\) | EU Careers \(europa.eu\)](#)). Otherwise, candidates' details are not or not anymore visible to the recruiting services and they cannot be invited to sit a series of computer-based multiple-choice question (MCQ) tests. Candidate's application in the EPSO CAST database must be active at the time of application and during the whole duration of the procedure.

Candidates need to have an active application in the EPSO CAST portal in the same function group of the present vacancy notice (FG III), even if they have succeeded in an EPSO CAST test in a higher function group (FG IV).

⁵ [Contract Staff \(CAST Permanent\) | EU Careers \(europa.eu\)](#)

⁶ In function groups II and III: where justified in the interest of the service, professional training, or professional experience of an equivalent level; only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. [Examples of Minimum Qualifications per Member State and per Grade | Careers with the European Union \(europa.eu\)](#)

⁷ Please consult [here](#) the [Common European Framework of Reference for Languages](#).

6. Have fulfilled any obligations imposed by the applicable laws concerning military service.
7. Meet the appropriate character requirements as to candidate's suitability for the performance of the duties involved in this vacancy.
8. Be physically fit to perform the duties linked to the post⁸.

Please note that only candidates that comply with all the eligibility criteria will be considered for further steps of the selection procedure.

B. Selection criteria

Essential

1. After obtaining the qualifications mentioned in point 3.A. (under eligibility), candidates must have acquired at least 1 (one) year of professional experience in the field of project management performing the functions and duties described in point 2. ("Job description") of the current vacancy notice.
2. Very good oral and written command of English with spoken and written skills equivalent to level C1 or higher level for working purposes (very good, excellent, fluent, advanced, proficient, native, or similar)⁹.

Advantageous

1. Demonstrated and proven professional experience of at least 2 (two) years in managing projects/programmes (at national and/or EU level) in one or more fields/programmes managed by the participating Agencies.
2. Demonstrated and proven professional experience of at least 2 (two) years in expenditure supervision, financial and contractual management of the EU funded projects.
3. Demonstrated and proven professional experience in the analysis and assessment of results and impact of projects, and in the statistical analysis that contributes to the evaluation of projects.
4. Demonstrated and proven professional experience in communication, publication and dissemination of information related to EU funded projects.
5. Demonstrated and proven professional experience and /or training in IT tools used in the field of project management.

⁸ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that the Agency may be satisfied that the candidate fulfils the requirement of Article 82(d) of the CEOS.

⁹ English is the vehicle language for the performance of the duties of a Project Officer in dealing with a portfolio of projects involving consortia of beneficiaries from different countries and is generally considered to be the *lingua franca* of the Scientific Community. A very good command of English is deemed to be essential for analysing the situation of the beneficiaries based on documents such as research proposals, reports, grant agreements and financial statements. All formal and informal communication, such as writing reports, answering information requests, making presentations, holding discussions, and attending conferences are usually in English.

Interpersonal competencies (some of the following will be tested during the interview)

- Motivation, aptitude for teamwork and capacity to work autonomously.
- Ability to work under pressure and manage responsibilities within tight deadlines.
- Strong sense of responsibility, commitment, and co-operation.
- Good communication and negotiation skills to work efficiently within the Agency, with partner DGs as well as with external stakeholders.
- Excellent analytical, problem solving and organisational skills.

Candidates need to explicitly describe and substantiate in the dedicated parts of the Application form to what extent they meet the above-mentioned selection criteria (essential and advantageous).

4. SELECTION PROCEDURE

A. Eligibility check

First, the HaDEA People Sector, on behalf of the Selection Committee will check the submitted applications against the eligibility criteria (point 3.A). Only eligible applications will be assessed further.

B. Assessment of eligible applications

The Selection Committee will then analyse answers provided in the **Application Form** of eligible applications submitted via EU-CV-Online (see point 6. below) with reference to:

- The selection criteria ("Professional qualifications and other requirements" - point 3.B, under points "Essential" and "Advantageous"),
- The overall assessment of the quality and suitability of the application based on the requirements of the post.

Submitted applications that do not meet one or more of the essential selection criteria (see point 3.B – Selection criteria / Essential) or applications which do not include all requested answers to questions in the Application Form will not be evaluated further.

Upon completion of the assessment, the Selection Committee will establish a shortlist of pre-selected candidates matching best the needs of the Agencies for the functions and duties mentioned in this Call, who will be invited to the next phase of the selection procedure.

C. Invitation to computer-based tests

Shortlisted candidates having applied to the Call for Expressions of Interest in function group III in the EPSO CAST Permanent will be invited by EPSO to sit a series of computer-based multiple choice question (MCQ) tests during the time window corresponding to the present call for expression of interest. Only candidates who have successfully passed these tests¹⁰ will be considered further.

¹⁰ See the [Contract Staff \(CAST Permanent\) | EU Careers \(europa.eu\)](#)

Shortlisted candidates who have a valid EPSO CAST already will not have to sit the EPSO CAST tests again and will be directly invited to the next phase, i.e., the interview.

D. Interview

Shortlisted candidates, who have successfully passed the EPSO CAST in the function group of this call, will be invited for a remote (online) interview (duration: 30 minutes, language of the interview: English)¹¹.

The interview will assess skills and competences related to the job description and selection criteria under point 3.B of this call for expression of interest. Candidates scoring less than 60% of the total score of the interview will not be considered further.

E. Reserve list

It is estimated that 135 candidates with the highest marks achieved and reaching at least 60% of total score during the interview will be proposed to the Authority Empowered to Conclude Contracts of Employment (AECE) of each of the participating Agencies for inclusion on the reserve list.

The reserve list will be valid until 31 December 2025 and may be used for other positions with similar duties in the same function group. The validity of the reserve list may be extended.

As per the Agreement established between the six Executive Agencies, and following the establishment of the joint reserve list, the lead Agency and all participating Agencies will immediately have direct access to the reserve list for possible further actions leading to recruitment.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment in any of the participating Agencies.

A second round of interviews may be organized by the recruiting Agency before the offer of an employment.

5. SELECTION COMMITTEE

A Selection Committee will be appointed for this selection procedure and will be composed by at least one member from each participating Agency. In addition, at least one member of the Selection Committee will represent the HaDEA Staff Committee and at least one member will represent the HaDEA Human Resources sector.

The names of the Selection Committee members will be communicated to candidates upon notification of the outcome of the assessment of eligible applications (see point 4. Selection Procedure, Assessment of eligible applications).

¹¹ In view of the nature of the duties and of the job profile, the language that will be used for the interview is English. See also above Section 3.B, Essential criterion 2 and footnote 9.

However, **under no circumstances should candidates approach the Selection Committee members**, either directly or indirectly, **concerning this selection procedure**. Candidates doing so will be immediately disqualified from the selection process.

6. APPLICATION PROCEDURE

To apply for this position, candidates must submit an online application and complete their electronic CV via the [EU CV online database](#) (candidates must first create an account or sign in to their active account, for more guidance, candidates are invited to consult the [Step-by-step guide](#), available on the HaDEA website).

Candidates must provide answers to all the questions related to this specific selection procedure (in a limited number of characters) in the online application. These specific questions are based on the selection criteria provided in the vacancy notice and answers will be assessed by the Selection Committee. By submitting the application, the candidate declares that replies to all questions as correct and true. If at any stage of the process it is established that any of the information provided is incorrect, the candidate will be disqualified.

The Selection Committee will **only** assess answers provided to the questions within **the application specifically indicated and related to this selection procedure**. **The sections constituting your electronic CV** will be used at the interview stage for reference only. Should there be any discrepancy between the information provided in the replies to the questions and the sections in the electronic CV (example: professional experience), only the information in the replies to the question will be taken into consideration during the application assessment.

After a correct submission of an application, candidates will receive an automated acknowledgement of receipt to the email account indicated in their application.

There is no obligation to submit applications in English, however documents sent in English will greatly facilitate the work of the Selection Committee.

The Agency strongly advises not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to problems.

Under no circumstance will late applications be accepted.

It is the sole responsibility of each applicant to complete ALL relevant fields of the online application (in particular questions linked to this specific selection procedure, which form an essential basis for the assessment of candidates) and to submit it before the deadline for submission. Any information or documentation provided after the deadline will not be taken into account.

A candidate will be disqualified if:

- the candidate does not submit the online application by the deadline.
- at any stage in the procedure, it is established that information the candidate provided is incorrect or false, or that the candidate made declarations unsupported by the appropriate documents.

- the candidate failed to inform the HaDEA People Sector of the Agency of a possible conflict of interest with a Selection Committee member.
- the candidate attempted to contact, or contacted, a member of the Selection Committee either directly or indirectly concerning this recruitment procedure.
- the candidate has failed to sit the EPSO CAST test (if applicable) and/or attend the interview.

Candidates are also required to inform the HaDEA People HR Sector (HADEA-TALENT-SELECTION@ec.europa.eu) in case there are any relatives (of the candidate) working currently in, or applying to, HaDEA, CINEA, EACEA, EISMEA, ERCEA, or REA.

Candidates are invited to indicate in their communication with the HaDEA People Sector any special arrangements that may be required if invited to the remote (online) interview.

7. EQUAL OPPORTUNITIES

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the ground 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.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selected candidate(s) will need to have a valid EPSO CAST in the right Function group in order to be hired (see point 3.A).

Any offer of employment shall be made by the AECE of the recruiting Agency on the basis of the reserve list. A contract offer will be made as a contract staff member, in function group III, in accordance with Article 3a of the CEOS and the Commission Decision C(2017)6760 of 16 October 2017 on the engagement of contract staff applied by analogy by all Executive Agencies¹². The contract will be concluded for an initial duration of one year, with the possibility of renewal for another year. If the contract is renewed again, it shall be concluded for an indefinite period.

The classification in grade will depend on the assessment of the qualification and professional experience of the selected candidate. At the request of the recruiting Agency, the selected candidates will have to evidence with supporting documents the information contained in their application.

For successful candidates who are currently engaged by an EU Institution in Function Group III under the terms of Article 3b of the CEOs, a reassessment of their grade will be done at

¹² HaDEA Steering Committee of 26/02/2021, CINEA Steering Committee Decision – SC(2017)015, EACEA Steering Committee Decision of December 2017 – EA_2017_SC04_D4ia, EASME Steering Committee Decision of 14 December 2017 (which remains applicable to EISMEA), ERCEA Steering Committee Decision – StC191217/7, REA Steering Committee Decision-REA/SC(2017) 4.5.

recruitment and **might impact their current grading (that might turn into an upgrade, a downgrade, or keeping their current grade).**

In order to manage realistic expectations, it is strongly recommended to refer to Article 5 of the above-mentioned Commission Decision for classification in grade and in the function group at entry into service.

The place of employment will be Brussels, Belgium where the Agencies have their premises.

For further information on working conditions of contract staff, see the Agencies' websites or the website of the European Personnel Selection Office ([EPSO](#)).

9. REQUEST FOR REVIEW

The candidate can request a review of any decision taken by the Selection Committee that established the results and/or determines whether a candidate can proceed to the next phase of the selection procedure or is excluded.

Requests for review can only be based on:

- a material irregularity in the selection procedure process; and/or
- non-compliance, by the Selection Committee, with the Staff regulations, the vacancy notice and/or case law.

This request must be made within 10 working days of the date of the e-mail notifying the candidate of the outcome of the selection procedure¹³. The request should quote the reference number of the selection procedure concerned, the name of the candidate and the phrase "request for review" in the subject of the e-mail. The request should be addressed to the Chairperson of the Selection Committee and sent to the following address: HADEA-TALENT-SELECTION@ec.europa.eu. The candidate should clearly indicate the decision that the candidate wishes to contest and on which grounds.

During the review, the Selection Committee can only take into consideration information contained on the candidate's Application form at the deadline for submission. Any additional information or documentation provided after that deadline will not be considered. The Selection Committee will acknowledge receipt of the request submitted, assess the request and notify the candidate of its decision within 15 working days of receipt of the request.

It should be noted that candidates are not allowed to challenge the validity of the Selection Committee's assessment of the quality of their performance during an interview and/or written test, or of the relevance of their qualifications and professional experience. This assessment is a value judgement made by the Selection Committee and their disagreement with the Selection Committee's evaluation of their performance during an interview and/or written test, or the relevance of their qualifications and professional experience, does not prove that an error was made. Requests for review submitted on this basis will not lead to a positive outcome.

¹³ Should the candidate ask further information to the Selection Committee on the candidate's results, in view of assessing the pertinence of, or substantiate, the request for review, the delay will be suspended between the date of the request for information until the date the Selection Committee provides feedback to the candidate.

10. APPEAL PROCEDURE

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Communities ("Staff Regulations"), any candidate may submit to the to the AECE (i.e., the Director of the Agency) a complaint against a decision, or lack thereof, that adversely affects them, if they believe that the rules governing the selection procedure have been infringed.

1. Administrative complaints

Administrative complaints must be lodged within three months from the date on which the candidate is notified of the act adversely affecting them. The complaint should quote the reference number of the selection procedure concerned, the name of the candidate and the phrase "Administrative Complaint" or "Article 90" in the subject of the email. Any such complaint should be addressed to the AECE of HaDEA and sent to the following email address: HADEA-TALENT-SELECTION@ec.europa.eu.

The AECE cannot overturn a value judgement made by the Selection Committee. The AECE shall notify the person concerned of its reasoned decision within four months from the date on which the complaint was lodged.

2. Judicial appeal

Candidates may submit a judicial appeal of the act adversely affecting them pursuant to 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 at <https://curia.europa.eu/jcms/>.

3. European Ombudsman

Candidates can lodge a complaint to the European Ombudsman within two years of the date when they become aware of the facts on which the complaint is based. Before submitting such complaint, the candidate 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>) for further information on the submission of complaints to the Ombudsman.

11. DATA PROTECTION

The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at the Agency. The personal information requested by the Agency from candidates will be processed in accordance with 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 data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. In this regard, please see the [Data Protection Notice](#).