



EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

Administration Unit
Human Resources Cell

CALL FOR EXPRESSION OF INTEREST
PROJECT OFFICER - Health Programme
(Ref.: EAHC/CEI/CA/IV/2012/001)

The Executive Agency for Health and Consumers invites applications for the creation of a Reserve List of:

Project Officer - Health Programme (Contract Agent / Function Group IV)

The working relationship with the European Institutions is governed by the Conditions of Employment of Other Servants of the European Union¹.

Taking into account the nature of contracts and staff turnover it has been estimated that a pool of 20 project officers for the Health Programme will be necessary to fill the required needs for the period 2013- 2014.

THE EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

The Executive Agency for Health and Consumers (hereinafter referred to as "the EAHC" or as the "Agency"), a dynamic and multicultural body set up by the European Commission, implements the second Health Programme, adopted by Decision No 1350/2007/EC of the European Parliament and the Council of 23 October 2007, the Consumer Programme, adopted by Decision 1926/2006/EC of the European Parliament and the Council on 18 December 2006, and the Better Training for Safer Food Initiative, measured by Regulation (EC) No 882/2004 and Directive 2000/29/EC.

Located in Luxembourg, the EAHC has been operational since 2006; its current lifetime runs until 2015, with a possible extension in time and tasks. It is supervised by a Steering Committee composed of European Commission services, in particular DG SANCO. It was previously known as the Public Health Executive Agency (PHEA).

It is responsible for implementing tasks concerning the Health Programme, http://ec.europa.eu/health/ph_programme/pgm2008_2013_en.htm;

the Consumer Programme, http://ec.europa.eu/consumers/strategy/programmes_en.htm;

and the "Better Training for Safer Food" Initiative, http://ec.europa.eu/food/training_strategy/index_en.htm.

Additional information is available on the following website:

<http://ec.europa.eu/eahc/>

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF>. (Title IV, page 170)

JOB DESCRIPTION

Under the responsibility of the Head of the Health Unit, the jobholder, reporting to the Coordinator of the Health Programme, shall support the EAHC in the selected aspects of the further development of the Health programme as well as in its overall implementation and dissemination of the projects' results, supporting strategies and institutional co-operation with national and international organisations, Commission services and Agencies.

The jobholder will be responsible for managing all the phases in the lifetime of specific projects and contracts, from the planning and publication of calls for proposals and calls for tender to the dissemination of results. A significant part of the work is focussed on ensuring that projects stay on track to satisfy their stated objectives and deliver their expected results.

These projects will concern actions covered by the Health Programme (http://ec.europa.eu/health/programme/policy/2008-2013/index_en.htm) aiming through projects, tenders and other actions it funds, to improve the level of physical and mental health and well-being of EU citizens and to reduce health inequalities throughout the European Union.

The position will entail the following tasks:

- Negotiating grant agreements according to the standards of EAHC project management.
- Monitoring projects during their lifetime, ensuring that beneficiaries and contractors honour their obligations and the quality standards of EAHC are met.
- Carrying out quality controls, risk analysis and review of deliverables.
- Negotiating and implementing amendments of ongoing grant agreements.
- Contributing to the management of the whole cycle of calls for proposals and calls for tenders.
- Organising the dissemination of the Health Programme's actions, producing information materials and managing meetings of expert groups, both for EAHC and DG SANCO.
- Participating in the development of guidelines, orientations and new approaches relating to the successful implementation of the Health Programme.
- Assessing the results and impacts of the programme and projects and providing feedback for improvement.
- Liaising with officers of DG SANCO and other Commission services and Agencies concerning the implementation and follow-up of projects and providing them with relevant, project-related information
- Liaising with international organisations and DG SANCO regarding the setting up, implementation and follow-up of direct grant agreements.

QUALIFICATIONS AND EXPERIENCE REQUIRED

A. Eligibility criteria

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. Completed university studies of at least four years in pharmacy/toxicology/molecular and cellular biology/medicine/public health, economics, law or other social or scientific disciplines, attested by a diploma. (Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.);

or

Completed university studies of at least three years in pharmacy/toxicology/molecular and cellular biology/medicine/public health, economics, law or other social or scientific disciplines, attested by a diploma. Appropriate professional experience of at least one year acquired after having completed the university studies referred to above. (Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.);

2. Language 1: Main language: To have a thorough² knowledge of one of the 23 languages of the EU

Language 2: A satisfactory³ knowledge of English, French or German (must be different from language 1)

3. To be a citizen of a Member State of the European Union;
4. To be entitled to his or her full rights as a citizen;
5. To have fulfilled any obligations imposed by the applicable laws concerning military service;
6. To meet the character requirements for the duties involved;
7. To be physically fit to perform the duties linked to the post⁴.

B. Selection criteria

Essential

1. At least 5 years of proven professional experience (after the award of the education requirements to be eligible) on issues related to public health;

² CEFR level C2 (<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

³ CEFR level B2 (<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

⁴ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that the Executive Agency for Health and Consumers may be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.

2. Proven knowledge of EU health policy issues;
3. At least 2 years of proven professional experience in project management and/or supervision;
4. Good⁵ written and oral command of the Agency's working language, English;
5. Proficiency with electronic office equipment and software (word processing, spread sheets, presentations, electronic communication, use of internet, etc.).

Advantageous

1. Professional experience in an EU institution;
2. Post graduate studies in a field related to the profile of the post;
3. Experience in the management of trans-national projects;
4. Knowledge of the organisation, structure, working procedures and policies of Commission services and agencies;
5. Experience with the Financial Regulation of the European Union;
6. Experience within an international and multicultural environment;
7. Experience in communicating with external audiences.

EQUAL OPPORTUNITIES

The European Union institutions and bodies apply a policy of equal opportunities and accept applications without discrimination on the ground of 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.

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The jobholder will be appointed on the basis of a reserve list established by the Selection Committee. It will be established following an open selection procedure under EPSO's supervision organised in the following steps:

1. The Selection Committee will check applications against the eligibility criteria;
2. The Selection Committee will analyse the motivation letter, the CV's of eligible candidates and the "Applicant Screener" grid with reference to the required criteria; it will establish a shortlist of approximately 40 candidates best matching the needs of the EAHC;
3. The Selection Committee will organise written tests⁶ and interviews⁷ for the short

⁵ CEFR level C1 (<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

listed candidates. Detailed information on the written tests and interviews will be provided to the invited candidates.

4. The Selection Committee will establish a reserve list of successful candidates for the ones having reached the pass score in both the written tests and the interview.

From this reserve list, suitable candidates will be recruited upon the decision of the Executive Agency's Appointing Authority. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

Jobholders will be recruited as members of the contract staff, in function group IV, pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities and for a period within the limits of the determined life of the Agency with the possibility of renewal in function of the Agency's lifetime. Under certain conditions, a second renewal may be granted with an undetermined duration. The precise classification in grade will depend on the number of years of professional experience acquired after the degree giving access to the post. For further information on working conditions of contract staff see the web site of the European Personnel Selection Office (EPSO) at: <http://europa.eu/epso/>

The reserve list will be valid for 12 months from the date of its establishment and may be extended if the Executive Agency's Appointing Authority so decides.

The place of employment will be Luxembourg where the Agency has its premises.

INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

The approximate timetable for the selection procedure is as follows:

Step	When
CV sifting	September 2012
Written tests – Interviews	November 2012
Results sent to candidates	December 2012

APPLICATION PROCEDURE

Applications not fulfilling the criteria set out in this call for expression of interest will not be considered. Candidates should note that it is their responsibility to complete the online registration before the deadline for submission of applications. The Agency strongly advises not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to technical problems.

To be able to apply via the EU CV online database, candidates must first create an account or register to their active account (link: see below).

⁶ Detailed case study in English, French or German (candidate's second language) in the field of public health:

🚩 Maximum time allowed for the test: 1,5 hours.

🚩 Minimum score to obtain: 60%

⁷ The interview, in English, French or German (candidate's second language), will focus on the competences, knowledge and skills of the candidate with reference to the job description.

🚩 Minimum score to obtain: 60%

On completion of their online registrations, applicants will receive a confirmation number. This number confirms that the Agency registered the application and should be kept by candidates as it will serve as the application's reference number. Receipt of the confirmation number closes the online application process and confirms that the Agency registered the data entered by the applicant. If you do not receive a number, your application was not registered! You can update your application until the closing date without modifying the data in your e-CV.

In addition, candidates shall fill in the 'Applicant Screener' grid and send it online via the appropriate link. (See below)

Candidates prevented from registering online, should request (by e-mail to: EAHC-HR@ec.europa.eu, referring in the subject to the Call reference) a paper version of the application form and the Applicant Screener' grid. These forms should be completed, signed and dispatched by registered mail before the closing date for applying (postmark date as evidence). Applications sent after the deadline will not be considered. Candidates are invited to indicate and justify in their on-line application any special arrangements that may be required if invited to attend for the tests.

Deadline for applications: **17 September 2012 midnight (GMT Luxembourg time)**

If at any stage in the procedure it is established that any of the information a candidate provided is incorrect, the candidate in question will be disqualified.

1. To continue and apply online:

https://ec.europa.eu/dgs/personnel_administration/open_applications/

2. To complete the 'Applicant screener' grid:

http://ec.europa.eu/eahc/about/applicant_screener_form.html

Where there is a problem with the above links, candidates should try to copy and paste the links into their Web application and try connecting again.

APPEAL PROCEDURE

A candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered by sending, within 10 calendar days of the date on the email notifying the rejection of his/her application, a request for review, quoting the number of the selection procedure concerned to the Chairman of the Selection Committee at the following address: EAHC-HR@ec.europa.eu, referring in the subject to the Call reference.

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

Executive Agency for Health and Consumers
EAHC/CEI/CA/IV/2012/001
Drosbach Building

Office DRB A3/041
12, Rue Guillaume Kroll
L-1882 Luxembourg

The complaint must be lodged within 3 months from the date on the email notifying the results. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu./eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

A candidate can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union (ex Art. 236 TEC) and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
L-2925 Luxembourg.

Please note that the Appointing Authority does not have the power to amend the decisions of a Selection Committee. The Civil Service Tribunal has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Civil Service Tribunal unless rules which govern the proceedings of Selection Committees have clearly been infringed.

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: <http://curia.europa.eu/>

COMPLAINT TO THE EUROPEAN OMBUDSMAN

It is possible to complain to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union (ex Art.195 TEC) and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman
1 Avenue du Président Robert Schuman
CS 30403
FR-67001 Strasbourg Cedex
France

<http://www.ombudsman.europa.eu/start.faces>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

DATA PROTECTION

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the EAHC. The personal information requested from candidates will be processed in line with Regulation (EC) N°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. Therefore, the personal data of candidates are processed solely for the purpose of personnel selection and recruitment and will be kept for no longer than necessary.

Candidates have the right to access their personal data and the right to rectify their inaccurate or incomplete factual personal data on written request. In case of any queries concerning the processing of personal data, candidates may send their written requests to the e-mail address indicated above. For more information please refer to <http://ec.europa.eu/eahc/about/about.html>.

Candidates have the right of recourse at any time to the Data Protection Officer of the EAHC (EAHC-DATA-PROTECTION@ec.europa.eu) and to the European Data Protection Supervisor (EDPS@edps.europa.eu) for matters relating to the processing of their personal data.