



EUROPEAN EDUCATION AND CULTURE  
EXECUTIVE AGENCY (EACEA)

**VACANCY NOTICE**

**Unit A6 - Contract Agent 3(a)/3(b) FGIV**

**Ref.: EACEA/2024/07/INTER-CA/FG IV Project Adviser - Procurement**

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

The objective of this selection procedure is to fill vacant posts in **Unit A6**.

The Unit coordinates the management of platforms implemented under the Erasmus+ Programme. It promotes language learning, informal learning, professional development and cooperation via: the Online Language Support (OLS) for language learning, the European School Education Platform, EPALe for adult learning staff. More generally, the Unit coordinates a range of networks, wikis and hubs working closely with stakeholders, notably in view of the implementation of the Digital Education Action Plan. The Unit further provides information and comparative analysis on systems and policies in education and youth in the EU and beyond. The purpose is to improve understanding, enhance co-operation and support policy-making.

## *Description of the job*

### **Overall purpose**

To contribute to the implementation of the programme cycle from the preparation of the calls for tenders to the award decision, and ensure contract preparation, operational and financial follow up, as well as dissemination of project results. This includes preparing and following up of the platform's Steering Committee's decisions, coordinating with the parent DG(s) mirror unit(s) and ensuring that the project's implementation is carried out in compliance with the contract, the call for tenders and the financial regulation principles.

### **Functions and duties**

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

- Performing general project management tasks: preparing and launching calls for tender, evaluating, selecting monitoring and reporting on projects.
- Ensure the evaluation and selection of the contractor, timely preparation of contracts and proper financial and technical implementation. Organise the Evaluation Committee meetings and produce the related support documents (drafting minutes, evaluation report and all documents necessary for the decision).
- Follow-up project implementation according to activities planned; monitor contractual obligations (via amendments, quality controls, risk analysis, project remote or on-the-spot monitoring, review of deliverables and reports, periodic/final reviews/checks, analysis of use of resources, reporting, etc.).
- Prepare follow-up reports and statistics, including policy-relevant feedback and support to the parent Directorates-General.
- Give visa of Operational Initiation.

#### **COMMUNICATION and PUBLICATION**

- Identify and disseminate projects' best practices; facilitate exchange of experiences and participate in the design, writing, production and editing of documents/reports.
- Participate in relevant working groups, committees and inter-service groups at EACEA and Commission level.
- Maintain contacts with project partners and stakeholders and participate to knowledge sharing activities.
- Facilitate the delivery of exploitable results as well as valorisation of project outcomes. Identify good practices and contribute to the selection of success stories.
- Contribute to the communication and information policy of the programme by speaking at conferences/seminars (Kick-Off meetings, cluster meetings, etc.)

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

- Analyse and assess the results and impact of project, provide feedback, make suggestions for improvements.
- Ensure compliance with all reference documents and Internal Control Standards related to the job.
- Undertake additional tasks required by the Head of Unit in the interest of the service.

## *Qualifications and Experience Required*

### **A. Eligibility criteria**

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

1. To possess the minimum qualifications required by Article 82(2) of the Conditions of Employment of Other Servants of the European Union (CEOS);
2. To be in compliance with the conditions referred to in Article 82(3) of the CEOS:
  - be a national of one of the Member States of the Union and enjoy full rights as a citizen.
  - fulfilled any obligations imposed by the laws concerning military service.
  - produce the appropriate character references to suitability for the performance of the duties.
  - be physically fit to perform duties.
  - 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 duties

In addition, contractual agents [3\(a\)](#) or [3\(b\)](#) must have:

- The same function group as the one of the published post (**FGIV**);
- Served at least **three years** in that same contract type (three years as CA 3(a) or three years as CA 3(b)).
- Successfully passed an EPSO CAST selection for that same function group (FGIV).

**Please note that only candidates engaged by the Executive Agencies, European Commission in its departments, administrative offices, representations and EU Delegations, EPSO, OP and OLAF<sup>1</sup> who comply with the eligibility criteria will be considered for further steps of this selection procedure.**

### **B. Priority Order for the selection procedure**

All CA 3(a) and 3(b), fulfilling eligibility criteria, currently employed can apply. However, according to Article 14 of the new [General Implementing Provisions \(GIPs\)](#) governing the conditions of employment of contract staff employed by the Commission on the terms of Article 3(a) and 3(b), the Selection procedure will be done in 2 phases:

- Priority will be given to Contract Agents 3(a);
- Should the selection of Contract Agents 3(a) applications not be fruitful, Contract Agents 3(b) applications will be taken into account.

### **C. Specific conditions**

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

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<sup>1</sup> Art 1 of [Commission Decision C\(2017\)6760](#) final of 16/10/2017 on contract agents, adopted by analogy by EACEA.

### **Essential**

- Proven experience of minimum 3 years in managing procurement files.
- Proven experience in coordination tasks.
- Excellent oral and written communication skills in EN (at least C1 level).

### **Advantageous**

- Legal and/or financial background.

### **Behavioural (some of the following will be tested during the interview)**

- Service-oriented approach.
- Ability to work autonomously while being a team player.
- Communication abilities, in written and orally.
- Strong organisational skills.
- Ability to simplify complex issues.

**Candidates are invited to clearly demonstrate in their CVs and motivation letter the knowledge and experience required in the selection criteria mentioned above (essential and advantageous) and to give specific examples.**

**Following the analysis of the applications by the Selection Board, the Agency will invite the most suitable candidates (a maximum of 10) 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** format<sup>2</sup>.
- **a letter of motivation**, including their views on the proposed position (1 page maximum).

Candidate's EPSO ID number and the reference of CAST must be mentioned in the CV.

Applications must only be sent by e-mail to the functional mailbox [EACEA-HR-SELECTION@ec.europa.eu](mailto:EACEA-HR-SELECTION@ec.europa.eu)

**Closing date: Applications must be sent at the latest by 26/08/2024 at 12:00 (midday), CET (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 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.

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<sup>2</sup> EU CV format available on: <http://europass.cedefop.europa.eu/documents/curriculum-vitae>

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 final 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 Selection Board will perform the assessment of the applications against the criteria listed in point C “Specific conditions” under “Qualifications and Experience Required”.

Only shortlisted candidates will be invited for an interview with the Selection Board.

The interview will be held in English and will assess skills and competences related to the job description and selection criteria.

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.

### ***Appointment and conditions of employment***

The Agency applies the Commission Decision C(2017)6760 final of 16/10/2017 on the General 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 Articles 3(a) and 3(b).

#### **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](mailto:EACEA-HR-SELECTION@ec.europa.eu)

### **Appeal procedure**

#### **• 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](mailto: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, by e-mail to [EACEA-HR-SELECTION@ec.europa.eu](mailto: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 data<sup>3</sup>, 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.

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<sup>3</sup> OJ L 295 of 21.11.2018, p. 39.