



EUROPEAN COMMISSION
Executive Agency for Small and Medium-sized Enterprises (EASME)

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CALL FOR EXPRESSION OF INTEREST

The Executive Agency for Small and Medium-sized Enterprises (EASME) is organising a Call for Expression of Interest in view of establishing a Reserve List for

SENIOR PROJECT ADVISER

in the field of EU's funding instruments for the environment, climate action and sustainable energy (LIFE and Horizon 2020).

(REF.: EASME/AD/2019/032)

Type of contract	Temporary Agent ¹
Function group and grade	AD5
Duration of contract	2 years (with the possibility of extension) ²
Estimated number of candidates to be placed on the Reserve List	10
Unit	Units B.1 H2020 Energy and B.3 LIFE
Place of employment	Brussels, Belgium
Deadline for application	9th June 2019 noon, Brussels time

¹ According to Article 2(f) of the Conditions of Employment of Other Servants of the European Union (CEOS).

² According to Article 8 of the CEOS, Temporary Agents may be engaged under their first contract for a fixed period. The contract may be renewed not more than once for a fixed period. Any further renewal shall be for an indefinite period.

1. ABOUT US

The Executive Agency for Small and Medium-sized Enterprises (EASME) was established by Commission Decision No. 2013/771/EU of 17 December 2013. Our role is to manage programmes on behalf of the European Commission.

Located in Brussels, EASME has been operational since 2005 (under different mandates) and its official lifetime currently runs until 2024 (with a possible extension of the Agency's mandate and programmes in the future). We are international experts and specialists in business support, innovation, energy, environment, communication, and finance. Our Agency has 3 departments and 8 units. Our colleagues are both European Commission officials and professionals from the public and private sectors.

The Agency reports to seven Directorates-General of the European Commission – Internal Market, Industry, Entrepreneurship and SMEs (GROWTH), Research and Innovation (RTD), Energy (ENER), Environment (ENV), Climate Action (CLIMA), Communication Networks, Content and Technologies (CONNECT), Maritime Affairs and Fisheries (MARE) – which remain responsible for programming and evaluation.

For more information on EASME, please visit <http://ec.europa.eu/easme>.

2. PROGRAMMES MANAGED BY THE EASME

EASME has been set-up by the European Commission to manage on its behalf:

- Most of [COSME](#), the EU programme for the Competitiveness of Enterprises and Small and Medium-sized Enterprises (SMEs), including Enterprise Europe Network ([EEN](#)); [Your Europe Business](#);
- Part of Horizon 2020, the EU Framework Programme for Research and Innovation, and in particular:
 - o Part II 'Industrial leadership'
 - [Innovation in SMEs](#) (including the [European IPR Helpdesks](#), [INNOVACCESS](#) and [Peer learning for innovation agencies](#))
 - The Sustainable Industry Low Carbon Scheme ([SILC II](#))
 - Part of the [Leadership in Enabling and Industrial Technologies](#)
 - [INNOSUP](#)
 - o Part III 'Societal challenges'
 - The Energy Efficiency calls for proposals under the challenge '[Secure, Clean and Efficient Energy](#)'
 - The Societal challenge 5 '[Climate action, Environment, Resource Efficiency and Raw Materials](#)'
 - o [The SME instrument](#)
 - o Fast Track to Innovation ([FTI](#))
- Part of the EU programme for the Environment and Climate action ([LIFE](#))
- Part of the European Maritime and Fisheries Fund ([EMFF](#))
- The legacy of the [Intelligent Energy – Europe](#) programme and the [Eco-innovation](#) initiative

EASME also organises the EU Sustainable Energy Week ([EUSEW](#))

3. JOB DESCRIPTION

EASME is organising a selection procedure for the post of Senior Project Adviser in the field of EU's funding instruments for the environment, climate action and sustainable energy (LIFE and Horizon 2020) referred to as the 'programmes' hereafter. The Units are responsible for managing the complete cycle of the programmes they have been delegated. This includes launching the calls for proposals/tenders, evaluating the applications received, preparing the grant agreements and service contracts, monitoring the implementation of the funded actions, communicating and exploiting results, and providing feedback to the Commission.

Overall purpose

Working under the direct supervision of the Head of Sector and Head of Unit the jobholder is responsible for coordinating several horizontal activities within the sector and beyond, whilst also managing a portfolio of projects and programmes' actions including tasks related to call management coordination, planning and reporting specific to the relevant programme.

Functions and duties:

Programme/ project management- general

- Assist and deputize upon request the Head of Sector and contribute in the planning preparation and execution of the sector's core activities, support monitoring and reporting, act as Call Coordinator if necessary, supervise the work of external experts, if applicable and relevant depending on the specific programme.
- When necessary, replace the Head of Sector as Operational Verifying Agent, i.e. perform the ex-ante controls relating to the operational aspects of commitments, payments, and other operations.
- Contribute to drawing up, managing, implementing and evaluating the annual work plan of the Sector/Unit upon request.
- Coordinate the sector's financial planning and the use of framework contracts (if any); lead the preparation of framework contracts, if deemed necessary.
- Contribute to the timely and comprehensive set-up, implementation, supervision, monitoring and evaluation of the relevant planning and resources related to the sector's activities.

Programme/ project management- specific

- Contribute to the development, follow-up and improvement of processes, procedures and planning tools for sector activities where applicable; contribute to the development of guidelines/orientations, conceptual reflections and new approaches relating to the proper implementation of the programme.
- Conduct and/or coordinate conceptual reflections and lead processes to identify and define new approaches; keep up to date and continuously optimise the internal procedures of the unit, if appropriate.
- Manage a portfolio of grant agreements, contracts and/or programmes' actions, if applicable.

- Help staff to deal with projects in difficulty, coaching and mentoring Project Advisers, ensuring consistent usage of methodologies and project documentation and reporting.

Communication and Publication- Coordination

- Represent the Unit in relevant working groups and contribute to efficient collaboration with the other sectors of the unit and the horizontal communication team in EASME, as well as partner Directorates General where appropriate and facilitate the exchange of experiences and good practices.
- Act as a focal point for the sector's IT tools and contribute to the overall IT strategy of the unit; follow closely the proper functioning of the relevant IT tools and databases in support of the sector's activities, if applicable.
- Prepare briefings, presentations and speeches for management upon request.
- Contribute to training activities of the unit, and where appropriate to other services of the agency.
- Design, write and contribute to production of publications in collaboration with the Communication team; contribute to the Agency's intranet and web developments and provide updated information on the programme and projects where relevant.
- Promote the sector's activities with relevant stakeholders; give presentations on key aspects of programme implementation, activity and results, upon request.

4. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria³

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

1. Have a level of education which corresponds to completed university studies of at least three years attested by a diploma;

(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)
2. Have thorough knowledge of one of the languages of the European Union and of a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties;
3. Be a national of a member state of the European Union;
4. Be entitled to his or her full rights as a citizen;
5. Have fulfilled any obligations imposed by the applicable laws concerning military service;
6. Meet the character requirements for the duties involved;

³ Article 12 of the Conditions of Employment of Other Servants of the European Union (CEOS) and Article 13 of the EASME Steering Committee Decision of 23.03.2015 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the conditions of employment of Other Servants of the European Union (CEOS).

7. Be physically fit to perform the duties linked to the post⁴.

B. Selection criteria

Essential

1. At the deadline for applications, candidates will, after having obtained the qualifications mentioned in point A(1) above, have acquired at least **5 years** of professional experience⁵ in one or more of the following areas: environment, energy efficiency, renewable energies, climate change, nature and biodiversity.

The level of responsibilities of their professional experience, in terms of functions and duties, must be as detailed in section 3 – (*Job description*) of this call.

2. Very good oral and written command of English⁶. Spoken and written skills equivalent to level C1 or higher level⁷ for working purposes.

Advantageous

1. Post-graduate degree in a field related to the profile of the post;
2. Professional experience in the field of programme and project management;
3. Professional experience in a coordination function;
4. Professional experience in transnational projects;
4. Professional experience in budget management;
5. Professional experience within an international organisation.

Candidates need to describe explicitly to what extent they meet the above mentioned selection criteria (both essential and advantageous). In particular, they need to (i) explain in their applications how their professional experience and knowledge relate to environment, climate change, energy efficiency or nature and biodiversity, and (ii) specify how long and where the professional experience and knowledge were acquired during their career.

5. SELECTION PROCEDURE

A. Admission to the selection procedure

⁴ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that the Executive Agency for Small and Medium-sized Enterprises may be satisfied that he fulfils the requirement of Article 13 of the CEOS.

⁵ This minimum professional experience is required bearing in mind the level of responsibility that the jobholder will have to exercise vis-à-vis the top management.

⁶ The language options for this selection procedure have been defined in line with the interests of the service, which require newly recruited Temporary Agents to be immediately operational and capable of communicating effectively in their daily work. Accordingly, given that new recruits need to be able to assume their duties immediately without receiving additional language training, the new Temporary Agents must be able to communicate with the already operating staff in EASME and services in the Commission in at least one of the limited number of vehicular languages most commonly used within the services where they will be recruited, otherwise this selection procedure would lose its purpose and, ultimately potentially severely impair the efficient functioning of the institutions. It has long been standard practice to use mainly these languages for internal communication purposes in the EU institutions and these are also the languages most often used when communicating inside the institutions and with the outside world. Consequently, considering the nature of the duties performed by Temporary Agents, in light of the principle of proportionality, in balancing the interests and needs of the service and the abilities of candidates, and given the particular fields covered by this selection procedure, it is legitimate to make this choice of languages so as to ensure that all candidates are able to work in them, whatever their first official language. Indeed, since the execution of professional duties is linked to the specific linguistic context of the institutions, professional vocabulary is required in at least one of the most common vehicular languages. Assessing specific competencies in this way allows the institutions to evaluate candidates' ability to be immediately operational in an environment that closely matches the reality they would face on the job.

⁷ Please refer to the Common European Framework of Reference for Languages.

First, the submitted applications will be checked against the eligibility criteria (*section 4.A*). Only eligible applications will be assessed further.

B. Assessment of eligible applications

The Selection Committee will analyse the motivation letters and CVs of eligible applicants with reference to:

- The selection criteria ("*Professional qualifications and other requirements*" – *section 4.B*, under points "essential" and "advantageous").
- The overall assessment of the quality and suitability of the application based on the requirements of the post.

Applications which do not meet one or more of the essential selection criteria (*see section 4.B*) will not be evaluated further.

Upon completion of the assessment, the candidates who obtained the highest scores will be invited to the next stage.

C. Written test and interview

This stage of the selection procedure will allow the applicants to prove their suitability for the post for which they are applying (as described in section 3 above). In particular:

(i) **The written test** will test the candidate's specialist knowledge in the field of environment, climate change, energy efficiency or nature and biodiversity, the candidate's ability to analyse and summarise, and the candidate's drafting ability in English.

(ii) **The interview** will test the following skills and competencies of the applicants:

- Knowledge and skills relevant to the duties described in the job description above;
- Organisational skills, capacity to coordinate several tasks and processes simultaneously under tight deadlines;
- Communication skills including the ability to communicate in a clear and logical manner;
- Ability to establish and develop effective and positive professional relationships with others.

The outcome of the written test will count for 40% of the final score and the interview for 60%.

*Interview	Duration	Final Score (60% out of 100%)
Selection Committee	+/- 30 minutes	minimum threshold/pass mark 50% of the maximum score

*Interview will be conducted in English.

**Written test	Duration	Final Score (40% out of 100%)
Using computer	+/- 60 minutes	minimum threshold/pass mark 50% of the maximum score

****Written test will be conducted in English.**

The interviews and the written tests, whenever possible, will take place on the same day.

Candidates are invited to indicate in their online application any special arrangements that may be required if invited to attend an interview / written test.

D. Reserve list

It is estimated that 10 candidates with the highest aggregated marks (interview and written test) will be proposed to the Director of the Agency for inclusion on the reserve list.

The reserve lists will be valid until 31 December 2021 and may be used for other positions in the same function group. The validity of the reserve list may be extended by decision of the Director.

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

A second interview may be organized before the offer of an employment.

6. SELECTION COMMITTEE

A Selection Committee will be appointed for this selection procedure and will be composed of at least three members, including a member designated by the Staff Committee of the Agency.

The names of the Selection Committee members will be communicated to candidates upon notification of the outcome of the assessment of eligible applications (see 5. Selection Procedure, B - Assessment of eligible applications).

Under no circumstances may candidates approach the Selection Committee, either directly or indirectly, concerning this recruitment. The Agency's Director reserves the right to disqualify any candidate who disregards these instructions.

7. APPLICATION PROCEDURE

To apply for this position, candidates should submit an up-to-date detailed curriculum vitae and a motivation letter, via the [EU CV online database](#) (candidates must first create an account or sign in to their active account).

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.

It is the sole responsibility of each applicant to complete ALL relevant fields of his/her online application and to send it before the deadline for submission. Any information or documentation provided after the deadline will not be taken into account.

The candidate will be disqualified if:

- (s)he does not complete online registration by the deadline;
- at any stage in the procedure it is established that information a candidate provided is incorrect or false;
- (s)he failed to inform the HR service of the Agency of a possible conflict of interest with a Selection Committee member;
- (s)he attempted to contact a member of the Selection Committee either directly or indirectly concerning this recruitment procedure;
- (s)he signed or wrote a distinctive mark on anonymously marked written or practical tests.

Candidates are invited to indicate in their online application any special arrangements that may be required if invited to attend an interview/written tests.

8. EQUAL OPPORTUNITIES

The European Union Institutions apply a policy of equal opportunities and assesses 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.

9. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

Any offer of employment shall be made by Director on the basis of the reserve list. A contract offer will be made as a Temporary staff member, in grade AD5, pursuant to Article 2f of the Conditions of Employment of Other Servants of the European Communities, for duration of two years, with the possibility of renewal (a second renewal of the contract will lead to a contract of indefinite duration).

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

For further information on working conditions of temporary staff, see the Agency's website ([Working for EASME](#)) or the website of the European Personnel Selection Office ([EPSO](#)).

The place of employment will be Brussels, Belgium where the Agency has its premises.

10. REQUEST FOR REVIEW

If the candidate believes a mistake has been made at any stage of the selection, (s)he may request a review of the Agency's decision. This must be made within 10 calendar days of the date of the e-mail notifying the candidate of the outcome of the selection procedure. The request must quote the reference number of the selection procedure concerned and

the candidate must substantiate the reasons for requesting a review. It must be for the attention of the Chairperson of the Selection Committee and sent to the following address: EASME-HR-RECRUITMENT@ec.europa.eu. The Selection Committee will review the request and notify the candidate of its decision within 15 working days of receipt of the request.

11. 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 Agency a complaint against an act adversely affecting him/her. Any such complaint should be sent for the attention of the Director of EASME to the following address: EASME-HR-APPEALS@ec.europa.eu. The complaint should quote the reference number of the selection procedure concerned and it must be lodged within 3 months from the date on which the candidate is notified of the act adversely affecting him/her.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her 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 <http://curia.europa.eu/jcms/>.

The candidate can make a complaint to the European Ombudsman. 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 (<http://www.ombudsman.europa.eu/>) for further information on the arrangements for complaints to the Ombudsman.

12. 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](#).