



VACANCY NOTICE

European Research Council
Executive Agency

Established by the European Commission

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| <u>INTER-AGENCY MOBILITY</u> | |
| Research Programme Agent (TA 2(f)) in the European Research Council Executive Agency (ERCEA) | |
| Unit B.5.001 – Humanities | |
| Reference | ERCEA/TA-IAM/07/2019 |
| Title of function | Research Programme Agent |
| Field | Project Management in Research - Synergy Grants |
| Grade bracket | AD 5 – AD 12 |
| Parent Directorate General | DG RTD |
| Publication window | 10/04/2019 to 29/04/2019 |

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 excellent frontier research in Europe, set up by the European Union 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, some 9,000 researchers at various stages of their careers 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.5 (Social Sciences and Humanities) carries out the scientific evaluation of proposals and the monitoring and follow-up of the funded projects in the domain of Social Sciences and Humanities.

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/>.



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ERC Executive Agency, Unit D.2 "Human Resources"
Place Rogier 16, COV2, BE-1049 Brussels, Belgium

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 programme and project management, principally for ERC Synergy Calls.

We are looking for an experienced project manager with knowledge in EU Research Programmes, procedures concerning calls for proposals, programme planning and evaluation. We would like to welcome a colleague able to conceptualise problems, analyse and structure information, as well as communicate technical and specialised information in writing or in meetings to various audiences. The Agent should have excellent organisation skills, an eye for detail, should be service-oriented and strive to delivering outstanding quality and results.

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 applications¹, 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 SYSPER information, an HR certificate, or their current contract together with the application.

2.2 Job requirements

- Professional experience of at least two to five years in the area of the profile.
- A level of education corresponding to completed university studies attested by a diploma in Social Sciences and Humanities.
- Good understanding of the ERCEA business and the context of the ERCEA.
- Ability to handle different priorities at the same time, being at ease with multitasking and working under pressure.
- Excellent command of written and spoken English (C1 or higher) and a satisfactory knowledge of another European Union language to the extent necessary for the performance of their duties.
- A demonstrated sense of accountability, the ability to entrust tasks and a reliable, constructive, loyal, inclusive and transparent attitude.

2.3 Job description

The functions and duties of the Research Programme Agent include:

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 Synergy Calls –and help in either Starting Grant, Consolidator Grant and Advanced Grant calls- and executing the calls for proposals for the evaluated and selection of projects.

¹ In order to be able to transfer to a vacant post in the ERCEA, candidates also need to be employed, on the day of filling the vacant post, within their Agency as Temporary Agents 2(f) in a grade and function group corresponding to the grade and function group of this publication.

- Ensuring the scientific and technical follow-up of the implementation of the projects.
- Contributing 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.
- Identifying 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

- Analysing and assessing the results and impacts of the programme and the projects, providing feedback and suggestions for improvement.
- Contributing to the internal Quality Assurance of the work of the Unit.

REPRESENTATION, NEGOTIATION and PARTICIPATION - Representation and external coordination

- Organising, preparing and setting-up Monitoring Committees and review meetings.
- Contributing to the co-ordination of the programme with programmes lead by national and / or external organisations.
- Representing the Agency in Monitoring and Management Committees.

EXTERNAL COMMUNICATION (general) - Communication relating to programme and projects

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

3. Selection process

The selection process includes the following steps:

- Interested candidates are invited to send their CV using the *Europass* format (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>) accompanied by a motivation letter and including SYSPER information, an HR certificate, or the current contract demonstrating that the candidate holds an ongoing contract as Temporary Agent 2(f) in the grade bracket AD 5 – AD 12. Candidates are kindly asked to specify the corresponding publication reference (ERCEA/TA-IAM/07/2019) and include in their CV three professional

references, or, alternatively, their latest two performance reports (e.g., appraisal, probationary report).² The complete application must be sent before the deadline, **29/04/2019**, to ERC-SELECTION@ec.europa.eu.

- 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 may be shortlisted by the recruiting service for invitation to an interview with a Recruitment Panel (comprising three to four members). The service has also published the post internally and will also consult the CVs of candidates on valid and relevant ERCEA TA 2(f) Reserve Lists in parallel with this publication.
- 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 Recruitment Panel, either directly or indirectly concerning this selection process. The AHCC 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 (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 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.

² References may be consulted should a recruiting service have shortlisted the candidate in view of offering them a contract of employment and wish to confirm the statements made in the selection process. Please note that in order to comply with the rules on personal data protection, the names and contact data shall be provided with consent of the persons named.