



CALL FOR EXPRESSION OF INTEREST
(Ref.: CHAFEA/TA/AD/2018/031)

The Consumers, Health, Agriculture and Food Executive Agency is organising a call for expression of interest with a view of establishing a reserve list for Temporary Agents in grade AD 5 for the position of:

TEAM LEADER – EVENTS and CAMPAIGNS – PROMOTION OF AGRICULTURE PRODUCTS

The purpose of this call is to draw up a reserve list of a maximum of four laureates. 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 Union¹.

The registration period will begin on **Friday 21 September 2018** and terminate on **Monday 15 October 2018 23:00** (Luxembourg time)

THE CONSUMERS, HEALTH, AGRICULTURE AND FOOD EXECUTIVE AGENCY

The Consumers, Health, Agriculture and Food Executive Agency (hereinafter referred to as "Chafea" or as "the Agency") is a dynamic and multicultural body set up by the European Commission, which implements 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 involved in the process of carrying out 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.

Located in Luxembourg, Chafea has been operational since 2006; its current lifetime runs until 2024, with a possible extension in time and tasks.

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF>. (Title II, page 149)

The Agency is composed of four units, works very closely with the services of the European Commission and it is supervised by a Steering Committee composed by representatives of the parent DGs: DG SANTE, DG JUST, DG GROW and DG AGRI).

The vacant post is in Chafea Promotion of Agricultural Products Unit that is responsible for the implementation of the EU policy for promotion of agricultural products in collaboration with DG AGRI, its parent DG.

The working language of the Agency is English.

Additional information is available on the following website:

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

JOB DESCRIPTION

Overall purpose:

The jobholder will supervise a team of project officers in the procurement team and assist the Head of Unit in ensuring an effective planning and management of the activities of the procurement team, and in particular in managing events and campaigns for Promotion of Agricultural Products organised by the Agency, from the launch of procurement procedures to evaluation of results of individual projects.

Duties:

GENERAL PROGRAMME MANAGEMENT - Planning and management of procurement procedures

- Plan and organise the work related to launch of procurement procedures in line with the Annual Work Programme, the Financial Regulation and other relevant legal acts.
- Coordinate with the parent DG the budgetary planning for procurement projects and ensure its follow up.
- Coordinate with the parent DG the receipt of briefings for individual projects.
- Plan and co-ordinate the drafting of tender documentation, validate the documents prepared by the project officers, and coordinate with the legal and financial teams.
- Plan and organise the evaluation process.
- Follow up signature of contracts handled by the unit's project officers, as well as processing of contract amendments and payments.
- Co-ordinate the implementation of service contracts in collaboration with the project officers and financial officers.
- Ensure overall monitoring of the transmission of deliverables by the contractors.

HORIZONTAL COORDINATION – Coordination

- Assist the Head of Unit in coordinating the team of project officers, in monitoring their individual workload, in allocating tasks and back-up roles in order to ensure a balanced distribution of workload.

- Assist the Head of Unit in identifying individual and group training needs and in assessing individual and team performance.
- Assist the Head of Unit in the recruitment of team members in coordination with the Agency's HR Cell.
- Coordinate with the Agency's Financial Cell, the IT Cell and the Communication Cell for issues relevant to the unit.
- Participate in internal and external meetings and missions as needed.

EVALUATION and QUALITY MANAGEMENT – Reporting

- With respect to the activities of the procurement team, monitor the indicators defined in the annual work programme of the Agency for the Promotion of Agricultural Products Unit as well as project level indicators.
- Contribute to the regular activity reports of the Agency with information on the completion of activities performed by the procurement team.
- Plan, report and communicate on the activities of the procurement team to the parent DG.

SPECIFIC PROJECT/PROCESS MANAGEMENT - Organisation of business delegation visits to third countries, of EU pavilions at trade fairs and of information events

- Design event's programme, target groups and messages
- Recruit event participants (EU producers from various member states and product sectors)
- Steer the work of contractors to design and implement campaign activities
- Coordinate with the parent DG and stakeholders (EU delegations, MS' and business representatives in third countries) and integrate their input
- Participate to high-level missions and visits within an outside EU MS; manage specific contracts
- Evaluate results and prepare reports with recommendations for improvement

SPECIFIC PROJECT/PROCESS MANAGEMENT - Design and implementation of information and promotion campaigns on EU agricultural products

- Define campaign strategy, target groups and messages
- Steer the work of contractors to design and implement campaign activities
- Coordinate with the parent DG and stakeholders (EU delegations, MS' and business representatives in third countries) and integrate their input
- Manage specific contracts
- Evaluate campaign results and prepare reports with recommendations for improvement

QUALIFICATIONS AND EXPERIENCE REQUIRED

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 one of the Member States 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 post²;
6. Knowledge of languages:

Language 1:

Main language: To have a thorough³ knowledge of one of the languages of the EU;

Language 2:

A satisfactory⁴ knowledge of another EU language to the extent necessary for the performance of the duties).

7. To have a level of education which corresponds to a completed university degree attested by a diploma⁵ when the normal period of university education is four (4) years or more;

or

a level of education which corresponds to a completed university degree attested by a diploma⁵ and at least on year's professional experience when the normal period of university education is at least three (3) years.

8. At the closing date for applications candidates must have a total of professional experience⁶ of at least five (5) years since obtaining the qualifications required under point 7.

² 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 Union.

³ CEFR level C2(<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

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

⁵ Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

⁶ Only professional experience acquired after achieving the minimum qualifications referred to under point 7 will be considered. It is therefore essential to provide information on the qualification giving access to the profile, in particular the date of award, even if the candidates have subsequently obtained higher level qualifications. Only duly documented professional activity (i.e. remunerated employment or self-employment) will be taken into account.

- Compulsory military service or equivalent civilian service shall be taken into consideration. Professional activity pursued part-time will be calculated pro rata, on the basis of full-time hours worked.
- Periods of education or training and unremunerated traineeships will not be considered as professional experience. In the case of post-graduate studies, duly documented periods of employment or self-employment will be taken into account, but not periods during which the applicant was in receipt of a study grant, as they will be considered as education rather than professional experience.
- Statutory maternity leave is considered as professional activity, but unpaid leave is not counted. Any given period is counted only once, (e.g. if a candidate had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

SELECTION CRITERIA

Essential criteria

Candidates who meet the above mentioned requirements will be assessed in order to be selected to participate in written tests and an oral test on the basis of following essential criteria:

1. To have at least 3 years professional experience in project management in the field of marketing and/or communication at the level of project leader;
2. Proven experience in leading a team (minimum 1 year);
3. Proven experience with public procurement;
4. Excellent ability to plan, coordinate, work under pressure and manage responsibilities, prioritize, and manage expectations;
5. Excellent interpersonal, communication and problem solving skills;
6. Service oriented approach;
7. Very good knowledge of written and spoken English;

English is the vehicle language for the performance of the duties of the Team Leader in dealing with a portfolio of actions involving contractors from different countries. All formal and informal communication, such as writing notes, answering information requests, making presentations and attending events, are performed in English. Therefore, successful candidates are required to have a minimum CEFR level C1 in English.

Advantageous criteria

1. Prior experience in managing a team of project managers in the field of marketing and/or communication;
2. University degree in the field of marketing or communication;
3. Knowledge of EU financial and budgetary procedures;
4. Satisfactory knowledge of another EU official language.

SELECTION PROCEDURE

The jobholder will be appointed on the basis of a reserve list established by the Selection Committee⁷. It will be established following an open selection procedure consisting of the following steps:

The relevance of the eligible candidates' applications will be assessed on the basis of their CV, talent screener and motivation letter.

⁷ 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.

For the next phase of the selection, the Selection Committee will evaluate the eligible applications based on the essential and advantageous selection criteria listed above. The Selection Committee will use the information present within the CV, the talent screener and the motivation letter to assess the selection criteria. Each essential selection criterion will be scored between 0 and 4, the advantageous criteria will be scored between 0 and 2. The candidates (up to 12) receiving the highest total scores will be invited for the written and oral (interview) tests. These tests will be organised by the Selection Committee and will take place in Luxembourg, whenever possible, on the same day.

A-Written test:

Nature and marking:

(a) A test comprising a series of multiple-choice questions to assess:

- the candidate's general knowledge about the Agency and related policies;
- the candidate's specific knowledge in the field of the post.

Test (a) will be marked out of 10 points.

(b) A series of open questions designed to test:

- the candidate's knowledge in the field of the profile;
- the candidate's ability to understand, analyse and summarise;
- the candidate's drafting ability.

Test (b) will be marked out of 30 points.

The written tests will be marked out of a total of 40, pass mark 24.

The written tests will be taken in English and will last approx. 60 minutes.

B-Oral test:

Nature and marking:

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 related policies (10 points)
- capacity 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.

The oral test will be conducted in English and will last approx. 30 minutes.

The four candidates with the highest aggregated marks in the written and 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 Executive Agency's Appointing Authority decides so.

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

Candidates are reminded that the Selection Committee 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 written and oral tests shall be required to provide following documents in original format (or certified true copies). Candidates must also bring a photocopy of each of these documents:

- 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

The candidate's application will be checked against the original documents and certificates in order to confirm the accuracy and eligibility of the application. After that, 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 HR may request at any moment to the candidate evidence of all information declared in the motivation letter, the CV and the applicant's talent screener.

Chafea has the right to disqualify applicants who fails to submit all the required documents.

INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

The approximate timetable for the selection procedure is as follows:

Step	When
CV sifting	Week 42 - 43/2018
Written tests and interviews	Week 46 - 47 /2018
Results sent to candidates	Week 48 - 49/2018

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The successful candidate will be recruited as a temporary agent at grade AD 5, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union. According to the length of their professional experience of selected candidate, the recruitment will take place either in Step 1 or Step 2 with the basic salary (1/07/2017) of

- Step 1: €4.707,34
- Step 2: €4.905,14

The European institutions have their own social security and pension scheme. In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants⁸.

The initial duration of the employment contract is two years and may be renewed for a further period of one (1) year. If renewed for a second time, the contract becomes a contract for an indefinite period, subject to any limitations on the Executive Agency's life time.

The jobholder will serve a probationary period of nine months.

For reasons related to the Agency's operational requirements, the laureate shall be required to be available at short notice.

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

If the staff member is an Official of the European Union, s/he may request leave on personal grounds or ask to be seconded under Article 37(b) and 39 of the Staff Regulations, while other staff members have to resign.

Further information is available on following link:

http://europa.eu/about-eu/working-eu-institutions/index_en.htm

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

⁸ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20180101&from=FR>

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.

Time-limits for storing the data

For recruited candidates, personal data are kept for 10 years after termination of employment. For non-recruited candidates, personal data are kept for 2 years after expiry of the list.

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 the Chafea (CHAFEA-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.

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.

REQUEST FOR REVIEW AND 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 the information necessary to identify the nature of the alleged error and the reasons why s/he believes that a review is necessary to the Chairman of the Selection Committee at the following address:

CHAFEA-TA-AD-2018-031@ec.europa.eu, referring to the call reference in the subject.

If at any stage of the competition, the candidate considers that his/her interests have been prejudiced by a particular decision, s/he can take the following actions:

Candidates can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of employment of other servants of the European Union, at the following address:

Consumers, Health, Agriculture and Food Executive Agency
Ref.: CHAFEA/TA/AD/2018/031
DRB A3/041
LU-2920 Luxembourg

If the complaint is rejected explicitly or tacitly (after expiration of a period of 4 months from the date on which the complaint under Article 90(2) was lodged), the candidate may submit a judicial appeal to the European Union Civil Service Tribunal 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 Union to the:

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

Candidates shall indicate the number of the selection procedure concerned. The maximum period for engaging the two procedures mentioned above (complaint under Article 90 (2) and appeal under Article 270) is three months from the date of notification of the act adversely affecting the candidate (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>).

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 judicial 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>

Before the candidate submits a complaint to the Ombudsman, s/he must first make the appropriate administrative approaches to the institutions and bodies concerned (see review and appeal procedure above).

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.

APPLICATION PROCEDURE

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

The following link must be used for the **online application**:

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

The candidates need to complete their registration online, including

- A detailed **Curriculum Vitae (CV)** in the European CV format⁹. The CV must imperatively refer to the job requirements as listed in the present vacancy notice and reflect how, in the candidate's view, s/he holds the skills and competences mentioned therein.
- A **letter of motivation** letter (1page maximum) explaining why the candidate is interested in the post and what her/his added value would be if selected, in relation to the job requirements listed in the present vacancy notice.
- **Talent screener**: To allow the Selection Committee to carry out an objective assessment of the comparative merits of all candidates in a structured way, all candidates must answer the set of questions in the talent screener. The selection based on qualifications will be carried out using the information present in the talent screener and in the curriculum

⁹ English CV template and guidelines available at the following link:
<http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

vitae. The template for this mandatory talent screener can be downloaded from the above web site address.

On completion of this online registration, the applicants will receive a registration number¹⁰ confirming that the online application process is closed. If the applicant does not receive a number, his/her application was not submitted.

There is no obligation to submit applications in English; however documents sent in English will facilitate the work of the Selection Committee.

Deadline for applications: **Monday 15 October 2018 23:00 (Luxembourg time). (Please check the time zones)**

Candidates should take into account that it is their responsibility to complete the online registration described above 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.

Candidates prevented from registering online, should request (by e-mail to CHAFEA-TA-AD-2018-031@ec.europa.eu referring in the subject to the Call reference) a paper version of the application form and the self-assessment grid. These forms should be completed, signed and returned by registered mail before the closing date for applying (postmark date as evidence) to the following address:

European Commission
Chafea-HR
Reference: CHAFEA/TA/AD/2018/031
DRB A3/033
LU-2920 LUXEMBOURG

These candidates will also receive an acknowledgement of receipt including a registration number.

The above mentioned e-mail address should be used for any further communication.

Candidates will be disqualified if:

- Their application was not received by the deadline.
- Their submitted application is incomplete (a complete application should contain a CV, a motivation letter and a talent screener).
- All the eligibility criteria are not met.
- At any stage of the procedure, it is established that any of the information provided in the application has been falsified.
- Cheat during the test
- Attempt to contact a member of the Selection Committees in an unauthorized manner;
- Fail to inform Chafea of a possible conflict of interest with a Selection Committees member;
- Sign or write a distinctive mark on anonymously marked written tests.

¹⁰ The confirmation number needs to be kept by the candidates as it will serve as the application's reference number.

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

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.