



European Research Council
Executive Agency

Established by the European Commission

CALL FOR EXPRESSION OF INTEREST

Seconded National Experts for the ERCEA

ERCEA/SNE/078/2013

The European Research Council Executive Agency (ERCEA) is organising a call for expressions of interest with a view to establishing a reserve list for:

Seconded National Experts

**Research Programme Experts
and
Policy Experts**

Applications shall be forwarded by the Permanent Representations or EFTA Secretariat by
Friday 6 September 2013, at 12:00 (midday) Brussels time.



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Who 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, created by the European Commission in February 2007. Concretely, ERCEA supports the ERC by executing and implementing the "Ideas" programme of the EU's Seventh Research Framework Programme (FP7), for a timeframe foreseen until 2017 and its mandate is expected to be renewed for the implementation of Horizon 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 3,000 researchers and their frontier research projects have been supported through Grants. The ERCEA has a total budget of **€7.5 billion** (2007-2013), proposed to be increased to over **€13 billion** under the next Framework Programme "Horizon 2020" (2014-2020).

The Agency is located in the heart of Brussels and expected to count a total staff of **389** by end 2013.

For more details on ERC and ERCEA, please visit our website: <http://erc.europa.eu/>

General Conditions

This call for expression of interest concerns a maximum of 20 positions as Seconded National Expert (SNEs). Rules applicable to National Experts seconded to ERCEA can be found on the following link: http://erc.europa.eu/sites/default/files/document/file/rules_applicable_to_SNE_revised.pdf

Please read carefully these rules before applying to make sure that you fulfil the eligibility criteria.

The initial duration of the secondment is two years with a possibility for extension up to a total period normally not exceeding four years.

Seconded National Experts are persons employed by a national, regional or local public administration or an intergovernmental organisation (IGO), who are seconded to the ERCEA so that it can use their expertise in a particular field. The secondment is not an employment, nor does it lead to an employment. An SNE must be a national of an EU Member State or of a European Free Trade Association (EFTA) Member State.

The place of secondment is Brussels, Belgium.

The start date for the secondment will be as of November 2013 or in 2014 depending on the position.



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Job description

The duties of the successful candidates will be the following:

Evaluation and selection of research projects

- Contribute to the definition, co-ordination and execution of calls for proposals, evaluations and selection of projects
- Provide support to Scientific Panel meetings, including their planning, organisation, running and documentation of results

Project /Process Management

- Support the follow-up of community research initiatives / activities / contracts in his/her field(s) of competence, together with the relevant Project / Programme Officers.
- Support horizontal activities, concertation and networking aspects of the programme and its projects in his / her field(s) of competence.

Policy Development.

- Assist in conducting conceptual reflections which should help elaborating work programmes, strategic documents and new approaches to the programme and relevant community initiatives and actions.
- Provide relevant input, including statistical analysis, for Agency papers, communications or other documents concerning the ERC.

External Co-ordination / Participation

- Provide scientific and technical input for the co-ordination of activities with external organisations in order to ensure the success of initiatives and projects and the implementation of the programme.
- As appropriate, provide scientific and technical input for the preparation and follow-up of work programmes and calls for proposals.

Inter-service Co-ordination and Consultation

- Provide scientific and technical input for the co-ordination of activities with ERCEA services in order to ensure the success of initiatives and projects and the implementation of the programme.

External Communication

- Produce reports/minutes on high level meetings.



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Main skills and qualifications

- Have a level of education which corresponds to completed university studies of at least three years attested by a diploma in any field of knowledge.
- Appropriate professional experience in the field of research and/or management of research projects of at least 5 years.
- 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 his/her duties.
- Very good command of English (written and oral).

Submission of applications

Each electronic application shall contain the following documents:

- a) A detailed curriculum vitae in European format (that can be obtained at the following address <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)
(Please note that the sections on social skills, artistic skills and driving licence do not need to be filled in.)
- b) A motivation letter including a clear mention of the call reference and of your email address for correspondence and for invitation to interview.

Please mention in the subject line your family name followed by the call reference:
FAMILY NAME – ERCEA/SNE/078/2013

The Permanent Representation must send your application to ERCEA, to the following email address, before the deadline: ERC-SELECTION@ec.europa.eu

ERCEA will only take into account applications received before **the deadline, which is Friday 6 September 2013, at 12:00 (midday) Brussels time**. Please liaise with your Permanent Representation or EFTA secretariat to ensure that your application reaches it well on time.

Selection procedure

All the applications are pre-screened and evaluated based on their skills and qualifications, and the best qualified candidates are shortlisted for an interview.

Notification to candidates

All candidates will be notified about the outcome of their application from ERC-SELECTION@ec.europa.eu



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Equal opportunities

The ERCEA applies a policy of equal opportunities and accepts 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.

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.

A Specific Privacy Statement is published on the ERCEA website at the following address:

<http://erc.europa.eu/index.cfm?fuseaction=page.display&topicID=48>

Candidates are invited to carefully read it, as it provides useful information about the processing of their personal data and relevant rights.

Request for review

ERCEA and Selection committee operate in context of the general principles of European Union law as interpreted by the courts. In assessing candidates' merits, selection boards observe the principle of equal treatment.

If you nevertheless believe that one of these principles has not applied in your case, you have the right, **within 10 calendar days** from the date when the letter notifying you of the decision was sent to you on-line, to request a review by sending a letter stating your reasons using the email address ERC-SELECTION@ec.europa.eu.

Please quote in the subject line of your letter:

- The number of the selection procedure concerned;
- Your name;
- 'Request for review';
- The stage of the selection your complaint concerns.

ERCEA will forward it to President of the Selection Committee if it comes within the Committee's remit, and you will be sent a reply as soon as possible.