



EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

Administration Unit
Human Resources Cell

VACANCY NOTICE FOR THE POST OF SENIOR PROJECT OFFICER – "Better Training for Safer Food" initiative

(Ref.: EAHC/TA/AD/2010/003.)

The Executive Agency for Health and Consumers invites applications for posts of:

Senior Project Officer – Better Training for Safer Food initiative (TEMPORARY AGENTS AD7)

THE EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

The Executive Agency for Health and Consumers (hereinafter referred to as the Agency) 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 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 programme on public health and the necessary checks to that end, taking the relevant decisions where the Commission has empowered it to do so;
- Adopting the instruments of budget execution for revenue and expenditure and carrying out, where the Commission has empowered it to do so, all the operations necessary for the management of the Community programme 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.
- 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.

- Managing 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 Agency is established in Luxembourg. (Grand Duchy of Luxembourg)

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

JOB DESCRIPTION

The jobholder will report to the Head of the Consumer and Food Safety Unit. S/he will supervise a team of project officers and assist the head of unit in managing all the phases in the lifetime of the "Better Training for Safer Food" initiative, from the publication of calls to final Community payments and the dissemination of results, and coordinate all related actions.

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 and all supporting documents;
- Set up and ensure a sound implementation of the opening and evaluation of calls for tenders, 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 to ensure that the work is proceeding according to plan;
- 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 Consumer and Food Safety Unit and, as appropriate, other tasks entrusted to the Agency;
- Representing Agency at meetings and other events, participate in missions, evaluation and audit activities;
- Contribute to improvements of Agency 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:

- University degree¹ in a field related to the "Better Training for Safer Food" initiative such as veterinary science, agricultural sciences, chemistry, food and nutrition sciences, biological sciences, food chemistry, agro alimentary economics, food law, etc. (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);

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

- Have at least 6 years of proven professional experience, acquired after the award of the education requirements to be eligible, in functions related to the profile of the post;
- To have a thorough knowledge of at least two official languages of the European Union;
- Be a national of a Member State of the European Union;
- Enjoy his or her full rights as citizen²;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- To meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post³.

B. Selection criteria

Essential

- 2 years experience of project management and monitoring acquired within an international environment;
- 2 years experience of public procurements procedures and knowledge of relevant Community rules (administrative and budgetary rules);
- Knowledge of European Union Food Safety policy and issues;

¹ A level of education corresponding to completed university studies attested by a diploma, when the normal period of university education is four years or more OR a level of education which corresponds to completed university studies attested by a diploma followed by at least one year full-time professional experience, when the normal period of university education is at least three years.

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

³ Before the appointment, a candidate who has been successful in a selection interview 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 s/he fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities (article 12 §2(d) of the Conditions of Employment of Other Servants of the European Communities (CEOS))

- Very good written and oral command of English language;
- Proficiency in the use of electronic office equipment (word processing, spread sheets, presentations, electronic communication, internet, etc.).

Advantageous

- Professional experience in an EU Institution;
- Experience in project/programme communication and reporting;
- Experience with vocational training projects at national or trans-national level;
- Knowledge of additional languages;
- Interpersonal skills and ability to coordinate and motivate a team in an international and multicultural environment;
- Have good analytical and problem solving skills;
- Be dynamic, motivated and capable of working according to priorities and keeping deadlines.

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selection will be organised in four steps:

1. The selection committee will check applications against eligibility and formal criteria;
2. The selection committee will analyse the motivation letter and CVs of eligible applicants with reference to the selection criteria; it will establish a shortlist for those matching best the needs of the Agency;
3. The selection committee will hold interviews of the short listed. Interviews will be conducted principally in English. Please note that written tests will be organized in view to assess:
 - the applicants' general and linguistic abilities;
 - the knowledge of the European Union, its institutions and programmes managed by the Agency;
 - the specific competences requested for the post.

On that basis, the selection committee will establish a reserve list of candidates;

4. From this list, suitable candidates will be recruited upon decision of the Agency appointing authority.⁴ Candidates should note that inclusion on the reserve list of candidates does not guarantee recruitment.

⁴ A binding commitment can only be made after verification if all the conditions are met.

The reserve list will be valid for 12 months from the date of their establishment and may be used for other position with similar requirements to those of the present selection procedure. The validity of the reserve list could be extended if the Agency Director so decides.

All the candidates will be informed by the Agency about their individual results in the selection process.

Candidates are reminded that the Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with their members or ask anybody else to do so on their behalf.

A contract offer, will be made as a temporary staff member pursuant the Article 2(a) of the Conditions of Employment of Other Servants of the European Communities for a determined duration of 3 years, with possibility of renewal, in relation to the determined duration of the agency.

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

The successful candidate will be recruited in the grade AD 7. The basic monthly salary for AD 7 (step 1) is 5207.84 € or 5426.68 € for AD 7 (step 2). In addition to the basic salary, staff members may be entitled to various allowances, in particular household allowance, expatriation allowance (16% of the basic salary and household allowance), dependent child allowance and education allowance. The salary is subject to a reasonable Community tax deducted at source and staff members are exempt of national taxation.

Also, the Agency offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

If the member of staff selected is an official of the EC, s/he may resign, request leave on personal grounds or ask to be seconded under Art.37 (b) and 39 of the Staff Regulations, while other staff members of the EC have to resign. Expected period for taking up duties is the first half of 2011 depending on budget availability.

For further information:

http://ec.europa.eu/dgs/personnel_administration/publications_en.htm

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 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 problems. Candidates should note that it will no longer be possible to register applications after the deadline for submission.

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.

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: **15 OCTOBER 2010 18:00 (CET Luxembourg time)**

Supporting documents showing evidence of the information given in the application will be requested at a later stage. No documents will be sent back to the candidates.

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.

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.

DATA PROTECTION

The purpose of processing 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 request in writing any rectification of their inaccurate or incomplete factual personal data. 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.

Senior Project Officer (EAHC/TA/AD/2010/003)

Last name (in capitals):

First name:

Gender: **Male / Female**

Eligibility criteria

- (1) I have a university degree in a field related to the "Better Training for Safer Food" initiative attested by a diploma: **YES / NO**
 - of four years or more
 - of three years AND relevant professional experience of at least 1 year : **YES / NO**

Specify academic field:

- (2) I have at least 6 years of proven professional experience , **YES/NO**
acquired after the award of the education requirements to be eligible, in functions related to the profile of the post:

- (3) I have thorough knowledge of at least 2 languages of the **YES / NO**
European Union:
Name these languages:

- (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 have fulfilled any obligations imposed by the applicable laws **YES / NO**
concerning military service:

- (7) I meet the character requirements for the duties involved: **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 2 years experience in project management and monitoring acquired in international environment:	YES/NO
(10)	I have at least 2 years of experience of public procurements procedures and knowledge of relevant Community rules (administrative and budgetary rules):	YES/NO
(11)	My knowledge of EU food safety policy and issues is:	1 / 2 / 3 / 4
(12)	I have a very good written and oral command of the English language:	YES/NO
(13)	My proficiency with electronic office equipment (word processing, spread sheets, presentations, electronic communication, use of internet, etc.) is:	1 / 2 / 3 / 4

ADVANTAGEOUS

(14)	I have professional experience in a EU institution: <u>Specify institution (s):</u>	Number of years:
(15)	My experience in project/programme communication and reporting is:	1 / 2 / 3 / 4
(16)	My experience with vocational training projects at national or trans-national level is:	1 / 2 / 3 / 4
(17)	I have knowledge of other languages (in addition to requirements to be eligible): <u>Name these languages:</u>	YES/NO
(18)	My interpersonal skills and ability to coordinate and motivate a team in an international and multicultural environment are:	1 / 2 / 3 / 4
(19)	My analytical and problem solving skills are:	1 / 2 / 3 / 4
(20)	My skills as a dynamic, motivated person, capable of working according to priorities and keeping deadlines are:	1 / 2 / 3 / 4

Date: _____

Signature: _____