



European Research Council
Executive Agency

Established by the European Commission

VACANCY NOTICE

REFERENCE	ERCEA/IAM/01/2024
SELECTION	Temporary Agent Inter-Agency Mobility
JOB TITLE	Head of Sector – Humanities – ERCEA.B.5.001
CONTRACT TYPE	Temporary Agent 2(f)
GRADE BRACKET	AD 5 - AD 12
DEADLINE FOR APPLICATIONS	26 June 2024 by 12:00 (midday) Brussels time (CEST)

The European Research Council Executive Agency (ERCEA) supports the work of the European Research Council (ERC), the first pan-European funding body sustaining excellent frontier research in Europe. The fundamental activity of the ERCEA, via its main frontier research grants, is to provide attractive, long-term funding to support excellent investigators and their research teams to pursue ground-breaking and ambitious research. The ERCEA funds projects in any field of research, with excellence as sole selection criterion.

The Agency is located in Brussels and counts more than 500 staff. For more details on the ERC and the ERCEA, please visit our website: <http://erc.europa.eu/>.

The ERCEA is looking for a **Head of Sector of Humanities**, in Unit B.5, the Social Sciences and Humanities (SH) Unit in the 'Scientific Management' Department of the ERCEA. This Unit manages the peer-review process for the scientific evaluation of submitted proposals and the scientific monitoring of ERC-funded projects in the domain of Social Sciences and Humanities. Social Sciences and Humanities Unit counts over 40 highly committed and qualified staff members, subdivided into nine panel teams, covering different areas of research and scholarship in the domain of Social Sciences and Humanities:

- **SH1** Individuals, Markets and Organisations (Economics, Finance, Management)
- **SH2** Institutions, Governance and Legal Systems (Political Science, International Relations, Law)
- **SH3** The Social World and Its Interactions (Sociology, Social Psychology, Education Sciences, Communication Studies)
- **SH4** The Human Mind and Its Complexity (Cognitive science, Psychology, Linguistics)
- **SH5** Texts and Concepts (Literary studies, Literature, Philosophy)
- **SH6** The Study of the Human Past (Archaeology and History)
- **SH7** Human Mobility, Environment, and Space (Human Geography, Demography, Health, Sustainability Science, Territorial Planning, Spatial Analysis)
- **SH8** Studies of Cultures and Arts (Social Anthropology, Studies of Cultures, Studies of Arts)
- **SH-SyG** Social Sciences and Humanities Synergy

1. JOB DESCRIPTION

The post is for a Head of Sector in Humanities. The selected candidate will provide support to the Head of Unit in managing the staff members of the Sector, managing, and verifying their work, while ensuring objectives are achieved and work is delivered on-time and to the required standards of quality. In particular, the candidate will be entrusted with the following tasks and duties:

Coordination of the evaluation and selection of research proposals

- Coordinate the Unit's work regarding evaluations and scientific follow-up, in cooperation with the Heads of Sector of the other scientific Units.
- Contribute to the definition, co-ordination and execution of calls for proposals, evaluations and selection of projects.
- Perform quality checks of evaluation reports and monitoring reports.
- In exceptional cases, perform evaluation work and project monitoring in scientific areas close to the jobholder's.

Project management

- Establish scientific, technical and financial aspects of contracts linked to the preparation and implementation of projects.
- Ensure the follow-up of the implementation of the projects; monitor contractual obligations (via periodic reviews, audits, reporting, etc.).
- Contribute to networking aspects of the programme and its projects.
- Contribute to the development of guidelines, orientations and new approaches relating to the proper implementation of the programme.
- Conduct conceptual reflections and contribute to the work programmes development as well as to strategic documents and new approaches.

External communication

- Present the programme and project results at workshops, seminars, conferences and other public events.
- Contribute to publications produced by the programme intended for external stakeholders.
- Extract and disseminate best practices and facilitate exchange of experiences.

While not being directly involved in scientific research, the position requires an excellent knowledge of the state of the art of the research covered in the area of Social Sciences and Humanities.

2. ELIGIBILITY CRITERIA

Candidates will be considered eligible for this selection based on the following formal criteria to be fulfilled by the deadline of applications (including those referred to in Article 12(2) of the CEOS):

- a. Be a Temporary Agent 2(f), in Union Agencies in the meaning of Article 1(a)(2) of the Staff Regulations, who on the closing date for applications is employed within their Agency in a grade corresponding to the published grade bracket (AD 5 – AD 12);
- b. Temporary staff 2(f) referred to in criterion (a) should have:
 - At least two years' service within their Agency before moving;
 - Successfully completed the probationary period provided in Article 14 of CEOS.

Applicants are required to demonstrate the fulfilment of the above-mentioned criteria by submitting SYSPER information, an HR certificate, or their current contract together with the application.

3. SELECTION CRITERIA

These selection criteria will be assessed at the various stages of the selection process:

Essential selection criteria

- A strong educational and research background (PhD or equivalent) in Social Sciences and/or Humanities, with a preference for a background in the Humanities.
- Professional experience as a researcher and / or in research management in Social Sciences and Humanities of at least ten years, with a preference for a background in the Humanities.
- Excellent knowledge of English: spoken and written skills equivalent to [level C1](#) or higher level for working purposes.

Advantageous selection criteria

- Interdisciplinary education.
- Experience in supervising staff or leading teams.
- Experience in research and research management (including evaluation and project monitoring), preferably across Social Sciences and Humanities.
- Experience managing research projects at an institutional, national, European, or international level, including experience at a research funding organisation.
- Familiarity with national, European and international funding agencies in the Social Sciences and Humanities domain.
- Mastery of a variety of IT tools (Excel, SEP, etc.).
- Knowledge of European research policies and programmes.

Job-related competencies

- Diplomatic and negotiation skills and a solution-oriented mind-set, allowing optimal cooperation between Agency stakeholders and Commission services.
- Outstanding analytical and leadership skills, high level of perseverance and determination, constructive and collaborative approach to working with others.
- Ability to work well under pressure in demanding situations and to handle several tasks simultaneously.
- Strong organisational and communication skills.
- Ability to coordinate and inspire a small team as well as evaluation panels involving senior external experts.

4. HOW TO APPLY

If you are interested in joining our team and the ERCEA, please submit:

- 1 A Curriculum Vitae in English, in Europass format**
The CV has to be saved with the title:
FAMILY NAME – ERCEA/IAM/01/2024 – CV.
→ Please find the CV Europass format [here](#).
- 2 A motivation letter in English.**
The motivation letter has to be saved with the title:
FAMILY NAME – ERCEA/IAM/01/2024 – motivation letter.
- 3 Information extracted from SYSPER, an HR certificate, or the current contract to demonstrate the fulfilment of the eligibility criteria.**

By 26 June 2024 at 12:00 (midday) Brussels time (CEST) to

ERC-SELECTION@ec.europa.eu

Note that you must fulfil all the eligibility criteria by the deadline for applications.

If the application 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:

- Meet all the eligibility criteria;
- Send a complete application including all requested elements;
- Complete the CV and motivation letter in English;
- Send their application by the deadline.

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 Vacancy Notice 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.

5. NEXT STEPS

- After the deadline for applications, the HR Unit and the recruiting service will conduct the eligibility check and shortlisting in line with the eligibility and selection criteria elaborated above.
- Eligible and shortlisted candidates will be invited to a remote interview conducted in English. An additional written exercise might be included to check specific skills required for the job (e.g., technical or drafting skills). The exact testing modalities will be outlined in the invitation for the interview and the possible written exercise.
- A Recruitment Panel consisting of at least two members from the recruiting service, an HR Representative and possibly a member from another service, will interview the shortlisted candidate(s). Any contact made by the candidates or third parties with the Recruitment Panel in relation to this selection process constitutes grounds for disqualification from the selection process.
- In parallel to the publication of this Temporary Agent Inter-Agency Mobility, the post will also be published internally, and the recruiting service will screen existing Reserve Lists from which the ERCEA can recruit.
- The interviews would take place in the first or second week of July. Please note that, as a general rule, for organisational purposes, Please note that, as a general rule, for organisational purposes, appointments set by the ERCEA cannot be changed at the candidate's request.

6. 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.

7. 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.

8. 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 an e-mail stating their reasons to: ERC-SELECTION@ec.europa.eu. Candidates must quote in the subject line: reference number of the selection process; 'Request for review'. The ERCEA will forward it to the Selection Committee if it comes within the Committee's remit.

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:

- Lodge an administrative complaint pursuant to Article 90(2) of the Staff Regulations, at: 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 a [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. 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. 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.