



EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

Administration Unit
Human Resources Cell

VACANCY NOTICE FOR THE POST OF PROJECT OFFICER – CONSUMERS (Ref.: EAHC/CA/IV/2011/001)

The Executive Agency for Health and Consumers invites applications for positions as contract agents:

Project Officer – Consumers Programme (Function Group IV)

THE EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

The Executive Agency for Health and Consumers (hereinafter referred to as "the EAHC") implements the second Public 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.

Excluding tasks related to programme evaluation, monitoring of legislation, or any other action which could come under the exclusive competence of the European Commission, the Agency is entrusted with the following tasks:

- Managing all the phases in the lifetime of specific projects, in the context of implementing the programmes on public health and consumer policy as well as the Better Training for Safer Food initiative, and the necessary checks to that end, taking the relevant decisions where the European Commission has empowered it to do so;
- Adopting the instruments of budget execution for revenue and expenditure and carrying out, where the European Commission has empowered it to do so, all the operations necessary for the management of the above Community programmes and, in particular, those linked to the award of contracts and grants;
- Providing logistical, scientific and technical support, in particular by organising technical meetings (management of expert working groups), preparatory studies, seminars or conferences.
- Promote human health and safety, including the reduction of health inequalities, through the implementation of specific projects, the collection,

analysis and dissemination of health information, exchange knowledge and best practices.

- Ensuring a high level of consumer protection, through improved information on consumer-related data, better consultation and better representation of consumers' interests, and enhancing effective application of consumer protection rules through cooperation between authorities and key consumer organisations, disseminating information, education and dispute resolution.
- Promote consumer protection in the area of food safety by managing and developing the European Commission's initiative "Better Training for Safer Food", which sets a Community training strategy in the areas of food law, feed law, animal health and animal welfare rules, as well as plant health rules.

The Executive Agency for Health and Consumers is established in Luxembourg.

Additional information is available on the following website:
<http://ec.europa.eu/eahc>

JOB DESCRIPTION

The jobholder will report to the EAHC's Head of unit responsible for Consumers and Food Safety (CFSU). S/he will be mainly responsible for managing all phases in the lifetime of specific projects or contracts, from the publication of calls to final payments and the dissemination of results. The job includes administrative processing of a high number of files within strict deadlines to demanding quality standards and requires the ability to work under pressure.

These projects will concern actions covered by Decision 1927/2006/EC of the European Parliament and of the Council of 18 December 2006 establishing a programme of Community actions in the field of consumer policy (2007-2013).

The jobholder will in particular:

- Liaise with the relevant European Commission services and other relevant stakeholders;
- Contribute to the preparation, publication and publicity of the calls for tenders/proposals and all supporting documents;
- Set up and ensure a sound implementation of the opening and evaluation of calls, including participation in these processes;
- Set up and ensure a sound implementation of the negotiation process for the proposals awarded;
- Ensure efficiency, effectiveness and economy of the operation by verifying the respect of the Financial Regulation and compliance with the applicable rules;
- Monitor the implementation of the contracts/grant agreements to ensure that the work is proceeding according to plan, evaluate and approve reports;
- Ensure coordination with the financial and other Agency services;

- Contribute to communication activities and to dissemination of project results;
- Contribute to horizontal tasks of the Consumers and Food Safety Unit (CFSU) and, as appropriate, other tasks entrusted to the EAHC;
- Representing the EAHC at meetings and other events, participate in missions, evaluation and audit activities;
- Contribute to improvements of the EAHC working methods.

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:

- Completed university studies of at least three years in law, economics, statistics, political sciences, social sciences, engineering or other disciplines related to the field of consumers policy, 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;
- professional experience of at least three years (after the award of the education requirements to be eligible);

In addition to above, in order to be eligible the candidate must:

- have a thorough knowledge of at least two official languages of the European Union;
- be a national of a Member State of the European Union¹;
- enjoy his or her full rights as a citizen²;
- have fulfilled any obligations imposed by the applicable laws on military service;
- meet the character requirements for the duties involved;
- be physically fit to perform the duties linked to the post³.

¹ The Member States of the European Union are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

² Prior to appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

³ Before the appointment, a successful candidate shall be medically examined by one of the European Commission medical officers in order that the EAHC may be satisfied that s/he fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.

B. Selection criteria

Essential

- At least one year of proven professional experience in EU funded project/programme management and grant or procurement procedures;
- Very good written and oral command of the English language;
- Proficiency with electronic office equipment (word processing, spread sheets, presentations, electronic communication, use of Internet, etc.).

Advantageous

- Knowledge of the organisation, structure, working procedures and policies of European Commission services and agencies acquired through professional experience in EU institutions or other relevant national/international organisations;
- Post graduate studies in a field related to consumers legislation and policy
- Experience in the management/supervision of trans-national or multi-partner projects;
- Experience within an international and multicultural environment;

EQUAL OPPORTUNITIES

The European Union institutions 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 organised in three steps as follows:

1. The Selection Committee will check applications against eligibility and formal criteria;
2. The Selection Committee will analyse the motivation letter and the CV's of eligible applicants with reference to the selection criteria; it will establish a shortlist for those matching best the needs of the EAHC;
3. The Selection Committee will interview the short listed candidates and, where

necessary, organise written tests. On the basis of the interview and test results, the Selection Committee will establish a Reserve List of suitable candidates.

From this List, suitable candidates will be recruited upon 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 maximum period of 5 years, with the possibility of renewal within the limits of the determined life of the Agency. Under certain conditions, a second renewal may be granted with 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 used for other positions with similar requirements to those of the present selection procedure. The validity of the Reserve List may be extended if the Agency's Director so decides.

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

APPLICATION PROCEDURE

Applications not fulfilling the criteria set out in this vacancy notice will not be considered. It is the responsibility of applicants to complete their online registration before the deadline for submission of applications. The EAHC 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 problems. Candidates should note that it will no longer be possible to register applications after the deadline for submission.

On completion of their online registration, applicants will receive a confirmation number. This number confirms that the EAHC 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 EAHC 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.

It is recommended that candidates fill in the attached 'Eligibility and selection criteria grid' and send it by e-mail to: EAHC-HR@ec.europa.eu , referring in the subject to the confirmation number received upon registration of the application.

Candidates prevented from registering online, should request (by e-mail to: EAHC-HR@ec.europa.eu) a paper version of the application form. This form should be completed, signed and returned by registered mail before the closing date for applying (postmark date as evidence). Candidates are invited to indicate in their on-line application any special arrangements that may be required if invited to attend an interview.

Deadline for applications: **25 February 2011 16:00 (CET 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.

To continue and apply online:

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

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

APPEAL PROCEDURE

A candidate who feels that a mistake has been made regarding eligibility of his/her application may ask to have it reconsidered by sending, within 20 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. The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

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 for rectification of 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.

Project Officer (EAHC/CA/IV/2011/001)

Last name (in capitals):

First name:

Gender: **Male / Female****Eligibility criteria**

(1)	I have a university degree of at least three years attested by a diploma	YES / NO
(2)	I have relevant professional experience of at least 3 years (after the award of the education requirements to be eligible)	YES / NO
(3)	I have thorough knowledge of at least 2 official languages of the European Union: <u>Name of these languages:</u>	YES / NO
(4)	I am a national of a Member State of the European Union:	YES / NO
(5)	I am entitled to my full rights as citizen:	YES / NO
(6)	I meet the character requirements for the duties involved:	YES / NO
(7)	I have fulfilled any obligations imposed by the applicable laws concerning military service:	YES / NO
(8)	I am physically fit to perform the duties linked to the post:	YES / NO

Selection criteria

(1 = slight; 2 = medium; 3 = good; 4 = very good)

ESSENTIAL

(9)	I have at least 1 year of proven professional experience in EU funded project/programme management and grant or procurement procedures;	YES/NO
(10)	My written and oral command of the English language is	1 / 2 / 3 / 4
(11)	My proficiency with electronic office equipment (word processing, spread sheets, presentations, electronic communication, use of internet, etc.) is:	1 / 2 / 3 / 4

