European Research Council
Executive Agency

Established by the European Commission

JOB OPENING

The European Research Council Executive Agency (ERCEA), located in Brussels, Belgium, supports the work of the European Research Council, the first pan-European funding body sustaining excellent frontier research in Europe. The ERCEA is dedicated to selecting and funding the excellent ideas that have not happened yet, and the scientists that are dreaming them up. The ERCEA is establishing a reserve list of qualified candidates ('talent pool') from which to hire for the position of:

POLICY ADVISER IN PROGRAMME IMPACT, MONITORING AND EVALUATION

CONTRACT TYPE	Contract Agent, Function Group IV (full-time)
REFERENCE	ERCEA/CA/228/2023
DEADLINE FOR APPLICATIONS	23 October 2023 by 12:00 (midday) Brussels time (CEST)

TEAM

The Policy Adviser in 'Programme Impact, Monitoring and Evaluation' would join the 'Support to the Scientific Council' Unit (A.1) of the ERCEA. The Unit supports the Scientific Council to establish the overall research funding and management strategy of the ERC, including the annual work programme, and leads the assessment, monitoring, evaluation, reporting and statistical analysis of the ERC's activities. The Unit counts over 20 highly committed and qualified staff members.

POSITION

ERC Policy Advisers directly work with the Scientific Council of the ERC, contribute to overall strategic policy analysis. Furthermore, they support the development of new or existing strategic activities on the assessment, monitoring, evaluation, reporting, and statistical analysis of the ERC's activities.

Responsibilities would include defining and running both quantitative and qualitative policy analysis and studies; designing, implementing, and maintaining the necessary data infrastructure, data acquisition and transformation pipelines and storage solutions; performing data engineering tasks, as well as designing, developing and supporting the maintenance of information systems and software programmes and solutions used in monitoring and evaluation.

JOB DESCRIPTION

Policy Analysis

- Compile, process and / or structure data from various sources and prepare them for decision-making.
- Analyse and / or assess relevant data and information to develop, support, implement and / or monitor strategic activities.
- Develop, propose, and follow up statistical surveys, data collection and information gathering activities.
- Draft and update comprehensive reports, annual reports, synthesis reports and / or briefings.

Management, development and processing of data, software and IT

- Design and implement data acquisition pipelines, of data quality processes, data engineering for statistical and analysis purposes.
- Develop software solutions and systems, full stack, with professional quality.
- Work in advanced ICT technologies such as information mining and visualization, data engineering and the corresponding relevant technologies.
- Design of relational and non-relational databases, data and database modelling, design and implementation of data pipelines.

ELIGIBILITY CRITERIA

Contract Agents in the EU Institutions must fulfil the following general criteria:

- ✓ Be a **national** of a member state of the European Union and enjoy full rights as a citizen.
- ✓ Have a level of education which corresponds to **completed university studies** of at least three years attested by a diploma.
- ✓ Have successfully passed an **EPSO CAST** in Function Group IV[1] OR be registered in a CAST Permanent Call for Expression of Interest in Function Group IV[2].
- ✓ Have fulfilled any obligations imposed by the applicable laws regarding **military service**.
- ✓ Meet the **character requirements** for the duties involved.
- ✓ Be **physically fit** to perform their duties.

SELECTION CRITERIA

These selection criteria will be assessed at the various stages of the selection process. Candidates need to make explicitly clear in their application how and to what extent they meet the selection criteria.

Essential selection criteria

- At least one year of professional experience related to (Applied) Computer Science **or** university studies of at least three years related to (Applied) Computer Science.
- Knowledge of English at level C1, according to the Common European Framework of Reference for Languages.

Advantageous selection criteria

- Additional professional experience in (Applied) Computer Science, in particular software development and Data Engineering.
- Experience in analysis in the context of impact, monitoring and evaluation of research funding programmes.
- Experience and/or knowledge of (Applied) Computer Science topics, such as:
  - Programming Dynamic Object-Oriented Languages (Python, Javascript, Typescript etc.).
  - Database design (Data Engineering, Relational Database Modelling, Non-Relational Database Modelling).
- Experience and/or knowledge in Statistics and General Mathematics.
  - Statistical Analysis of Data (quantitative/data analysis (including multivariate analysis and statistical data treatment and uncertainty calculation)).
  - Management and processing of statistical data and IT (metadata and data processing and statistical databases and data management).
- Knowledge of Information and Communication Technologies:

[1] Candidates must be included in the European Personnel Selection Office (EPSO) database for Contract Agents in Function Group IV and have successfully passed the EPSO tests for that Function Group.

[2] The pre-selected candidates will be requested by the ERCEA to undergo the EPSO computer-based reasoning tests. Candidates whose EPSO CAST profile is blocked and therefore cannot be invited by EPSO to undergo an EPSO computer-based reasoning test in the required Function Group will be considered as not eligible regardless of the relevance of their application. Only candidates that have successfully passed the EPSO CAST FG IV tests will be invited to the next step in the selection process (see below).

– (Advanced emerging) ICT Technologies (information mining and visualisation).

Job-related competencies

– Strong analytical and problem-solving skills.
– Ability to work well under pressure in demanding situations and ability to handle several tasks simultaneously.
– Ability to deliver quality and results individually and in a team while working in a multicultural environment.
– Strong organisational and communication skills.

EMPLOYMENT CONDITIONS

The selection process aims to establish a Reserve List of eligible and qualified candidates (i.e., a talent pool of candidates). These candidates may be offered a contract with the ERCEA under the following terms:

– **One-year contract**, with the possibility of renewal. A **permanent contract/contract of indefinite duration** can be offered after two **fixed-term contracts of one year** each.

– A **basic salary (before EU Institutions' tax[3]) between 3.943,39 EUR and 5.711,77 EUR** depending on the length of the professional experience. On top of the basic salary, the remuneration package may include further **monthly allowances** (an expatriation allowance amounting to 16% in addition to the basic salary; a household allowance; etc.). *For example, a Policy Adviser who has six years' professional experience after the qualifying degree, who is single, and who is entitled to an expatriation allowance, earns an estimated monthly net salary of 4.311,66 EUR.*

– Generous **leave** entitlements; **recuperation** of overtime worked; **flexible working hours**; full **international health insurance** coverage under the European Union Institutions' Joint Sickness Insurance Scheme; access to the European Union's **pension plan** after ten years of service.

– An **inspiring and multicultural** working environment in the heart of Brussels, Belgium. The ERCEA cares about **well-being** and offers ample opportunities for personal and professional **learning and development**.

– Free access to a **European School** and access to **childcare facilities** of the European Commission.

HOW TO APPLY

If you are interested in joining our team and the ERCEA, please follow these steps:

1. **Create, or update, an application for the Permanent CAST profile 'EPSO/CAST/P/17/2017 Information Communication Technology' at FG IV level.**
   → Apply for the Permanent CAST profile '**Information Communication Technology**':
   https://eu-careers.europa.eu/en/job-opportunities/competition/2106/description

   → Read more about EPSO's Permanent CAST:
   https://epso.europa.eu/en/CAST-PERMANENT

2. **Submit an ERCEA Application Form by 23 October 2023 by 12:00 (midday) Brussels time (CEST)** to ERC-SELECTION@ec.europa.eu
   Note that you must fulfil all the eligibility criteria indicated in the ERCEA Application Form by the deadline for applications.
   →Please find the application form here

[3] Note that the salary is not subject to national taxation.

If the Application Form has been submitted successfully, candidates will receive a confirmation e-mail within three working days. Candidates are strongly advised not to leave the submission process to the last minute. The ERCEA cannot be held responsible for any delay due to, for example, heavy internet traffic or connection difficulties. In the case of multiple submissions, only the latest valid and complete application will be considered.

Candidates are responsible for the information they provide and for ensuring that all the information is complete and correct before submitting the application.

Candidates will be disqualified if they do not:
- Comply with the conditions of application for the Job Opening;
- Have an updated EPSO CAST application in the relevant profile by the deadline for applications;
- Send their application by the deadline;
- Send a complete application including all requested elements;
- Meet all the eligibility criteria;
- Complete the form in English.

Furthermore, if it is established at any point in time that the information in an application has been falsified, candidates will be disqualified from the selection process.

At any stage of the selection, the ERCEA can request candidates to present, for example, certified copies of degrees, diplomas, references, proof of experience. These documents should not be sent during the selection process, except upon request of the ERCEA.

All correspondence regarding this Job Opening will be in English and will be made to the e-mail from which candidates submitted their application. Should candidates' e-mail address change, they are asked to inform ERC-SELECTION@ec.europa.eu.

NEXT STEPS

- The ERCEA shortlists the most relevant applications, amongst those that are eligible for **EPSO CAST tests**. The shortlisting and eligibility check is conducted in line with the criteria elaborated above.

  Sample EPSO tests can be found here: https://epso.europa.eu/en/selection-procedure/epso-tests.
  Note that the ERCEA is not liable for any issues candidates may encounter with EPSO.

  Shortlisted candidates who already have a valid EPSO CAST in the correct Function Group do not need to sit the EPSO CAST test again.

- Eligible and shortlisted candidates with a valid EPSO CAST are invited by the ERCEA to **an interview and a possible written exercise to check specific skills required for the job** (e.g., drafting skills). The exact testing modalities will be outlined in the invitation for an interview.

  As a general rule, the dates set by the ERCEA cannot be changed at the candidate's request.

- Candidates who succeed in the ERCEA interview and possible exercise are **included in a Reserve List (i.e., a talent pool of candidates)** initially valid for two years.

  The Reserve List is approved by the ERCEA Director and will include the candidates who meet the evaluation criteria, listed alphabetically.

  Candidates included in the Reserve List could be offered a job when there is a vacancy for which their profile is suitable and subject to reference checks.

  Note that the inclusion on the Reserve List does not imply any entitlement to employment.

EQUAL OPPORTUNITIES

The ERCEA values difference and promotes equality. We apply a policy of equal opportunities and accept applications without discrimination on any grounds such as 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, as per Article 1(d)(1) of the Staff Regulations.

PROTECTION OF PERSONAL DATA

The ERCEA ensures that applicants' 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Official Journal of the European Communities, L 295 of 21 November 2018). This applies in particular to the confidentiality and security of such data.

Candidates are invited to carefully read the Data Protection Notice, which provides useful information about the processing of their personal data and relevant rights:

https://erc.europa.eu/sites/default/files/document/file/Staff_Selection.pdf

REQUEST FOR REVIEW, APPEALS AND COMPLAINTS

Review

The ERCEA and the Selection Committees operate within the context of the general principles of European Union law as interpreted by the Courts. In assessing candidates' merits, Selection Committees observe the principle of equal treatment.

If candidates nevertheless believe that one of these principles has not been applied in their case, they have the right, within 10 calendar days from the date when they receive notification of the decision that was sent to them, to request a review by sending a letter stating their reasons to the e-mail address: ERC-SELECTION@ec.europa.eu.

Candidates must quote in the subject line: The reference number of the selection process concerned; their full name and the 'Request for review'.

The ERCEA will forward it to the Selection Committee if it comes within the Committee's remit, and candidates shall receive a reply as soon as possible.

Appeal procedure

If, at any stage of the selection, candidates consider that their interests have been prejudiced by a particular decision, or lack thereof, they can take the following action:

– Candidates may lodge an administrative complaint pursuant to Article 90(2) of the Staff Regulations, at the following address: ERC-SELECTION@ec.europa.eu.

  The complaint must be lodged within three months from the date on which candidates are notified of the act adversely affecting them, or lack thereof, only if the rules governing the selection process have clearly been infringed. The Appointing Authority of the ERCEA cannot overturn a value judgement (i.e., the quality of a candidate's performance in a written or oral test or the relevance of qualifications and professional experience) made by the Selection Committee. The Appointing Authority of the ERCEA shall notify the person concerned of its reasoned decision within four months of the date on which the complaint was lodged.

– Should the aforementioned complaint be rejected, candidates may request judicial review of the act adversely affecting them, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, before:

  http://curia.europa.eu/jcms/jcms/Jo2_7030/en/

  The request for judicial review must be lodged within three months from the date on which candidates are notified of the decision taken in response to the above-mentioned administrative complaint.

Complaints to the European Ombudsman

Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union:

http://www.ombudsman.europa.eu/start.faces

It should be noted that complaints to the European Ombudsman do not suspend the periods mentioned in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or submitting an appeal before the Court of Justice according to Article 270 of the Treaty on the Functioning of the European Union. It should also be noted that, under Article 2(4) of the Regulations and general conditions governing the performance of the European Ombudsman's duties, any complaint to the European Ombudsman must be preceded by appropriate administrative approaches to the institutions and bodies concerned.