



# VACANCY NOTICE

European Research Council  
Executive Agency

Established by the European Commission

<b><u>INTER-AGENCY MOBILITY</u></b>	
<b>Research Programme Agent (TA 2(f)) in the European Research Council Executive Agency (ERCEA)</b>	
<b>Unit B.2.001 – Call Coordination</b>	
<b>Reference</b>	<b>ERCEA/TA-IAM/02/2018</b>
<b>Title of function</b>	<b>Research Programme Agent</b>
<b>Field</b>	<b>Call Coordination - Eligibility and Integrity Standing Committee Coordination</b>
<b>Grade bracket</b>	<b>AD 5 – AD 12</b>
<b>Parent Directorate General</b>	<b>DG RTD</b>
<b>Publication window</b>	<b>19/06/2018 to 02/07/2018</b>

## **1. Who we are:**

The ERCEA is dedicated to selecting and funding the excellent ideas that have not happened yet, and the scientists that are dreaming them up.

In practice, the ERCEA supports the work of the 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 was renewed until 2024, for the implementation of part of the Horizon 2020 Framework Programme for Research and Innovation (2014-2020).

In order to achieve the ERC's objectives, the ERCEA manages several frontier research grants: 'Starting Grants' targeted at early-career, emerging research leaders, 'Consolidator Grants', aimed at excellent researchers who are already independent, 'Advanced Grants' that support established top researchers, as well as 'Synergy Grants' for groups of two to four Principal Investigators to jointly address ambitious research projects. The grants fund projects in any field of research, with excellence as the sole selection criterion. Since the creation of the Agency, over 8,000 frontier research projects have been supported. Under Horizon 2020, the ERCEA has a total budget of some € 13 billion.

The ERCEA is dedicated to excellence in research and in all aspects of its work, and seeks to attract professional, highly-motivated staff with the right qualifications and expertise. The working environment at ERCEA is modern, dynamic, inspiring and engaging.

Within the ERCEA, Unit B.2 plans and coordinates the execution of the calls for proposals and evaluation, as well as the scientific monitoring and follow-up of the funded research projects.

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



European  
Commission

Horizon 2020  
European Union Funding  
for Research & Innovation

ERC Executive Agency  
Place Rogier 16, COV2 20/029, BE-1049 Brussels, Belgium |  
Tel: +32 2 29 60683 | [erc-selection@ec.europa.eu](mailto:erc-selection@ec.europa.eu) | <http://erc.europa.eu> |

## **2. We look for:**

The post is for a Research Programme Agent (Temporary Agent 2(f)) in the field of Call Coordination - Eligibility and Integrity Standing Committee Coordination.

### **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 Agent 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.

**Applicants are required to demonstrate the fulfilment of the above-mentioned criteria by submitting their contract(s) together with their application.**

### **2.2 Job requirements**

#### MAIN SKILLS AND QUALIFICATIONS

Candidates applying for this position should have:

- Managerial, communication and analytical skills;
- An academic background in science and technology management;
- Experience in project and programme management, job-related experience: at least two years;
- Knowledge of IT tools for statistics and database management, a good conceptual mind-set and numeracy skills;
- More generally, a constructive and reliable personality, a sense of responsibility and the drive to deliver quality results;
- 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

- Eligibility Process:
  - Oversee the eligibility process for all the ERC Calls.
  - Ensure similar eligibility criteria are applied in all ERC Calls, and similar processes followed.
- Call Coordination Business Processes:
  - Analyse and assess the Call Coordination business processes in order to improve and optimise them in the IT implementation in SEP, in collaboration with the Call Coordinators.
  - Propose new and alternative business processes related to Call Coordination based on data and consultation with Call Coordinators and other stake holders.
- Call Coordination - Data Analysis:
  - Contribute to the analysis of data from the ERC databases related to the evaluation, in order to help shape and optimise future evaluation processes.
- Coordination of the Integrity Standing Committee (ISC) of the Scientific Department:
  - Coordinate and take responsibility for the activities of the Integrity Standing Committee of the Scientific Department.
  - Track and ensure the necessary and timely follow-up of cases discussed by the ISC.
- Presenting the programme and projects to outside stakeholders:
  - Present the programme and results 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.

## **3. Selection process**

The selection process includes the following steps:

- Interested candidates should introduce their expression of interest using a *Europass* format CV (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>) accompanied by a motivation letter and including their contract(s) demonstrating that candidates hold a contract as Temporary Agents 2(f) in the grade bracket AD 5 – AD 12. Candidates are kindly asked to specify the corresponding publication reference (**ERCEA/TA-IAM/02/2018**) and include in their CV three professional references.<sup>1</sup> The complete application must be sent before the deadline, **02/07/2018**, to [ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu).

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<sup>1</sup> References may be consulted only in case candidates on an ERCEA Reserve List resulting from the present selection are being considered for a position in the ERCEA.

- After the deadline for submission of applications, the ERCEA shall check each application against the **eligibility criteria** (under point 2.1 above). Applications that do not fulfil the eligibility criteria set out in this Vacancy Notice shall not be considered.
- Upon carefully reviewing each eligible application against the selection criteria listed under point 2.2 above, candidates with the appropriate research background will be shortlisted for invitation to an interview with a Selection Panel (comprising three to four members).
- The interview will take place on the ERCEA's premises in Brussels and will be conducted in English. The exact modalities of the interview shall be indicated in the invitation and may include forms of evaluation for candidates to demonstrate relevant technical and/or drafting skills.
- Candidates will be informed as soon as possible of the outcome of their application from [ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu). Under no circumstances should candidates approach the Selection Panel, either directly or indirectly concerning this selection process. The Appointing Authority of the ERCEA reserves the right to disqualify any candidate who disregards these instructions. Any questions may be addressed to [ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu).

#### **4. 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. We offer flexible family-friendly working arrangements (flexitime, teleworking) in consideration of operational needs.

#### **5. Protection of personal data**

The ERCEA ensures that applicants' personal data are processed as required by Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

Candidates are invited to carefully read the Specific Privacy Statement, which provides useful information about the processing of their personal data and relevant rights:

[https://erc.europa.eu/sites/default/files/document/file/erc\\_sps\\_selection.pdf](https://erc.europa.eu/sites/default/files/document/file/erc_sps_selection.pdf).

#### **6. Request for review**

If candidates have reason to believe that one of the principles of European law as interpreted by the courts has not been applied in their case, they have the right, within 10 calendar days from the date when the letter notifying them of the decision, to request a review by sending a letter stating their reasons to the e-mail address: [ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu).

Candidates are requested to quote in the subject line of letter the reference of the selection process concerned; their name; 'Request for review'; the stage of the selection concerned in their complaint. Candidates shall receive a response from the ERCEA as soon as possible.