



European Research Council
Executive Agency

Established by the European Commission

VACANCY NOTICE

REFERENCE	ERCEA/IAM/01/2025
SELECTION	Temporary Agent Inter-Agency Mobility
JOB TITLE	Head of Sector – Expert Management – ERCEA.B.1.001
CONTRACT TYPE	Temporary Agent 2(f)
GRADE BRACKET	AD 5 - AD 12
DEADLINE FOR APPLICATIONS	28 February 2025 by 12:00 (midday) Brussels time (CEST)

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. In practice, the ERCEA supports the work of the European Research Council (ERC), the first pan-European funding body sustaining excellent frontier research in Europe, set up by the European Union in February 2007.

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 the ERCEA is modern, dynamic, inspiring and engaging. The ERCEA is a dynamic organisation, offering possibilities for professional growth and development. The Agency is situated in the heart of Brussels.

The ERCEA is looking for a **Head of Sector for Expert Management**, within Unit B.1, the “Ethics Review and Expert Management” Unit, part of the “Scientific Management Department.” The Unit is responsible for conducting ethics appraisals, managing redress and complaints processes, and overseeing the administrative and financial management of experts involved in all scientific evaluations, ethics appraisal, and grant follow-up. These tasks are carried out in alignment with the common processes of the Research Family, with necessary adaptations to fit the governance structure and specific features of the ERC.

The “Expert Management” sector, one of the three sectors within the Unit, plays a key role in the ERC evaluation process by inviting, contracting and compensating highly renowned experts. The sector is recognised for delivering high-quality service, particularly in terms of time to contract and time to pay, as well as offering personalised support to experts.

The Head of Sector is responsible for leading the “Expert Management” sector, effectively distributing workload, motivating team members and supporting their continuous professional development. Additionally, the Head of Sector defines, implements, and monitors budgetary and financial procedures, with responsibility for implementing the expert management budget (approximately 19 million euro/year). The position offers visibility in the Agency, as well as across other Agencies and the Commission.

The Unit currently counts a staff of 48, with the “Expert Management” sector consisting of 20 team members, including financial advisors, financial officers, one administrative officer, and financial assistants.

1. JOB DESCRIPTION

Human resources management

- Support the Head of Unit in achieving the objectives of the Unit in compliance with the Internal Control Standards.
- Manage the "Expert Management" sector, distribute workload and report on the sector activities.
- Provide effective leadership for the sector ensuring that members are motivated and constantly developing their skills and experience.
- Identify group and individual training needs.

Budget, finance, contracts and accounting

- Define budgetary and financial procedures in accordance with applicable regulations and Internal Control Standards.
- Plan, prepare, follow-up and report on the budget for expert management.
- Carry out financial risk assessment.
- Provide advice, support, training (including drafting manuals), guidance/instructions to the team regarding payments/reimbursement of experts.
- Communicate within the Agency and outside the Agency on activities related to expert management.
- Represent the Agency at meetings related to expert management (e.g., to the Expert Management Steering Committee's meetings).
- Follow-up on the IT implementation of common systems (ECS/SUMMA) and provide feedback to the Expert Management Steering Committee/BPO as suitable.
- Prepare and manage reporting on budgetary and general accounts and/or third party and contractor files.
- Ensure the effective cooperation between the Unit and other Units in the Department, in the Agency as a whole and with the parent DG and other stakeholders as suitable.

Procurement and contract management

- Prepare and negotiate financial aspects of contracts on the basis of model contracts and regulatory provisions.
- Ensure the ex-ante and ex-post verification of the conformity of financial operations with respect to legality, regularity, internal procedures and sound financial management.
- Examine and approve cost-statements in contracts and establish financial documents such as commitments, payments, recoveries.
- Monitor and report on commitments, expenditures and recoveries, in particular for annual activity reports and requests of the Court of Auditors and/or the European Parliament.
- Carry out on-the-spot financial controls.

2. ELIGIBILITY CRITERIA

Candidates will be considered eligible for this selection based on 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), in Union Agencies in the meaning of Article 1(a)(2) of the Staff Regulations, who on the closing date for applications is employed within their Agency in a grade corresponding to the published grade bracket (AD 5 – AD 12);
- b. Temporary staff 2(f) referred to in criterion (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.

3. SELECTION CRITERIA

These selection criteria will be assessed at the various stages of the selection process:

Essential selection criteria

- Professional experience of at least 6 years related to the tasks listed in the Job Description, including professional experience in team coordination of at least 3 years.
- Excellent knowledge of English: spoken and written skills equivalent to [level C1](#) or higher level for working purposes.

Advantageous selection criteria

- Professional experience of at least 3 years in programme implementation under H2020 or Horizon Europe.
- Good knowledge of budgetary and financial rules as applicable to the “Expert Management” sector.
- Good knowledge of EU research policies and ERCEA Work Programme.
- Good understanding of the functioning of the operational systems (ECS/SUMMA/COMPASS).

Job-related competencies

- Strong leadership skills and capability to effectively manage and motivate the sector.
- Strong negotiation and conflict management skills.
- Strong analytical and problem-solving skills.
- Ability to communicate efficiently and fluently both orally and in writing, present complex subject matters simply to the public and cooperate with stakeholders.
- Ability to formulate creative ideas, set objectives, inspire colleagues, encourage staff, listen and give constructive feedback.
- High level of perseverance and resilience.
- Ability to work in a proactive and autonomous way.

4. HOW TO APPLY

If you are interested in joining our team and the ERCEA, please submit:

- 1 A Curriculum Vitae in English, in Europass format**
The CV has to be saved with the title:
FAMILY NAME – ERCEA/IAM/01/2025 – CV.
→ Please find the CV Europass format [here](#).
- 2 A motivation letter in English.**
The motivation letter has to be saved with the title:
FAMILY NAME – ERCEA/IAM/01/2025 – motivation letter.
- 3 Information extracted from SYSPER, an HR certificate, or the current contract to demonstrate the fulfilment of the eligibility criteria.**

By 28 February 2025 at 12:00 (midday) Brussels time (CEST) to

ERC-SELECTION@ec.europa.eu

Note that you must fulfil all the eligibility criteria by the deadline for applications.

If the application has been submitted successfully, candidates will receive a confirmation e-mail within three working days.

Candidates are strongly advised not to leave the submission process to the last minute. The ERCEA cannot be held responsible for any delay due to, for example, heavy internet traffic or connection difficulties. In the case of multiple submissions, only the latest valid and complete application will be considered.

Candidates are responsible for the information they provide and for ensuring that all the information is complete and correct before submitting the application.

Candidates will be disqualified if they do not:

- Meet all the eligibility criteria;
- Send a complete application including all requested elements;
- Complete the CV and motivation letter in English;
- Send their application by the deadline.

Furthermore, if it is established at any point in time that the information in an application has been falsified, candidates will be disqualified from the selection process.

At any stage of the selection, the ERCEA can request candidates to present, for example, certified copies of degrees, diplomas, references, proof of experience. These documents should not be sent during the selection process, except upon request of the ERCEA.

All correspondence regarding this Vacancy Notice will be in English and will be made to the e-mail from which candidates submitted their application. Should candidates' e-mail address change, they are asked to inform ERC-SELECTION@ec.europa.eu.

5. NEXT STEPS

- After the deadline for applications, the HR Unit and the recruiting service will conduct the eligibility check and shortlisting in line with the eligibility and selection criteria elaborated above.
- Eligible and shortlisted candidates will be invited to an interview conducted in English. The exact modalities will be outlined in the invitation for the interview.
- A Recruitment Panel consisting of at least two members from the recruiting service, an HR Representative and possibly a member from another service, will interview the shortlisted candidate(s). Any contact made by the candidates or third parties with the Recruitment Panel in relation to this selection process constitutes grounds for disqualification from the selection process.
- In parallel to the publication of this Temporary Agent Inter-Agency Mobility, the post will also be published internally, and the recruiting service will screen existing Reserve Lists from which the ERCEA can recruit.
- The interviews would take place as of March 2025. Please note that, as a general rule, for organisational purposes, appointments set by the ERCEA cannot be changed at the candidate's request.

6. 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.

7. 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 [Data Protection Notice](#), which provides useful information about the processing of their personal data and relevant rights.

8. APPEAL PROCEDURES

The ERCEA and the Selection Committees operate within the context of the general principles of European Union law as interpreted by the Courts. In assessing candidates' merits, Selection Committees observe the principle of equal treatment. If candidates nevertheless believe that one of these principles has not been applied in their case, they have the right, within 10 calendar days from the date when they receive notification of the decision that was sent to them, to request a review by sending an e-mail stating their reasons to ERC-SELECTION@ec.europa.eu.

If, at any stage of the selection process, candidates consider that their interests have been prejudiced by a particular decision, or lack thereof, they can, within three months from the date on which candidates are notified of the act adversely affecting them, or lack thereof, lodge an administrative complaint pursuant to Article 90(2) of the Staff Regulations, at ERC-SELECTION@ec.europa.eu, only if the rules governing the selection process have clearly been infringed. The Appointing Authority of the ERCEA cannot overturn a value judgement (i.e., the quality of a candidate's performance in a written or oral test or the relevance of qualifications and professional experience) made by the Selection Committee.

More information on appeal procedures may be found [here](#).