



EUROPEAN EDUCATION AND CULTURE
EXECUTIVE AGENCY (EACEA)

VACANCY NOTICE INTER-AGENCY MOBILITY

Unit A5.001 Head of Sector

Temporary Agents 2(f) –AD5-AD10

Ref.: EACEA/2021/18/INTER-TA/Head of sector

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 fill vacant post of Head of Sector Erasmus + Youth in Unit A5.001.

Description of the job

MISSION OF UNIT EACEA.A5:

Unit A5 is responsible for the implementation of the Erasmus+/Youth programme and of the European Solidarity Programme.

Under these programmes, the unit helps create and facilitate opportunities for organisations and individuals to develop their capacities and extend their potential in Youth, Solidarity and Volunteering.

Notably, for Youth it contributes to the development of young people and their organisations, and seeks to empower them within decision-making processes.

For European Solidarity Corps, it supports the promotion of solidarity as a value, mainly through volunteering, and the engagement of young people and organisations in accessible and high-quality solidarity activities.

The unit's mandate, for the actions under its responsibility, encompasses the full annual call and selection cycle and the full project life cycle for the funded projects.

The unit fulfils its tasks in close cooperation with the mirror units in the parent DG EAC.

Job description

The Head of Sector for the Youth programme will be in charge of leading and managing the resources and activities of his sector's team. He/she is expected to ensure that staff collaborate and deliver the work required to implement the sector's/unit's work plan, and to enable all team members to develop their potential in order to support in the most effective manner the mission and priorities of the sector/unit.

In particular, the Head of Sector and his/her team are responsible for managing:

- the full annual call cycle; this includes in particular the contribution to the annual work programme and financing decision, the drafting, validation and publication of calls, the organisation of submission, evaluation and selection;

- the full project life cycle of funded projects; this includes in particular contracts, amendments and related financial transactions, permanent project monitoring and assessment of projects' reporting, handling of recoveries, audits and fraud cases;

For that purpose the Head of Sector assigns and distributes tasks, establishes roadmaps, sets priorities, monitors progress, supports and supervises his/her staff, reports to his/her line management.

The Head of Sector is also expected to contribute to various horizontal tasks in the unit and in the Agency such as staff management in the unit, reporting for the unit and for the Agency, conceptual work for the design of procedures and processes in the unit and in the Agency.

He/she will also act, for certain transactions, as Authorizing Officer by sub-delegation.

The Head of Sector will have to establish and maintain regular contacts and a professional relationship with many interlocutors: notably with peers in other operational units, with horizontal units in the Agency, and with mirror units in the parent DG.

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) of the Conditions of Employment of Other Servants of the EU (CEOS) 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-AD10).
2. To possess 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,
3. To be 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.

In addition, members of temporary agent 2(f) should, as general rule:

4. a) have at least 2 years' service within his/her current agency before moving
- b) 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

- Proven working experience of at least two years in the management of a team and in the motivation and supervision of staff members;
- Ability and experience in the organisation of change in response to the evolving institutional, organisational, procedural, technical environment;
- Solid analytical, organisational and interpersonal skills; ability to manage priorities and to deliver quality results on time.
- Proficient written and spoken English (level C1) and good communication skills (written and oral);

Advantageous

- Comprehensive understanding of procedures and processes for grant management: legal framework (e.g. Financial Regulation), tools (e.g. eGrant);
- Knowledge of the programmes managed by unit A5 (Erasmus+/Youth and European Solidarity Corps) and understanding of their specificities and their policy context;
- Good level of written and spoken French;
- Good negotiation skills, service-mindedness, sense of diplomacy, experience in inter-service coordination.

Following the analysis of the applications by the Selection Board, the Agency will invite the most suitable candidates (a maximum of 5) 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, **Europass CV** format¹ or equivalent
- **a letter of motivation**, including their views on the proposed position (2 pages maximum).

NB – To facilitate the work of the selection board, the use of the Europass CV is highly recommended

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 13/01/2022 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.

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.

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

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

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.

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.

• 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.