

Research Executive Agency

CALL FOR EXPRESSION OF INTEREST FOR TEMPORARY AGENTS 2(F) FOR RESEARCH PROGRAMME ADMINISTRATORS (AD 6)

REA/TA/AD6/01/18

The purpose of this call for expression of interest is to draw up three reserve lists of Temporary Agents for three scientific profiles. These lists will be used to fill new vacant posts of Research Programme Administrators within REA during the period 2018-2020.

JOB TITLE: RESEARCH PROGRAMME ADMINISTRATOR

GRADE: AD6

LOCATION: BRUSSELS

PROFILES:

1: ENGINEERING, ICT, PHYSICS, MATHEMATICS, CHEMISTRY AND/OR SPACE SCIENCE

2: BIOLOGY, ENVIRONMENT AND GEOSCIENCE AND/OR SATELLITE IMAGERY, LIFE SCIENCES

3: HUMAN AND SOCIAL SCIENCE AND/OR ECONOMICS

NUMBER OF SUCCESSFUL CANDIDATES SOUGHT PER PROFILE:

Profile 1: 30

Profile 2: 20

Profile 3: 10

You may only apply to one profile. You must make your choice when you apply online and you will not be able to change it after you have validated your online application.

If you encounter difficulties in choosing one of three profiles, you should select the profile that best matches with your main area of expertise. For additional guidance on how to determine the profile that best matches with your main area of expertise, you can consult Annex II of the Guide for Applicants for the 2017 call for proposals for the Marie Skłodowska-Curie Actions under the EU Framework Programme for Research and Innovation H2020 on the REA Website.

http://ec.europa.eu/research/participants/data/ref/h2020/other/guides_for_applicants/h2020-guide-appl-msca-if_en.pdf

Deadline for registration: 8 March 2018 at 12.00 (midday), CET

This call for expression of interest and its annex forms the legally binding framework for these selection procedures.

1. GENERAL CONTEXT

The Research Executive Agency (REA) is a multicultural and dynamic body set up by the Commission in 2007, originally for implementing parts of the Seventh EU Framework Programme for research, technological development and demonstration activities (FP7). In 2013, the Commission extended the REA's mandate until 2024, delegating to it additional actions of Horizon 2020 – The EU Framework Programme for Research and Innovation (2014-2020). The REA manages the following parts of Horizon 2020:

- “Marie Skłodowska-Curie actions” and the “FET-Open” activity under Part I – ‘Excellent Science’;
- the “Space” activity of Part II – ‘Industrial Leadership’;
- the objectives “Food security, sustainable agriculture and forestry, marine and maritime and inland water research, and the bioeconomy”, “Inclusive, innovative and reflective societies” and “Secure society” of Part III – ‘Societal challenges’;
- the specific objectives “Spreading Excellence and Widening Participation” (part IV) and “Science with and for Society” (part V) of Horizon 2020.

In addition, REA manages the running projects from its FP7 mandate and it provides logistical and administrative support services to all services managing Horizon 2020. These services include legal and financial validation of project participants, contracting and paying all expert evaluators, managing the Horizon 2020 evaluation platform and the Research Enquiry Service.

The operational budget managed by the REA increases from € 1.6 billion per year in 2016 to €2.4 billion in 2020.

The agency works very closely with the services of the European Commission and it is supervised by a Steering Committee composed by representatives of the parent DGs.

2. ELIGIBILITY CRITERIA

You will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

2.1. GENERAL CONDITIONS

On the closing date for the submission of applications pursuant to this call for expression of interest you must:

- Be a national of a Member State of the European Union, Iceland or Norway;
- Enjoy full rights as a citizen;
- Meet any obligations under national laws on military service;
- Meet the character requirements for the duties concerned.

2.2 SPECIFIC CONDITIONS

A. EDUCATION AND PROFESSIONAL EXPERIENCE

- A level of education corresponding to *at least 3 years'* completed university studies attested by a diploma, followed by *at least 3 years* of professional experience directly related to the nature of the duties.

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.

B. KNOWLEDGE OF LANGUAGES

You must have knowledge of *at least 2 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 call we will refer to the languages as:

- Language 1: language used for the computer-based Multiple-Choice Question (MCQ) tests
- Language 2: language used for the application form, assessment tests and communication between EPSO/REA and the candidates who have submitted an online application. This must be different from language 1.

Language 2 must be English.

English is the vehicle language for the performance of the duties of a Research Programme Administrator 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 good command of English is deemed to be essential for analyzing the situation of the beneficiaries on the basis of 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 in English. Therefore, successful candidates recruited as Research Programme Administrators are required to have a minimum B2 level of English.

3. PROFILE / DUTIES

The main tasks of the Research Programme Administrator will be to implement the operations required by the Executive Agency to launch and conclude grant procedures for Horizon 2020. This includes organising and managing the evaluation of proposals, preparing grant agreements and monitoring projects by assessing the progress and the correct use of resources and ensuring that the work has been carried out as planned. In addition, Research Programme Administrators may be required to follow up grant agreements concluded under the previous FP7.

Projects managed at the Agency are covering a wide range of scientific and technical areas such as Engineering, ICT, Physics, Mathematics, Chemistry and/or Space science, Biology, Environment and geoscience and/or Satellite imagery, Life sciences Human and Social science and/or Economics.

The successful candidates will work as a Research Programme Administrator performing the following tasks:

- Prepare calls for proposals and actively inform the research and innovation constituency on funding opportunities;
- Organise/contribute to the evaluation of proposals (selection of experts, logistics, consensus meetings, etc.);
- Follow-up scientific, administrative and financial aspects of research and innovation grants and amendments;
- Monitor and approve the fulfilment of all contractual obligations, with the assistance of external experts (if needed) and in collaboration with the internal administrative/financial staff, including scientific, administrative and financial aspects. This includes, initiating technical audits and/or negotiating corrective measures as appropriate;
- Monitor the overall performance (scientific, technical, dissemination, exploitation) and the strategic impact of the projects. Support clustering of activities and dissemination of results;
- When requested, coordinate tasks for a given area of the programme (distribute workload, report on the activities and maintain scoreboard, report to the Head of Sector/ Head of Unit);
- Contribute to the evaluation of the impact of programmes and provide the EC with relevant feed-back on project results to assist the EC with its role for policy development;
- Participate in exchanges and consultations with specialised organisations, associations, societies or fora as well as with the relevant services in the Commission;
- Contribute to the updating of relevant guidelines and tools;
- Contribute to the simplification of administrative rules and procedures;
- Tasks include also organisation and participation in meetings, and other relevant tasks in relation to the achievement of REA/Unit mission and objectives.

In addition, the successful candidates should have good communication and drafting skills in general, be able to work in a proactive, organised manner and to prioritise activities. She/he should have the ability to work in a team, having an eye for detail, accuracy and numeracy together with the ability to analyse and structure information, to conceptualise problems and to identify and implement solutions especially taking into account operational aspects.

4. CONDITIONS OF EMPLOYMENT

The successful candidates may be offered a temporary contract pursuant to Title I, Article 2 f) of the Conditions of Employment of other servants of the European Union.

The initial duration of the contract is two years and may be renewed for a further period of one year. If renewed for a second time, the contract becomes a contract for an indefinite period, subject to any limitations on the executive agency's life time.

Temporary staff must demonstrate before their first promotion after recruitment the ability to work in a third official language of the EU.

The grade of recruitment for this call for expression of interest will be AD6.

The European institutions have their own social security and pension scheme. In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education

allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

The place of employment for this profile will be Brussels.

Successful candidates who are offered a contract of employment will be graded on entry into service in step 1 or step 2 of the relevant grade, according to the length of their professional experience. The basic monthly salaries for grade AD6, as at 1 July 2017, are:

- Step 1: € 5247,33
- Step 2: € 5467,83

The pay of staff members consists of a basic salary supplemented with specific allowances, including expatriation or family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants.

5. EQUAL OPPORTUNITIES AND SPECIAL ADJUSTMENTS

REA applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

If you have a disability or a medical condition that may hinder your ability to sit the tests, please indicate this in your application form and let us know the type of special adjustments you need. If a disability or condition develops after you have validated your application, you must inform EPSO as soon as possible using the contact information indicated below.

Please note that you will have to send a certificate from your national authority or a medical certificate to EPSO in order for your request to be taken into consideration. Your supporting documents will be examined, so that reasonable accommodation can be made where required.

For more information, please contact the EPSO-accessibility team by:

- e-mail (EPSO-accessibility@ec.europa.eu);
- fax (+32 2 299 80 81); or
- post: European Personnel Selection Office (EPSO)
EPSO accessibility
Avenue de Cortenbergh/Kortenberglaan 25
1049 Bruxelles/Brussel
BELGIQUE/BELGIË

6. THE SELECTION PROCESS

1. Application process

You must fill in your application form in your language 2 (EN) (see section "B. KNOWLEDGE OF LANGUAGES").

Your application must be submitted via your EPSO account by means of the on-line application form, following the instructions on the EPSO website relating to the various stages of the procedure.

If you do not have an EPSO account you should create one by following the instructions for creating an account on the EPSO website www.eu-careers.eu.

You must have a valid e-mail address and are responsible for keeping it, as well as your personal details, up to date in your EPSO account.

When completing your application form, you will be asked to confirm your eligibility for the selection and provide further information *relevant to this selection procedure*. You will also have to select your language 1 (one of the 24 Official EU languages) and your language 2 (English).

By validating your application form you declare on your honour that you meet all the conditions mentioned under section "**2. ELIGIBILITY CRITERIA**". Once you have validated your application form, you will no longer be able to make any changes. It is your responsibility to ensure that you complete and validate your application *within the deadline*.

The closing date for the submission of applications is 8 March 2018 at 12.00 (midday), CET.

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

If the number of candidates *exceeds a certain threshold*, set by the director of REA acting as Authority Authorised to conclude contracts, all candidates who validated their application form by the deadline will be invited to sit a series of computer-based MCQ tests in one of EPSO's accredited test centres.

Unless instructed otherwise, *you must book* an appointment for the MCQ tests following the instructions received from EPSO. Typically, you will be offered several dates on which you can sit the tests, in various locations. The booking and testing periods *are limited*.

If the number of candidates *is below the threshold*, these tests will be held during the assessment phase (point 5) instead.

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

<i>Tests</i>	<i>Language</i>	<i>Questions</i>	<i>Duration</i>	<i>Marking</i>	<i>Pass mark</i>
Verbal reasoning	Language 1	20 questions	35 min	Out of 20	10/20
Numerical reasoning	Language 1	10 questions	20 min	Out of 10	5/10
Abstract reasoning	Language 1	10 questions	10 min	Out of 10	5/10

These tests are eliminatory and do not count towards the final results of the selection.

3. Eligibility checks

The eligibility requirements laid down in section "**2. ELIGIBILITY CRITERIA**" above will be checked against the data provided in candidates' online applications. EPSO will check whether

you meet the general eligibility conditions while the Selection Committees will check compliance with the specific eligibility conditions.

There are 2 possible scenarios:

- If the computer-based MCQ tests **are organised upfront**, the files of the candidates who reached all pass marks will be checked for eligibility in descending order of the marks obtained in those MCQ tests until the number of eligible candidates reaches the threshold mentioned in point 2. The other files will not be checked.
- If the computer-based MCQ tests **are not organised upfront**, the files of all candidates who validated their application form by the deadline will be checked for eligibility.

4. Selection based on qualifications (Talent Screener)

In order to allow the Selection Committees to carry out an objective assessment of the comparative merits of all candidates in a structured way, all candidates in the same profile must answer the same set of questions in the ‘Talent Screener’ section of the application form. The selection based on qualifications will be carried out, **only for those candidates deemed eligible** as described above in point 3, using **solely** the information provided in this Talent Screener section. You should therefore include all relevant information in your Talent Screener answers, even if already mentioned in other sections of your application form. The questions are based on the selection criteria included in this notice. [Please see ANNEX I for the list of criteria.](#)

To carry out the selection based on qualifications, the Selection Committees will first 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 points are multiplied by the weighting for each criterion and added up to identify those candidates whose profiles best match the duties to be performed.

Only the candidates with the highest total marks at the selection based on qualifications will go through to the next stage.

5. Assessment Phase

Maximum 3 times the number of successful candidates sought for each profile will be invited to take the assessment tests. Where candidates tie for the last available place, they will all be invited to the assessment tests.

If you meet the eligibility requirements according to the data in your online application, and if you scored one of the **highest overall marks** for the selection based on qualifications, you will be invited to an assessment phase for 1 or 2 days in **Brussels**, where you will take tests held in English.

If the computer-based MCQ tests described in point 2 were **not organised upfront**, you will sit them during the assessment phase. These tests are eliminatory and the marks obtained do not count towards the final results of the selection.

You will have to bring copies of your supporting documents at the moment of the assessment phase.

Eight general competencies and the specific competencies required for each profile will be tested during the assessment phase through *four tests* (general and specific competency-based interviews, group exercise and written test) as described in the following matrices:

<i>Competency</i>	<i>Tests</i>
1. Analysis and problem solving	Group exercise
2. Communicating	General competency-based interview
3. Delivering quality and results	General competency-based interview
4. Learning and development	General competency based interview
5. Prioritising and organising	Group exercise
6. Resilience	General competency-based interview
7. Working with others	Group exercise
8. Leadership	Group exercise

Pass mark	3/10 per competency and 40/80 in total
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<i>Competency</i>	<i>Tests</i>	
1. Job specific competencies	Written test	Job specific interview

Pass mark	40/80	20/40
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Please note that the written test may take place on a different date to the other assessment phase tests. To book this test, please follow the instructions you will receive from EPSO.

6. Reserve list

After checking candidates' eligibility against their supporting documents, the Selection Committees will propose, for each profile, a shortlist of those eligible candidates who have obtained all pass marks as well as the highest overall marks following the assessment phase to the Authority Authorised to conclude contracts of REA. Where candidates tie for the last available place on the shortlist, they will all be included on the list. The Authority Authorised to conclude contracts of REA will then draw up 3 reserve lists of successful candidates valid until 31 December 2020. The validity of the lists may be extended. The European Research Council Executive Agency (ERCEA) will have the possibility to recruit a limited number of persons from these lists.

As soon as this decision is taken, successful candidates will receive an information letter. However, candidates should note that inclusion on the reserve list does not guarantee recruitment.

Please note that the work of the Selection Committees and its deliberations are secret. Therefore, candidates shall not make direct or indirect contact with the Selection Committees or have anybody do so on their behalf. The Authority Authorised to conclude contracts of REA reserves the right to disqualify any candidate who disregards this instruction.

If at any stage in the procedure it is established that any of the information you have provided is incorrect, you will be disqualified.

7. CONTACTS AND INFORMATION

EPSO must be notified of any technical problem concerning the application procedure as soon as possible, using the contact form available on the EPSO website (www.eu-careers.eu)

For any request for information or question on the content of this call for expression of interest candidates should send an e-mail to the functional mailbox at the following address: (REA-TA-CALLS@ec.europa.eu).

You should consult your EPSO account **at least twice a week** to keep track of your progress during the selection procedure.

8. REQUEST FOR REVIEW AND APPEAL PROCEDURE

1. Technical issues

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, **please inform REA immediately and no later than 3 calendar days** by email to REA-TA-CALLS@ec.europa.eu

In all correspondence, please mention your name (as given in your EPSO account), your application number and the reference number of the selection procedure.

For **problems occurring outside test centres** (e.g. concerning the application or booking process), please contact EPSO only via the EPSO website (https://epso.europa.eu/help_en) with a brief description of the problem.

If the problem occurs at a test centre, please:

- alert the invigilators immediately so that a solution can be investigated at the centre itself. In any case, ask them to record your complaint in writing; and
- contact REA no later than 3 calendar days after you tested by email to REA-TA-CALLS@ec.europa.eu, with a brief description of the problem.

2. Requests for review

As far as the content of the MCQ tests and/or general/specific competency tests is concerned, the requests for review must be made as soon as possible, at latest **within 10 calendar days** of the date of your test by email to REA-TA-CALLS@ec.europa.eu.

From what concerns any decision taken by the Selection Committees that establish your results and/or determine whether you can proceed to the next phase of the selection or are excluded, requests for review must be submitted **within 10 calendar days** of the date on which the contested decision was communicated to the candidate.

In the request the candidate must provide her/his application number, the information necessary to identify the nature of the alleged error and the reasons why s/he believes that a review is necessary.

Requests received after the deadlines or which are not clear enough to identify the alleged error will not be taken into account.

3. Appeals

Please note that for an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, the Research Executive Agency is the relevant authority (Authority Authorised to conclude contracts) and therefore all such claims should be addressed

Either by post to:

REA Director – Mr Marc TACHELET
COV2 – 18/136
Place Rogier 16
1049 Brussels
Belgium

Or by email to:

REA-TA-CALLS@ec.europa.eu

If your complaint is rejected explicitly or tacitly (after expiration of a period of 4 months from the date on which the complaint under Article 90(2) was lodged), you may submit a judicial appeal to the General Court under 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: <http://curia.europa.eu/jcms/>.

You can make 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.

Arrangements for complaints to the Ombudsman are as follows:

- **procedure:** please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

4. Disqualification from the selection procedure

You may be disqualified at any stage in a selection procedure if EPSO finds that you:

- have created more than one EPSO account;

- have applied to incompatible fields or profiles;
- do not meet all the eligibility conditions;
- made false declarations or declarations unsupported by the appropriate documents;
- have failed to book or sit your tests;
- have cheated during the tests;
- did not declare in your application form the languages required or did not declare the minimum level required for these languages;
- attempted to contact a member of the Selection Committees in an unauthorised manner;
- failed to inform EPSO of a possible conflict of interest with a Selection Committees member;
- submitted your application in a language other than that specified in this call (allowances may be made regarding the use of another language for proper nouns, official titles and job titles as indicated in the supporting documents or labels/titles of diplomas); and/or
- signed or wrote a distinctive mark on anonymously marked written or practical tests.

ANNEX I

SELECTION CRITERIA

The selection committee considers the following criteria for the selection based on qualifications:

- 1) Higher education diploma(s) in relation with one or more scientific/technical area(s) mentioned in the profile chosen.

- 2) Professional experience in performing scientific/technological tasks as researcher of a Research/Innovation project team in one or more scientific/technical areas mentioned in the profile chosen.

- 3) Professional experience as coordinator of a Research/Innovation project team in one or more scientific/technical areas mentioned in the profile chosen.

- 4) Professional experience in project administration in a national or an international body at the project implementation side within or outside the profile chosen.

- 5) Professional experience in project administration (project selection and project monitoring) in a national or an international body at the project funding side within or outside the profile chosen.

- 6) Professional experience in negotiations with third parties, such as international and national bodies, authorities and representatives of companies, academic and research organisations, civil society.

- 7) Professional experience in dissemination and exploitation of project (s) results.

- 8) Professional experience in evaluating the impact of project/programmes and providing feed-back for policy development.