



VACANCY NOTICE

European Research Council
Executive Agency

Established by the European Commission

<u>INTER-AGENCY MOBILITY</u>	
Research Programme Agent (TA 2(f)) in the European Research Council Executive Agency (ERCEA)	
Unit B.3 – Life Sciences	
Reference	ERCEA/TA-IAM/03/2018
Title of function	Research Programme Agent
Field	Coordinator: Synergy Grants (Life Sciences)
Grade bracket	AD 5 – AD 12
Parent Directorate General	DG RTD
Publication window	19/06/2018 to 02/07/2018

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.3 manages the peer-review process for the scientific evaluation of submitted proposals and the scientific monitoring of funded projects within the Life Sciences domain. All staff work as part of 10 small teams, 9 of which are responsible for a specific sub-domain or 'panel' and the 10th for the coordination of the peer review process for Life Sciences proposals submitted to the Synergy call. Each of the 9 panel teams is led by a Research Programme Agent who coordinates the work of the panel. The Synergy team is led by two Research



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Horizon 2020
European Union Funding
for Research & Innovation

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Programme Agents, both of which have the responsibility for the coordination of a panel within the Synergy call evaluation.

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/>.

2. We look for:

The post is for a Research Programme Agent (Temporary Agent 2(f)) for the coordination of a Synergy panel (Life Sciences).

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:

- A level of education which corresponds to having completed university studies of at least three years, attested by a diploma in a Life Sciences related field. Further research qualifications at PhD level are strongly recommended;
- Appropriate professional experience of at least five years in research areas spanning two or more of the Life Sciences panels. For more information, you may wish to consult the ERC Work Programme¹. 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;
- Excellent interpersonal skills (including the ability and willingness to work in a team and exercise diplomatic skills) and preferably experience in coordinating a small team;
- Excellent communication and drafting skills (including the ability to communicate technical or specialised information);
- The confidence to be responsible for the coordination of evaluation panels involving senior external experts;

¹ http://ec.europa.eu/research/participants/data/ref/h2020/wp/2018_2020/erc/h2020-wp18-erc_en.pdf

- 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 successful candidate will be one or several of the following:

- Coordination of the evaluation and selection of Research Proposals:
 - Coordinate the peer review process for the selection of research proposals for one of the Synergy panels in the Life Sciences domain, including the preparation, organisation, operation of the meetings and the documentation of results;
 - Assist in the coordination of the peer review process for other calls in the Life Sciences domain;
 - 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 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 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/03/2018**) and include in their CV three professional references.² The complete application must be sent before the deadline, **02/07/2018**, to ERC-SELECTION@ec.europa.eu.

² 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 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. 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.

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.

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.

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.