



EUROPEAN COMMISSION  
CONSUMERS, HEALTH, AGRICULTURE AND FOOD EXECUTIVE AGENCY

Administration Unit  
Human Resources

## CALL FOR EXPRESSION OF INTEREST (Ref.: CHAFEA/CA/IV/2015/002)

The Consumers, Health, Agriculture and Food Executive Agency is organising a call for expressions of interest with a view of establishing a reserve list for contract agents in function group IV for the position of:

### **Legal/Grants and Procurement Officer**

The purpose of this call is to draw up a reserve list of a maximum of five (5) candidates. Recruitment will be based on availability of posts and budget.

The working relationship with the European Institutions is governed by the Conditions of Employment of Other Servants of the European Union<sup>1</sup>.

Applications can be submitted as from **Wednesday 15<sup>th</sup> April 2015**. The closing date is set for **Monday 18<sup>th</sup> May 2015 - 14:00**. (Luxembourg time)

## **THE CONSUMERS, HEALTH, AGRICULTURE AND FOOD EXECUTIVE AGENCY**

### **The Agency:**

The Consumers, Health, Agriculture and Food Executive Agency (hereinafter referred to as "Chafea" or as "the Agency"), is a dynamic and multicultural EU body set up by the European Commission on the basis of the Council Regulation 58/2003. It is entrusted with implementing tasks pertaining to the Consumer Programme 2014-2020, the Health Programme 2014-2020, the information provision and promotion measures concerning agricultural products implemented in the internal market and in third countries (covered by Regulation (EU) No 1144/2014) as well as the Food Safety Training measures (covered by Regulation (EC) No 882/2004 and Directive 2000/29/EC). Chafea is also responsible for managing the legacy of the following programmes: the Health Programme 2008-2013, the Consumer Programme 2007-2013, the Food Safety Training measures (covered by Regulation (EC) No 882/2004, Directive 2000/29/EC), the management of the agreement with ANEC, the European consumer voice in standardisation, governed by Regulation (EU) No 1025/2012 and the Decision C(2012) 1548 and Regulation (EC) No 1905/2006.

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

Located in Luxembourg, Chafea has been operational since 2006; its current lifetime runs until 2024; this period as well as the tasks entrusted to the Agency may be further extended. The Agency is supervised by its Steering Committee that is, in principle, composed of European Commission officials serving its parent Directorates-General, namely DG SANTE, DG JUST, DG GROW and DG AGRI.

The working language of the Agency is English.

Additional information is available on the following website:

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

## **JOB DESCRIPTION**

Under supervision of the Head of Administration Unit, the officer shall assist the Agency's operational units in implementing the programmes delegated to the Agency during the phase of planning, initiation and management of grant and public procurement procedures. Additionally, s/he shall ensure that the processes aiming at the award of grant and public procurement contracts are compliant with the applicable legal requirements and the Agency's internal control requirements. S/he shall provide support, advice and guidance to the Units at all stages of those procedures.

The position will entail the following tasks:

### PROCUREMENT and CONTRACT MANAGEMENT - Grants and Procurement Officer

Assisting the implementation of grant and procurement processes launched by the Agency in accordance with the applicable EU legislation and further development of the Agency's policies and internal procedures;

Contributing to internal grant and procurement requirements and activities;

Ensuring liaison with officers performing tasks related to grants and public procurement, employed by other agencies, in particular by the executive agencies.

### AUDIT, CONTROL and INSPECTION - Fraud Prevention and Detection

Enhancing the general anti-fraud culture of the Agency;

Contributing to the improvement of all the aspects of grant and procurement management procedures considered vulnerable to fraud;

## 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. To be a national of a Member State of the European Union;
2. To be entitled to his or her full rights as a citizen;
3. To have fulfilled any obligations imposed by the applicable laws concerning military service;
4. To meet the character requirements for the duties involved;
5. To be physically fit to perform the duties linked to the post<sup>2</sup>;  
To have a thorough<sup>3</sup> knowledge of one of the 23 languages of the EU and a satisfactory<sup>4</sup> knowledge of another language of the EU to the extent necessary for the performance of his/her duties;
6. To be included in the European Personnel Selection Office (EPSO) database for contract agents in function group IV and have successfully passed the EPSO selection and competence tests for that function group<sup>5</sup>;
7. To have a level of education which corresponds to completed university studies in law 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 in law attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

### **B. Selection criteria**

#### **Essential**

1. At least 3 years of proven professional experience (after the award of the education requirements referred to under the eligibility criteria above) in the field of law;
2. Proven professional experience of at least 3 years in providing legal advice in particular in the field of public procurement and grants;
3. Proven professional experience in drafting and revising legal documents related to grants and public procurement procedures;

---

<sup>2</sup> Before being appointed to the post, the successful candidate shall be medically examined by one of the institutions' medical officers, so that the Consumers, Health, Agriculture and Food Executive Agency can be informed that s/he fulfills the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.

<sup>3</sup> CEFR level C1(<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

<sup>4</sup> CEFR level B1(<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

<sup>5</sup> The European Commission's Call for expressions of interest for contract staff in generalist profiles (Reference COM/3/2013/GFIV) is not applicable for Executive agencies.

4. Strong analytical skills and ability to describe and find solutions to complex legal issues;
5. Excellent<sup>6</sup> written and oral command of the Agency's working language, English.

### **Advantageous**

1. Post graduate studies in a field related to the profile of the post;
2. Knowledge of the organisation, structure, operating procedures and policies of Commission services and/or agencies acquired through professional experience in an EU institution or body;
3. Knowledge of the EU institutional and regulatory framework, including in particular the Financial Regulation of the European Union and its Rules of Application, as well as EU procurement and contracts/grants management;
4. Very good knowledge of at least one additional EU official language.

<b>APPLICATION PROCEDURE</b>
------------------------------

To apply for a post covered by this call for expression of interest, candidates should submit

1. a (short) motivation letter, maximum 1 page;
2. an up-to-date, detailed curriculum vitae, preferably in European format (<http://europass.cedefop.europa.eu>);
3. a copy of the note/letter received from the European Personnel Selection Office (EPSO) stating that the candidate is included in the EPSO database for contract agents CA3(a) in function group IV further to a successfully completed EPSO selection procedure for that function group<sup>7</sup>

to the following address: [CHAFFEA-HR@ec.europa.eu](mailto:CHAFFEA-HR@ec.europa.eu) mentioning the Call reference in the subject. (**CHAFFEA/CA/IV/2015/002**)

Applications not fulfilling the criteria set out in this Call for expression of interest will not be considered.

Candidates are invited to indicate in their application any special arrangements that may be required if invited to attend an interview.

**The time limit for receipt of applications under this Call for expression of interest is 18 May 2015 - 14:00 (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.

---

<sup>6</sup> CEFR level C2 (<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

<sup>7</sup> See footnote 5

**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.**

## **SELECTION PROCEDURE**

The selection process will be organised as follows:

The jobholder will be appointed on the basis of a reserve list established by the Selection Committee<sup>8</sup>. This list will be established following a selection procedure consisting of the steps described below:

The Selection Committee will check applications against the eligibility criteria;

The Selection Committee will evaluate the CVs of eligible candidates against the announced selection criteria;

On the basis of its assessment, the Committee will establish a shortlist of candidates matching best the needs of the Chafea;

The Selection Committee will organise an oral examination for the short listed candidates.

### **Oral examination:**

#### Nature and marking:

The test will be an interview designed to enable the Selection Committee to complete the assessment of the candidate's

- motivation, interpersonal and problem-solving skills (10 points)
- competences, skills and knowledge with reference to the job description (25 points)
- general knowledge about the Agency and policies related to the programmes which it implements (10 points)
- ability of expression in the working language of the Agency. (5 points)

The oral test will be marked out of a total of 50, pass mark 30.

#### Languages:

The interview will be conducted in English.

#### Place:

The oral test will be held in Luxembourg.

Candidates who succeed in the oral test will be included in the reserve list.

The reserve list will be valid for one (1) year from the date of its establishment. The validity date may be extended if the Agency's Appointing Authority decides so.

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

---

<sup>8</sup> The names of the Selection Committee members will be published on the Chafea website, <http://ec.europa.eu/chafea/about/vacancies.html>, before the deadline for submission of applications.

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.

**Verification of original documents and eligibility:**

Candidates invited to the oral test shall be required to provide the following documents in original format (or certified copies):

- A document proving the candidate’s citizenship (e.g. passport, identity card, which must have been obtained not later than the closing date for the submission of applications;
- A document proving that the candidate has fulfilled obligations concerning compulsory military or civilian service;
- Diplomas attesting a successful completion of the required level of education;
- Certificates and other relevant documents proving professional work experience clearly indicating starting and finishing dates and the nature of the duties carried out.

Candidates must also provide a photocopy of each of these documents.

The candidate’s application will be checked against the original documents and certificates in order to confirm the accuracy and eligibility of the information included in their application. Following this, the original documents will be returned to the candidate whereas the photocopies will be retained by the Agency.

Paper copies of web pages and/or references to websites do not constitute supporting documents for these purposes.

Please note that the Agency Human Resources department may request at any moment to the candidate evidence of all information included in the motivation letter and the CV.

**INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE**

The approximate timetable for the selection procedure is as follows:

<u>Step</u>	<u>When</u>
CV sifting	Week 21-23/2015
Oral test	Week 25-27/2015
Results sent to candidates	Week 27-28/2015

## APPOINTMENT AND CONDITIONS OF EMPLOYMENT

Candidates on the reserve list may be recruited upon decision of the Executive Agency's Appointing Authority. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

Prior to recruitment, a candidate may be invited for an additional interview.

The following documents are compulsory at the stage of recruitment:

- To meet the character requirements for the duties involved: an original recent certificate of good conduct issued for a public administration by the police of the candidate's place of residence or by the competent administration of the candidate's country (Not older than 6 months);
- To be physically fit to perform the duties linked to the post: the results of a medical examination by one of the European Commission's medical officers<sup>9</sup>. They shall also be aware of the fact that the candidate to whom a job offer is made should therefore refrain from resigning from their current employment until they obtain a favourable opinion resulting from this medical examination.

Jobholders will be recruited as members of the contract staff, in function group IV, pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities for an initial period of two years including a probationary period of nine months. The employment contract may be renewed for a further limited period. Under certain conditions<sup>10</sup> the contract may be renewed for a second time and becomes then a contract for an indefinite period, subject to limitations of the Agency's lifetime.

Candidates who are offered a contract of employment will be graded on entry into service in step 1 of grade 13, 14 or 16 according to 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 Website of the European Personnel Selection Office (EPSO) at: <http://europa.eu/epso/>.

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

## 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.

---

<sup>9</sup> See footnote 2

<sup>10</sup> Before obtaining an employment contract for indefinite duration, contract agents in function group IV shall be required to demonstrate the ability to work in a third official EU language.

## APPEAL PROCEDURE

A candidate who feels that an error has occurred regarding the assessment of his/her application may ask to have his/her application reviewed 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: [CHAFEA-HR@ec.europa.eu](mailto:CHAFEA-HR@ec.europa.eu), referring to the Call reference in the subject.

The Selection Committee will review the candidate's application and assessment and notify the candidate of its decision within 45 calendar days of receipt of the request for review.

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<sup>11</sup>, at the following address:

Consumers, Health, Agriculture and Food Executive Agency

CHAFEA/CA/IV/2015/002  
Drosbach Building  
Office DRB A3/041  
12, Rue Guillaume Kroll  
L-1882 Luxembourg  
Grand-Duchy of Luxembourg

The complaint must be lodged within 3 months from the date the candidate is notified of the decision allegedly affecting him/her adversely. 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  
Grand-Duchy of 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 on how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: <http://curia.europa.eu/>.

---

<sup>11</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF>



## 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 Chafea. 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/chafea/about/about.html>.

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