

ERCEA VACANCY NOTICE

The European Research Council Executive Agency (ERCEA), located in Brussels, supports the work of the European Research Council (ERC), the first pan-European funder of excellent frontier research in Europe. The fundamental activity of ERCEA, via its main frontier research grants, is to provide attractive, long-term funding to support excellent investigators and their research teams to pursue ground-breaking and ambitious research. The ERCEA funds projects in any field of research, with excellence as the sole selection criterion. The ERCEA was created to manage the Ideas Programme, part of the EU's Seventh Research Framework Programme (FP7). The ERC was part of Pillar I – 'Excellent Science' – Horizon 2020, the EU Programme for Research and Innovation (H2020, 2014-2020). Its mandate was renewed until 2028, for the implementation of part of Pillar I – 'Excellent Science' – Horizon Europe 2021-2027. Since the creation of the Agency, some 11.000 researchers at various stages of their careers have been supported. Under Horizon Europe, the ERCEA has a total budget of over 16 billion EUR.

The ERCEA is establishing a Reserve List of qualified candidates from which to hire for the position of:

Public Administrator Adviser

REFERENCE	ERCEA/CAJM/01/2025
CONTRACT TYPE	Contract Agent 3(a) - Function Group IV (full-time)
DEADLINE FOR APPLICATION	10 July 2025 by 12:00 (midday) Brussels time.

POSITION

The Public Administrator Adviser would join the Legal Affairs, Internal Control and Public Procurement Unit of the ERCEA Resources and Support Department. This Unit provides legal advice for the implementation of the EU Programmes for Research and Innovation delegated to ERCEA, as well as on the Agency's administrative operations. It coordinates all Agency activities required for its supervision by DG RTD, including its Annual Work Programme and Annual Activity Report. It monitors the implementation of the Agency-internal control framework including fraud-related matters and coordinates its public procurement activities.

Within this Unit, the Public Administrator Adviser would become a member of the Internal Control team, which is part of the Internal Control and Public Procurement sector. This team performs very diverse activities related to the coordination of all EC core business activities to be implemented by Executive Agencies, including for their supervision. The job main features relate to cooperation with EC services (SG, IAS, BUDG, RTD), the other Executive Agencies, and the Agency's operational units. The positions offer a strategic pole of observation of the EC horizontal priorities and all the Agency's activities.

The main tasks of the Public Administrator Adviser would be to manage at least two types of activities performed by the Internal Control team of ERCEA (i.e. Agency's Annual Work Programme or Annual Activity Report, Risk management, Internal control monitoring, Revision of Procedures, Implementation of audits recommendations); this will depend on the knowledge and experience of the person. For the legal aspects of the work, the Public Administrator Adviser will receive support from the Legal Affairs Team.

JOB DESCRIPTION

The Public Administrator Adviser would be entrusted with at least two of the following tasks and responsibilities:

- Coordinate the drafting of the Annual Work Programme of the Agency.
- Coordinate the drafting of the Director mid-term report and the Annual Activity Report.
- Coordinate the risk management exercise within the Agency twice a year, set mitigating measures and ensure they are implemented.
- Verify the functioning of the internal control and risk assessment systems in the Agency and monitor internal control indicators.
- Keep an overview of all Agency procedures, steer the simplification exercise put in place for procedures, and ensure quality control. Work with the ERCEA Communication Unit to ensure staff have access to them and are informed about updates in the procedures.
- Coordinate the implementation of the audit's recommendations coming from the IAS or ECA.

In addition, the Public Administrator Adviser would have to ensure the horizontal coordination of the following:

- Organise and/or ensure appropriate representation of the Agency at the different meetings with the EC services, where relevant.
- Initiate and co-ordinate collaboration with colleagues and services in order to deliver on the objectives of the post/team/sector/unit.
- Ensure proper circulation of information and documents within the team/sector/unit as appropriate.
- Co-ordinate with the Legal sector of the Unit as appropriate to ensure full compliance with the EC rules (e.g. Financial Regulation, Staff Regulation).

ELIGIBILITY CRITERIA

Candidates must fulfil the following eligibility criteria by the deadline for application (including those referred to in Article 82.2(b) and 82.3 of the CEOS):

- a) Be employed as Contract staff 3(a) or 3(b) for at least three continuous years¹ within the Executive Agencies, the European Commission and its departments and administrative offices, at the time of submitting the application and continue being employed at the time of recruitment²; AND
- b) Be employed in the same Function Group as the published post (FG IV) and have successfully passed the equivalent EPSO FG IV level selection tests.

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

The selection process shall be conducted in two phases, as described in Article 14 of the General Implementing Provisions ([Commission Decision C\(2017\)6760 of 16 October 2017](#)).

¹ The minimum duration must have been obtained either as Contractual Agent 3(a) or 3(b). Cumulative duration as Contractual Agent 3(a) and 3(b) will not be considered.

² Candidates currently working for EEAS are not eligible - https://ec.europa.eu/info/departments_en

SELECTION CRITERIA

Candidates need to make explicitly clear in their application how and to what extent they meet the selection criteria. The applications of candidates that do not meet one or more of the essential selection criteria will not be evaluated further. Candidates must fulfil the following selection criteria by the deadline for application:

Essential selection criteria

- University degree (Master or equivalent).
- At least 5 years of professional experience on internal control matters, and at least in two of the following sub-categories:
 - EC's Management Plan/Agency's Annual Work Programme or Annual Activity Report (SPP activities)
 - Risk Management
 - Internal control monitoring
 - Revision of Procedures
 - Implementation of audits recommendations
- Knowledge of English at level C1, according to [the Common European Framework of Reference for Languages³](#).

Advantageous selection criterion

- Experience in EU research programmes.

Job-related competencies

- Experience in coordination of work within internal/external services
- Strong analytical and problem-solving skills
- Strong organisational skills
- Ability to communicate complex matters clearly and concisely both orally and in writing
- Ability to deliver quality results individually and in a team, while working in a multicultural environment
- Ability to work well under pressure in demanding situations, and ability to handle several tasks simultaneously.

HOW TO APPLY

If you are interested in applying, please send the following documents by 10 July 2025 by 12:00 (midday) Brussels time to ERC-SELECTION@ec.europa.eu:

1	Your 2-page CV In English and saved in pdf with the title FAMILY NAME – ERCEA-CAJM-01-2025 – CV.
2	Your motivation letter In English and saved in pdf with the title FAMILY NAME – ERCEA-CAJM-01-2025 – Motivation letter.
3	Information extracted from SYSPER or contract(s) to demonstrate the fulfilment of the eligibility criteria.

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.

³ English is the working language of the ERCEA and is generally considered to be the lingua franca of the scientific community.

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:

- Comply with the conditions of application for the Job Opening.
- Send their application by the deadline.
- Send a complete application including all requested elements.
- Complete the application in English.
- 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.

STEPS OF THE SELECTION PROCESS

All correspondence regarding this Vacancy Notice will be in English and will be sent 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. The selection process is expected to be completed by mid-August.

Admission to the selection process

Upon the closure of the publication window, the candidates' eligibility will be checked by the HR Team based on the information included in the application in line with the eligibility criteria elaborated above.

Assessment of the applications

The recruiting service will conduct the shortlisting of eligible applications in line with the essential and advantageous selection criteria elaborated above.

Interview

The testing phase at the ERCEA consists of an interview to check specific skills required for the job, conducted remotely in English. The exact testing modalities will be outlined in the interview. The interviews are planned to take place by the end of July 2025.

As a general rule, the dates set by the ERCEA cannot be changed at the candidate's request.

Selection Committee

The ERCEA Director will appoint a Selection Committee. The names of the Selection Committee members will be communicated to the candidates invited to interviews.

Under no circumstances should candidates approach the Selection Committee or the recruiting service, either directly or indirectly concerning this selection process. The ERCEA Director reserves the right to disqualify any candidate who disregards these instructions. In assessing candidates' merits, the Selection Committee shall observe the principle of equal treatment.

Reserve List

Candidates who succeed in the interview and possible written exercise will be included on a Reserve List initially valid for at least two years, with the possibility of extension:

- The Reserve List will be approved by the ERCEA Director and will include the candidates who meet the evaluation criteria and listed alphabetically.
- Candidates included on the Reserve List could be offered a job when there is a vacancy for which their profile is suitable and subject to reference checks.
- The inclusion on the Reserve List does not imply any entitlement to employment.

EMPLOYMENT CONDITIONS

The candidates on the Reserve List may be offered a contract with the ERCEA under the following terms:

- Engagement as Contract Agent under Article 3(a) of the [Conditions of Employment of Other Servants](#), in Function Group IV.
- One-year contract, with the possibility of renewal. A contract of indefinite duration can be offered after two fixed-term contracts of one year each.
- A basic salary (before EU Institutions' tax⁴) between 4.319,72 EUR and 6.256,88 EUR depending on the length of the professional experience. On top of the basic salary, the remuneration package may include further monthly allowances (an expatriation allowance amounting to 16% in addition to the basic salary; a household allowance; etc.). *For example, a Project Adviser who has six years of professional experience after the qualifying degree, who is single, and who is entitled to an expatriation allowance, earns an estimated monthly net salary of 4.651,72 EUR.*
- The place of employment is Brussels, Belgium.
- Generous leave entitlements; recuperation of overtime worked; flexible working hours; full international health insurance.
- Coverage under the European Union Institutions' Joint Sickness Insurance Scheme; access to the European Union's pension plan after ten years of service.
- Free access to a European School and access to childcare facilities of the European Commission.
- The ERCEA cares about well-being and offers ample opportunities for personal and professional learning and development.

EQUAL OPPORTUNITIES

The ERCEA values difference and promotes equality. The ERCEA applies 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.

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.

⁴ Note that the salary is not subject to national taxation.

APPEAL PROCEDURES

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 at ERC-SELECTION@ec.europa.eu.

If, at any stage of the selection, 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, lodge an administrative complaint pursuant to Article 90(2) of the Staff Regulations at ERC-SELECTION@ec.europa.eu.

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