



European Research Council Executive Agency

Call for Expression of Interest

Project Officer (FG III)

Ref. ERC/CA/131/08

The European Research Council Executive Agency, set up on 14th December 2007, is responsible for all aspects of administrative implementation and execution of the Ideas specific programme. "Ideas" forms part of the FP7 (Seventh Framework Programme of the European Community for research, technological development and demonstration activities for 2007-2013) and supports investigator-driven frontier research carried out across all fields by individual national or transnational teams in competition at the European level.

The ERC Executive Agency is responsible for implementing the "Ideas" Specific Programme on behalf of and within the parameters established by the Commission. It ascertains the public accounting of activities of the Programme, ensures the proper financial and scientific management of grants, implements evaluation procedures, conducts peer reviews according to the principles established by the ERC Scientific Council and provides administrative support for the work of the ERC Scientific Council.

The ERC Executive Agency is located in Brussels and is expected, subject to an independent review in 2010, to manage the programme at least until 2017 with an operational budget of € 7.5 billion throughout the lifetime of the programme. The Agency is expected to have a total staff of 389 by 2013.

Post and Duties

We offer the position of Project Officer (FG III). The overall purpose of this post is to analyse, modify and prepare for approval proposals for programmes and projects and to monitor and evaluate the implementation of the programmes projects approved in compliance with the rules governing programme under the supervision of Temporary Agents or Contract Agents of higher function group.

In particular, the duties include providing support to:

- provide support in the project / process management and appraisal
- provide support in preparation of the operational aspects of financing agreements, calls for proposals and tenders, negotiation, award and operational preparation of contracts
- provide support in follow-up of contracts and grants execution and results
- contribute to evaluate the impact of projects and their results and provide feedback for policy decision
- assist to promote and monitor the exploitation and dissemination of projects results

Eligibility Criteria

By the closing date of this call candidates must:

- Be nationals of one of the Member States of the EU and enjoy full rights as citizens
- Be included in the European Personnel Selection Office (EPSO) database for contract agents in function group III in an appropriate profile

- Have:
 - a level of post-secondary education attested by a diploma or
 - a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of, at least, 3 years
- Have thorough knowledge of, at least, one official language of the EU and a satisfactory knowledge of another to the extent necessary to perform the duties of the post
- Produce the appropriate character references as to their suitability for the performance of duties of the post
- Have fulfilled any obligations imposed by the applicable laws concerning military service
- Be fit to perform the duties linked to the post.

Selection criteria

Essential

- Knowledge in the field related to the duties
- Knowledge of EU institutions and policies
- Very good command of written and spoken English
- Ability to use electronic office tools (word processing, spreadsheets, email, internet, etc.)
- Ability to work in a team, under pressure and in a multicultural environment
- Possess good analytical capabilities and communication, problem-solving and organisational skills

Advantageous

- Professional experience, over and above the experience required to be eligible, in a field relevant to the position acquired after the completion of studies referred to in the eligibility criteria
- Good command of any of the other working languages (i.e. French and German)
- Other qualifications in addition to the minimum mentioned under the eligibility criteria
- Professional experience acquired in an EU institution

Selection and appointment

The recruitment procedure to fill this post is subject to the appointment of the Director of the Agency, as well as the availability of the budget and the establishment plan.

For each selection process a Selection Board is nominated. After applications are screened the Selection Board will, basing itself on elements of the application, draw up a shortlist of candidates to be invited for an interview. After the interviews, the Selection Board will draw up a list of the most suitable candidates. The Appointing Authority will select the successful candidate and offer the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Director.

Note that this call may be used for recruitment in a similar post anytime during a period of 2 years starting from the closing date stipulated.

Kindly note that the selection may take up to several months and no information can be released during this period.

Conditions of employment

The successful candidate will be engaged with the Agency and shall be appointed contract agent at grade FG III pursuant to Article 3a of the [Conditions of Other Servants of the European Communities](#) with the possibility of career progression and the right to benefits (e.g. pension, social security, allowances). The indicative basic gross salary associated with this post is €2,289.04.

The candidate will be required to pass a medical test before taking up this appointment. The initial contract will be for a period of two years. This contract may be renewed for a period of 1 year, after which the contract would be renewed for an indefinite duration.

The place of employment is Brussels, where the Agency is based.

The EU applies an equal opportunities policy.

Application Procedure

Candidates must apply for this post through [CV online](#)¹, including the motivation for applying to this position. The deadline for applications is 19 May 2008 at 1600hrs CET.

Supporting documents showing evidence of the provided information may be requested at a later stage. Candidates are invited to apply in English to facilitate the selection process and to apply early so as to avoid any last-minute technical problems.

Under no circumstances should candidates approach the selection committee, directly or indirectly, concerning this recruitment. The authority authorised to conclude contracts reserves the right to disqualify any candidate who disregards these instructions.

¹ http://ec.europa.eu/civil_service/job/cvonline/index_en.htm