



EUROPEAN COMMISSION  
Executive Agency for Small and Medium-sized Enterprises (EASME)

## **Executive Agency for Small and Medium-sized Enterprises (EASME)**

### **CALL FOR EXPRESSION OF INTEREST**

**Administrative Assistant (evaluation and project support), FG III**

(REF.: EASME/III/2014/003)

Applications are invited to create a **reserve list** of maximum 30 candidates for the post of Administrative Assistant (evaluation and project support) at the Executive Agency for Small and Medium-sized Enterprises.

**The registration period for  
candidates will end on 11/02/2014  
at 12:00 Brussels time.**

## **ABOUT US**

The Executive Agency for Small and Medium-sized Enterprises has been established by Commission Decisions No. 2013/771/EU of 17 December 2013 repealing Decisions 2004/20/EC and 2007/372/EC. Our role is to manage programmes on behalf of the European Commission.

Located in Brussels, the EASME is operational since 2005 (under different mandates) and its official lifetime runs currently until 2024 at least (with a possible extension of the Agency's mandate and/or programmes in the future).

We are international experts and specialists in business support, innovation, energy, the environment, communication and finance. Our Agency is structured in three Departments and 8 units. Our colleagues are both European Commission officials and professionals coming from the private sector.

The Agency reports to seven Directorates-General of the European Commission – Enterprise and Industry (ENTR), Research and Innovation (RTD), Energy (ENER), , Environment (ENV), Climate Action (CLIMA), Communication Networks, Content and Technologies (CONNECT), Maritime Affairs and Fisheries (MARE) – which remain responsible for programming and evaluation.

*More information on the EASME: <http://ec.europa.eu/easme>*

## PROGRAMMES MANAGED BY THE EASME

The Executive Agency for Small and Medium-sized Enterprises (EASME) has been set-up by the European Commission to manage on its behalf:

- Most of [COSME](#), the EU programme for the Competitiveness of Enterprises and Small and Medium-sized Enterprises (SMEs), including Enterprise Europe Network ([EEN](#)) and the [European IPR Helpdesk](#).
- Part of Horizon 2020, the EU Framework Programme for Research and Innovation, and in particular:
  - o The Energy Efficiency calls for proposals under the challenge ‘[Secure, Clean and Efficient Energy](#)’
  - o The calls for proposals in the fields of waste, water innovation and sustainable supply of raw material under the challenge ‘[Climate action, Environment, Resource Efficiency and Raw Materials](#)’
  - o Some areas of the ‘Industrial leadership’ challenge:
    - part of the [Leadership in Enabling and Industrial Technologies](#)
    - [Innovation in SMEs](#) and
    - The Sustainable Industry Low Carbon Scheme (SILC II)
  - o [The SME instrument](#)
- The EU programme for the Environment and Climate action ([LIFE](#))
- The European Maritime and Fisheries Fund ([EMFF](#))
- The legacy of the [Intelligent Energy – Europe](#) programme
- The legacy of the [Eco-innovation](#) initiative

The EASME also organises [EUSEW](#), the EU Sustainable Energy Week.

## JOB DESCRIPTION

### Overall purpose

For the implementation of the “SME instrument”, the Unit A.2 is seeking to support the sectors “Evaluation” and “Project management” by recruiting administrative assistants (evaluation and project support). In close collaboration with the respective Team Leader, the jobholder will be responsible for:

- a) the organization and implementation of the evaluations of applications
- b) the reception of applications selected for funding, the contracting procedures and activities linked to project management, like contract and payment preparations, reporting and support to audits and checks.

## Functions and Duties

### Programme management

- implements the, mostly remote, evaluations;
- selects expert-evaluators, assigns applications to evaluators, monitors the evaluation process, guarantees the quality of the process, informs the team leader about problems encountered during the process and/or with evaluators;
- provides input to required evaluation reports;
- provides feedback on the use and the quality of the expert/evaluators pool available
- collaborates with other services dealing with aspects related to evaluation and selection, in particular the relevant REA services;
- provides feedback on the use and functioning of the relevant IT tools and databases in support of evaluation and selection of proposals;
- provides input in order to establish award and rejection decisions in a timely manner and in high quality;
- manages projects selected for funding from the selection procedure, contracting up to payment preparations, reporting and support to audits and checks.
- works on the basis of agreed Performance Indicators for the team.

### Internal and external communication and dissemination of information

- ensures proper and timely information flow throughout the unit;
- provides training to new colleagues of the team;
- contributes to training activities of the unit, and where appropriate to other services of the agency.

### Reporting activity

- Ensures timely and comprehensive reporting related to the evaluations.

## 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 included in the European Personnel Selection Office (EPSO) database for contract agents in function group III and have successfully passed the EPSO selection and competence tests for that function group<sup>1</sup>;

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<sup>1</sup> Candidates included in the EPSO database for contract agents, in function group III, following the CAST 2010 can only be considered eligible in case they have successfully passed the competence test that was organised by EPSO in the summer of 2011. Candidates included in the European Personnel Selection Office (EPSO) database for contract agents CAST RELEX in function group III can be considered eligible for this post.

2. A post-secondary education (with an official duration of at least three academic years) attested by a diploma or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years (*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*);
3. To produce evidence of thorough knowledge of one of the languages of the European Union and of a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties;
4. To be a national of a member state of the European Union;
5. To be entitled to his or her full rights as a citizen;
6. To have fulfilled any obligations imposed by the applicable laws concerning military service;
7. To meet the character requirements for the duties involved;
8. To be physically fit to perform the duties linked to the post<sup>2</sup>.

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<sup>2</sup> Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that the Executive Agency for Small and Medium-sized Enterprises may be satisfied that he fulfils the requirement of article 28(e) of the Staff Regulation of the Officials of the European Communities.

## **B. Selection criteria**

### Essential

1. After obtaining the qualifications mentioned in point A(2) here above, candidates must have acquired at least 3 years of relevant professional experience<sup>3</sup>;
2. Very good oral and written command of the English language;

### Advantageous

1. University studies in a field related the profile of the post;
2. Relevant additional certification, studies and/or training;
3. Good knowledge of the organisation, structure, working procedures and policies of Commission services/Agencies and/or other EU institutions.
4. Good oral and written command of French or German;
5. Ability to work independently, as well as in a team;
6. Flexibility and ability to work under pressure and manage his/her responsibilities within tight deadlines;
7. Good analytical, problem solving & learning and development skills;
8. A good knowledge of the European Union policies and/or programmes relevant to the post;

## **SELECTION PROCEDURE**

### *Admission to the selection procedure*

After the deadline for online registration, the Agency will check the submitted applications against the **eligibility criteria** ("*Qualifications and experience required*" - section A)

### *Initial assessment of the applications*

The Selection Committee will analyse the motivation letters and CVs of eligible applicants with reference to the **selection criteria** ("*Qualifications and experience required*" - section B, under points "**essential**" and "**advantageous**") and will do an overall assessment of the quality & suitability of the application based on the requirements of the post.

### *Invitation to interview*

Upon completion of the assessment, the Selection Committee will establish a shortlist of candidates matching best the needs of the Agency for the functions and duties mentioned in this Call.

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<sup>3</sup> Professional experience is counted only from the time you obtained the diploma and qualifications required for being eligible (see point A.2 here above). At a later stage, you will be asked to provide supporting documents confirming the length and the level of your professional experience.

Shortlisted candidates will be invited for an interview (duration: **40 minutes**, main language of the interview: English).

### **Reserve list**

On the basis of the interview results, the selection committee will establish a list of suitable candidates. A second round of interviews may be organized before the offer of an employment.

A maximum of 30 candidates with the highest marks at the interview will be placed on the reserve list. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

The reserve list will be valid for 12 months from the date of its establishment and may be used for other positions in the same function group with similar tasks and responsibilities to those of the present selection procedure. The validity of the reserve list could be extended by the decision of the Director.

## **APPLICATION PROCEDURE**

To apply for this position, candidates should submit an up-to-date detailed curriculum vitae and a motivation letter, via the [EU CV online database](#) (candidates must first create an account or sign in to their active account).

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

It is the sole responsibility of each applicant to complete ALL relevant fields of his/her online application and to send it before the deadline for submission. 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.

Should you have any technical question concerning [EU CV online](#), you may send an e-mail to [DIGIT-CVONLINE-TECH-SUPPORT@ec.europa.eu](mailto:DIGIT-CVONLINE-TECH-SUPPORT@ec.europa.eu).

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

Under no circumstances should candidates approach the Selection Committee themselves, either directly or indirectly concerning this recruitment. The Agency's Director reserves the right to disqualify any candidate who disregards these instructions.

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.

## **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**

On the basis of the reserve list the Director will make the offer of employment. A contract offer, linked to the determined life of the Agency, will be made as a contract staff member, in function group III, pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities, for a duration of two years, with the possibility of renewal (a second renewal of the contract will lead to a contract of indefinite duration).

The precise classification in grade is done in accordance with the EASME Implementing Rules on conditions of employment of contract staff (C/2012/4762) and will depend on the number of years of professional experience acquired after the degree giving access to the post. In particular, the EASME grading rules for the engagement of contract staff in function group III are currently as follows:

Grade 8: if the person has acquired less than 7 years of professional experience;

Grade 9: if the person has acquired between 7 and 15 years of professional experience;

Grade 10: if the person has acquired 15 years of professional experience or more.

For further information on working conditions of contract staff see the web site of the European Personnel Selection Office (EPSO).

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

## **APPEAL PROCEDURE**

A candidate who feels that a mistake has been made regarding his/her application may ask to have it reconsidered by sending, within 20 calendar days of the date on the e-mail notifying the rejection of his/her application, a request for review, quoting the reference number of the selection procedure concerned to the Chairman of the Selection Board at the following address: [EACI-Recruitment@ec.europa.eu](mailto:EACI-Recruitment@ec.europa.eu). The selection board will review the appeal and notify the candidate of its decision within 45 calendar days of receipt of the request for review.

## **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 EASME. 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.

[Privacy statement](#)