



<u>INTER-AGENCY MOBILITY</u>	
Research Programme Agent – Temporary Agent 2(f) (AD5 – AD12) in the European Research Council Executive Agency (ERCEA)	
Unit B3 Life Sciences:	
Publication	Inter-Agency Mobility
Title of function	Research Programme Agent
Grade bracket	AD5 – AD12
Type of post	Administrator
Parent Directorate General	DG RTD
Deadline for applications	20/04/2018

1. We are:

The European Research Council Executive Agency (ERCEA) is dedicated to selecting and funding the excellent ideas that have not happened yet, and the scientists that are dreaming them up.

Practically, the ERCEA supports the work of the European Research Council (ERC), the first pan-European funding body sustaining the best frontier research in Europe, established by the European Commission in February 2007. The ERCEA was created in order to manage the Ideas programme, part of the EU's Seventh Research Framework Programme (FP7). Its mandate has been renewed until 2024, for the implementation of part of the Horizon 2020 Framework Programme for Research and Innovation (2014-2020).

In order to do this, the ERCEA manages three core grant schemes for researchers: 'Starting Grants' targeted at early-career, emerging research leaders, 'Consolidator Grants', aimed at excellent researchers who are already independent, and 'Advanced Grants' that support already established top researchers. The grants fund projects in any field of research, with excellence as sole selection criterion. Since the creation of the Agency, over 7,000 researchers and their frontier research projects have been supported. Under Horizon 2020, the ERCEA has a total budget of around € 13 billion.

The Agency is located in the heart of Brussels and expected to count a total staff of 529 by end 2020. For more details on ERC and ERCEA, please visit our website: <http://erc.europa.eu/>

Unit B3 - Life Sciences:

The Unit manages the peer-review process for the scientific evaluation of submitted proposals and the scientific monitoring of funded projects in the Life Sciences domain. All staff work as part of 9 small teams responsible for a specific sub-domain or 'panel'. Each panel is led by a Research Programme Agent who coordinates the work of the panel.

2. We look for:

The post is for a Research Programme Agent in the area of Applied Medical Technologies, Diagnostics, Therapies and Public Health (the LS7 panel). The selected person will work as coordinator of the LS7 panel team.

2.1 Eligibility criteria

Candidates will be considered eligible for selection on the basis of 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 staff 2(f) who, on the closing date for applications, is employed within their agency in a grade corresponding to the published grade bracket
- b.** Temporary staff 2(f) referred to in paragraph a, should have:
 - At least two years' service within their agency before moving.
 - Successfully completed the probationary period provided in Article 14 of CEOS, in the relevant function group.

2.2 Job requirements

MAIN SKILLS AND QUALIFICATIONS

Candidates applying to this position should have:

- A level of education which corresponds to having completed university studies of at least three years, attested by a diploma in one or several of the following fields: Applied Medical Technologies, Diagnostics, Therapies or Public Health. Further research qualifications in any of the above areas at PhD level are strongly recommended;
- Appropriate professional experience of at least five years as a researcher in any of the fields: pharmacology, clinical medicine, regenerative medicine, epidemiology or public health. Experience in working as a researcher in international research projects and/or the management of research projects, particularly at European level, would also be an asset;
- Excellent organisational skills with an eye for detail, strong communication skills, and enjoy working in a team environment, including ideally experience of coordinating a small team;
- The confidence to be responsible for the coordination of evaluation panels involving senior external experts;

- A thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary for the performance of their duties;
- Excellent command of written and spoken English.

2.3 Job description

FUNCTIONS AND DUTIES

The duties of the Research Programme Agent include:

Coordination of the evaluation and selection of Research Proposals

- Coordinate the peer review process for the selection of research proposals, including the preparation, organisation, operation of the meetings and the documentation of results;
- Contribute to the development of guidelines, orientations and new approaches relating to the proper implementation of the programme;
- Coordinate the panel team members – one to three project advisors and an administrative assistant.

Project Management

- Assess the scientific implementation of projects primarily in all areas of Applied Medical Technologies, Diagnostics, Therapies and Public Health through periodic reviews, reporting etc.;
- Contribute to the analysis of the ERC portfolio of funded projects;
- As appropriate, analyse and assess the results and impacts of the programme, provide feedback and suggestions for improvement.

External Communication

- Present the programme and project results at workshops, seminars, conferences and other public events, to outside stakeholders;
- Contribute to publications produced by the programme intended for external stakeholders;
- Extract and disseminate best practices and facilitate exchange of experiences;
- Collect information and draft replies to questions from external stakeholders;
- Produce reports/minutes on high level meetings as required.

3. Selection procedure:

The selection procedure includes the following steps:

- Interested staff should introduce their expression of interest using a “Europass CV format” (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>) accompanied by a “motivation letter” addressed to the ERCEA HR unit at the following address: ERC-SELECTION@ec.europa.eu
- Once the deadline for registration has elapsed, the Agency will check the submitted applications against the **eligibility criteria** (under point 2.1 above).
- Applications which do not fulfil the eligibility criteria set out in this vacancy notice will not be considered.

- Eligible candidates will be invited to an interview with the Selection Panel (the Selection Panel will be comprised of three to four members).
- The interview will be conducted in English and will take place in Brussels.
- The ERCEA HR unit will inform candidates as soon as possible of the outcome of their application.



EUROPEAN RESEARCH COUNCIL EXECUTIVE AGENCY

Job Description Form

Job description version8 (*Active*)
Job no.233332 in *ERCEA.B.3.002*
Valid from 14/03/2018 until

Job Holder

Name

Job Profile

Position

ADMINISTRATOR

Job title

Research Programme Agent

Domains

Generic domain

SCIENCE and RESEARCH

Intermediate domain

Specific domain

Job Family

Technical and Laboratory Work

Sensitive job

No

Overall purpose

To contribute to the definition, co-ordination and execution of calls for proposals, evaluation and selection of proposals, by the European Research Council, in line with the unit's mission and objectives. To monitor and follow-up funded projects and to analyse the research covered by the current portfolio of funded projects.

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Management of programmes and projects in the area of research

- *Contributing to the overall definition, co-ordination and execution of calls for proposals, evaluations and selection of proposals;*
- *Coordinating the scientific evaluation panels for the ERC Starting Grant, Consolidator Grant and Advanced Grant calls and executing the calls for proposals for the evaluated and selection of projects;*
- *Ensuring the scientific and technical follow-up of the implementation of the projects;*
- *Contribute to networking aspects of the programme and its projects.*
- *Contribute to the development of the work programmes, guidelines, orientations and new approaches relating to the proper implementation and strategic development of the programme;*
- *Analysing the current portfolio of projects and providing an analysis of the research covered for a wide variety of different stakeholders.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Operational Initiation

- *Establishing scientific, technical and financial aspects of contracts linked to the preparation and implementation of projects;*
- *Monitoring the implementation of the contract / grant agreement to ensure that the work is proceeding according to plan (via periodic reviews, reporting, etc.);*
- *Ensuring efficiency, effectiveness and economy of operations by verifying the respect of the Financial Regulation and compliance with the applicable rules and giving visa of 'Operational Initiator';*
- *Ensuring that payments are justified, including certifying invoices / requests for payments;*
- *Identify cases where repayment may be due to the Agency.*
- *Ensuring that a full documentation is maintained on operations;*

+ EVALUATION and QUALITY MANAGEMENT - Contribution to the evaluation of the implementation of programmes

- *Analyse and assess the results and impacts of the programme and the projects, provide feedback and suggestions for improvement.*
- *Contribute to internal Quality Assurance of the work of the Unit.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION - Representation and external co-ordination

- *Organise, prepare and set up Monitoring Committees and review meetings.*
- *Contribute to the co-ordination of the programme with programmes lead by national and / or external organisations.*
- *Represent the Agency in Monitoring and Management Committees.*

+ EXTERNAL COMMUNICATION (general) - Presenting the programme and projects to outside stake holders

- *Presenting the ERC programme and the results of the current portfolio of projects at workshops, seminars, publications, conferences and other public events.*
- *Contribute to publications produced by the programme intended for external stakeholders.*
- *Help collect information and draft replies to questions from external stake holders such as European Institutions, Member States and / or the general public.*
- *Extract and disseminate best practices and facilitate exchange of experiences.*

Job requirements

Experience

Job-Related experience: at least 3 years

Qualifier: desirable

Candidates should have at least a level of education which corresponds to having completed university studies of at least three years, attested by a diploma. Further research qualifications at PhD level are strongly recommended.

Job-Related experience: at least 5 years

Qualifier: desirable

Candidates should have appropriate professional experience as a researcher for at least five years. Experience in working as a researcher in international research projects and/or the management of research projects, particularly at European level, would also be an asset.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1

Knowledge

- **SCIENCE and RESEARCH**
EU RESEARCH PROGRAMMES
European Research Area (ERA)
- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
BUDGET and FINANCE
Research programmes - financial aspects
EU/COMMISSION-SPECIFIC FUNDING and RULES
PROCUREMENT and CONTRACT MANAGEMENT
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
Contract monitoring
ACCOUNTING
Analysis of invoices and cost statements
- **EVALUATION and QUALITY MANAGEMENT**
EVALUATION
Evaluation of programmes and projects
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
GENERAL PROGRAM MANAGEMENT
Programme planning and evaluation
SPECIFIC PROJECT/PROCESS MANAGEMENT
Project monitoring methods and techniques
- **COMMUNICATION and PUBLICATION**
THEORY and PRACTICE of COMMUNICATION
Communication and information strategy
EXTERNAL COMMUNICATION (general)
Publications rules, procedures and process in the Commission
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools for (PAPER) PUBLISHING and PUBLICATION
IT tools and systems for INTERSERVICE CONSULTATION and COORDINATION
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
Mandate and working modalities of relevant working groups, committees and / or task forces
- **INTER-INSTITUTIONAL RELATIONS**
Administrative rules and procedures of the institutions of the European Communities
Committee meetings in EU Institutions

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
- *Communicating*
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Quality & process management abilities
Eye for detail / Accuracy
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Coordination skills
- *Resilience*
Stress resistance
- *Working with Others*
Diplomatic skills
- *Leadership*
Ability to lead a team

Job Environment

Organisational entity

Type:	Unit
Size:	more than 25
Gender balance (within the entity):	balanced team
Comments:	
Presentation of the entity:	

Job related issues

Comments:

Workplace, health & safety related issues

Comments:

Other

Comments: