



Executive Agency for Small and Medium-sized Enterprises (EASME/EISMEA)

CALL FOR EXPRESSION OF INTEREST

In the frame of the Commission Decision¹ 2021/173 to set up the executive agencies implementing Union programmes in the 2021-2027 multiannual financial framework ('MFF') and with a view to filling posts in its future organigramme, the Executive Agency for Small and Medium-sized Enterprises (EASME), which will become the European Innovation Council and Small and medium-sized enterprises Executive Agency (EISMEA) as of 1 April 2021, is launching a Call for Expression of Interest for the establishment of a Reserve List for the position of:

Assistant to the Director (REF.: EASME/AD/2021/004)

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| Type of contract | Temporary Agent ² |
| Function group and grade | AD7 |
| Duration of contract | 2 years (with the possibility of extension) ³ |
| Estimated number of candidates to be placed on the Reserve List | 6 |
| Unit | EASME/EISMEA, Director's Office |
| Place of employment | Brussels, Belgium |
| Deadline for application | 12/04/2021, noon Brussels time |

¹ Commission Implementing Decision (EU) 2021/173 of 12 February 2021.

² According to Article 2(f) of the Conditions of Employment of Other Servants of the European Union (CEOS).

³ According to Article 8 of the CEOS, Temporary Agents may be engaged under their first contract for a fixed period. The contract may be renewed not more than once for a fixed period. Any further renewal shall be for an indefinite period.

1. ABOUT US

EASME was established by Commission Decision No. 2013/771/EU of 17 December 2013, repealing Decisions 2004/20/EC and 2007/372/EC. The successor of EASME is the European Innovation Council and SMEs Executive Agency (EISMEA) having a mandate in the 2021-2027 MFF, established by Commission Decision (EU) 2021/173 of 12 February 2021.

In compliance with Commission Decision C(2021) 949 final of 12 February 2021, EISMEA should ensure a clear focus on innovation and the single market. It should create strong synergies to support the recovery of the European economy, by grouping in one agency all the activities of the European Innovation Council (EIC) and the programmes related to small and medium-sized enterprises. The EIC, the EU Innovation Ecosystems programme (EIE) and Interregional Innovation Investments (I3) programme will ensure visibility for innovation, key to supporting the modernisation and sustainability of the EU economy.

EISMEA should provide high quality support to beneficiaries, turning EU policy into action; ensure that actions funded by these programmes deliver results; and provide the Commission with valuable input for its policy tasks.

EISMEA is committed to the public service principles for European Union civil servants: commitment to the European Union and its citizens, integrity, objectivity respect for others and transparency. EISMEA will operate according to the following principles : clear Union-added value, autonomy, ability to take risks, efficiency, effectiveness, transparency and accountability.

EISMEA reports to five parent Directorates-General of the European Commission: the Directorate-General for Research and Innovation (R&I) (lead parent-DG), the Directorate-General for Communications Networks, Content and Technology (CNECT), the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (GROW), the Directorate-General for Justice and Consumers (JUST), the Directorate-General for Regional and Urban Policy are the parent Directorates-General of the Agency (REGIO).

2. PROGRAMMES MANAGED BY EISMEA

In compliance with Commission Decision C(2021) 949 final of 12 February 2021, EISMEA is:

- Entrusted with the implementation of the following (parts of) Union programmes:
 - Horizon Europe, pillar III: the European Innovation Council (EIC) and European Innovation Ecosystems (EIE), representing around 85% of the delegated budget;
 - Structural Funds: Interregional Innovation Investments , representing around 5% of the delegated budget;
 - Single Market Programme (SMP): COSME; Internal market; support to standardisation; and Consumers, representing around 10% of the delegated budget.
- Contributing to the Commission representation for a number of tasks and activities;

- Entrusted with the implementation of the following (parts of) Union programmes in terms of legacy:
 - Horizon 2020: Part I: Future and emerging technologies FET-Open and FET-Pro-Active (including when labelled as EIC pilot), which under the 2014-2020 MFF was implemented by the Research Executive Agency (REA) and by the Commission;
 - Horizon 2020: Part II: Access to Risk Finance (including EIC inducement Prizes) and Innovation in SME's, which under the 2014-2020 MFF was implemented by the Executive Agency for Small and Medium-sized Enterprises and by the Commission;
 - Horizon 2020: Part II and III: Fast Track to Innovation (FTI), which under the 2014-2020 MFF was implemented by the Executive Agency for Small and Medium-sized Enterprises and by the Commission;
 - Horizon 2020: Part II and III: SME instrument, which under the 2014-2020 MFF was implemented by the Executive Agency for Small and Medium-sized Enterprises and by the Commission;
 - other EIC related prizes, such as iCapital (H2020 SC 6 WP) and Women Innovators' Prize (H2020 SWAFs WP), which under the 2014-2020 MFF were implemented by the Commission;
 - any other activities covered since 2018 under the EIC pilot part of Horizon 2020 WP on Innovative SMEs, which under the 2014-2020 MFF were implemented by the Research Executive Agency and the Executive Agency for Small and Medium-sized Enterprises and by the Commission;
 - COSME and the Competitiveness and Innovation Framework Programme (CIP), which under the 2014-2020 MFF was implemented by the Executive Agency for Small and Medium-sized Enterprises;
 - Internal Market and support to Standardisation activities, which under the 2014-2020 MFF were implemented by the Commission;
 - Consumer Programme, which under the 2014-2020 MFF was implemented by the Consumers, Health, Agriculture and Food Executive Agency.

3. JOB DESCRIPTION

In this context, the successful candidate will assist the Director of the Agency in the performance of his/her duties. Under the direct supervision of the Director, the jobholder will be part of the Director's Office and will be responsible for having an overview of the Director's activities and assisting him/her in the design, coordination and execution of his/her tasks for the accomplishment of his/her mission.

The overall purpose of the job is to support the Director by means of coordinating the work of the departments, units and teams of the Agency, ensuring that objectives are achieved smoothly and that the expected outputs are delivered on time and up to high standards. The jobholder will provide timely and relevant advice to the Director in order to ensure and sustain effective and strong relationships with key services notably the Commission, other executive agencies and Union bodies and within EISMEA departments; and ensure the development and implementation of robust processes for EISMEA.

The job holder will also be responsible for organising high level Commission representatives' visits to the Agency and coordinating initiatives in view of the new mandate of the Agency.

To achieve his/her tasks will have a strong knowledge of R&I programmes and their concrete translation in terms of implementations. Good knowledge of SMP and/or Structural Funds Programme are an asset. In particular the jobholder will have the following tasks:

POLICY ANALYSIS & MONITORING

- Monitor and analyse policy developments within the Commission and with other key stakeholders of the delegated programmes to the Agency, mainly the EIC ecosystem (i.e. Members States, Regions, Funding agencies, Innovation Intermediaries, Investment Funds, etc.);
- Facilitate synergies among these stakeholders through awareness and outreach activities;
- Provide advice and analysis on emerging activities and strategies at the Agency, in relation with the delegated programmes to the Agency and their translation in concrete implementation;
- Contribute to the drafting of documents, policy briefings, reports and presentations on various issues of strategic importance for the Agency;

HORIZONTAL COORDINATION

- Act as a focal contact point with other executive agencies, parent DGs and other Commission services on any matter falling under the mandate of the Director;
- Liaise with public and private stakeholders, representing the Director at external events where appropriate, and in different inter-service groups and internal/external networks when needed;
- Coordinate the preparations, organisation and follow-up of visits of VIPs (e.g.: Commissioners, Directors-General of the Commission, MEPs) to the Agency;

OPERATIONAL AND ADMINISTRATIVE SUPPORT TO THE DIRECTOR

- Coordinate in close cooperation with all the Departments (and units) initiatives to prepare and implement the decisions of the Director;
- Review files for the attention of the Director.

4. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria⁴

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. Have a level of education which corresponds to completed university studies of at least four years 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).

2. Have 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;
3. Be a national of a Member State of the European Union;
4. Be entitled to his/her full rights as a citizen;
5. Have fulfilled any obligations imposed by the applicable laws concerning military service;
6. Meet the character requirements for the duties involved;
7. Be physically fit to perform the duties linked to the post⁵.

B. Selection criteria

Essential

- At the deadline for applications, candidates will, after obtaining the qualifications mentioned in point A(1) above, have acquired at least 84 months (i.e. 7 years) of professional experience in relation with EU programmes dedicated to Research and Innovation. From this experience at least 24 months (i.e. 2 years) should be in support to corporate senior management or equivalent. *Candidates need to specify how long and where the aforementioned professional experience was acquired during their career;*
- Very good oral and written command of English⁶. Spoken and written skills equivalent

⁴ Article 12 of the CEOS and Articles 13 of EASME Steering Committee Decision of 23 March 2015 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS.

⁵ 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 (s)he fulfils the requirement of Article 13 of the CEOS.

⁶ The language options for this selection procedure have been defined in line with the interests of the service, which require newly recruited Temporary Agents to be immediately operational and capable of communicating effectively in their daily work. Accordingly, given that new recruits need to be able to assume their duties immediately without receiving additional language training, the new Temporary Agents must be able to communicate with the already operating staff in EASME and services in the Commission in at least one of the limited number of vehicular languages most commonly used within the services where they will be recruited, otherwise this selection procedure would lose its purpose and, ultimately potentially severely impair the efficient functioning of the institutions. It has long been standard practice to use mainly these languages for internal communication purposes in the EU institutions and these are also the languages most often used when communicating inside the institutions and with the outside world. Consequently, considering the nature of the duties performed by Temporary Agents, in light of the principle of proportionality, in balancing the interests and needs of the service and the abilities of candidates, and given the particular fields covered by this selection procedure, it is legitimate to make this choice of languages so as to ensure that all candidates are able to work in them, whatever their first official language. Indeed, since the execution of professional duties is

to level C1 or higher level⁷ for working purposes.

Advantageous

- Demonstrated good knowledge to SMP and/or to the Structural Funds;
- Experience in drafting briefings and reports;
- Experience in engaging with key stakeholders, from public and private sectors related to delegated programmes to the Agency;
- Knowledge of the organisation, structure and working procedures of Commission services and Executive Agencies;
- Excellent organisational skills;
- Excellent analytical, synthesis and writing skills;
- Strong interpersonal and negotiation skills in complex situations requiring discretion and diplomacy.

Candidates need to describe explicitly in their applications to what extent they meet the above-mentioned selection criteria (both essential and advantageous). In particular, they need to (i) explain in their applications how their professional experience and knowledge relates to the duties and functions described above and (ii) specify how long and where the professional experience and knowledge was acquired during their career.

5. SELECTION PROCEDURE

A. Admission to the selection procedure

First, the submitted applications will be checked against the eligibility criteria (section 4.A). Only eligible applications will be assessed further.

B. Assessment of eligible applications

The Selection Committee will analyse the motivation letters and CVs of eligible applicants with reference to:

- The selection criteria ("Professional qualifications and other requirements" – section 4.B, under points "essential" and "advantageous").

Applications which do not meet one or more of the essential selection criteria (see section 4.B) will not be evaluated further.

Upon completion of the assessment, the candidates who obtained the highest scores will be invited to the next stage.

C. Written test and interview

linked to the specific linguistic context of the institutions, professional vocabulary is required in at least one of the most common vehicular languages. Assessing specific competencies in this way allows the institutions to evaluate candidates' ability to be immediately operational in an environment that closely matches the reality they would face on the job.

⁷ Please refer to the Common European Framework of Reference for Languages.

This stage of the selection procedure will allow the applicants to prove their suitability for the post for which they are applying (as described in section 3 above). In particular:

(i) **The written test** will test:

- the candidate's capacity to coordinate several processes and projects simultaneously under tight deadlines;
- knowledge of EU areas relevant to the work of the executive agency and ability to understand business requirements with strong analytical and problem solving skills;
- the candidate's skills to analyse and summarise information and drafting ability in English;

(ii) **The interview** will assess the candidate's motivation, the technical knowledge and the skills and competencies:

- Knowledge of EU areas relevant to the work of the executive agency;
- Ability to work under pressure and manage his/her responsibilities;
- Communication skills, ability to communicate at all levels within and outside of the agency in a clear and assertive manner;
- Proven diplomatic, negotiation skills and discretion.

The outcome of the written test will count for 40% of the final score and the interview for 60%.

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| *Interview | Duration | Final Score (60% out of 100%) |
| Selection Committee | +/- 45 minutes | minimum threshold/pass mark 50% |

* Interviews will be conducted in English; knowledge of another EU language to the extent necessary for the performance of the duties may be tested.

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| **Written test | Duration | Final Score (40% out of 100%) |
| Using computer | +/- 60 minutes | minimum threshold/pass mark 50% |

**The written test will be conducted in English.

The written test will take place before the interviews, and both of them are approximately planned for week 17 (26-30 April 2021).

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

D. Reserve list

Following the written tests and the interviews results, the Selection Committee will recommend to the Appointing Authority the 6 candidates with the highest aggregated marks to be placed on the reserve list.

The reserve list will be valid until 31 December 2022 and may be used for other positions with similar duties in the same grade. The validity of the reserve list may be extended by decision of the Director.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment in the Agency. A second interview may be organized before the offer of employment.

6. SELECTION COMMITTEE

A Selection Committee will be appointed for this selection procedure and will be composed of at least three members, including a member designated by the Staff Committee of the Agency.

The names of the Selection Committee members will be communicated to candidates upon notification of the outcome of the assessment of eligible applications (see section 5. Selection Procedure, B - Assessment of eligible applications).

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

7. APPLICATION PROCEDURE

To apply for this position, candidates should submit their application, via the [EU CV online database](#) (candidates must first create an account or sign in to their active account).

After a correct submission of an application, candidates will receive an automated acknowledgement of receipt to the email account indicated in their application.

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

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.

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. Any information or documentation provided after the deadline will not be taken into account.

The candidate will be disqualified if:

- (s)he does not complete online registration by the deadline;
- at any stage in the procedure it is established that information a candidate provided is incorrect or false;
- (s)he failed to inform the HR service of the Agency of a possible conflict of interest

with a Selection Committee member;

- (s)he attempted to contact a member of the Selection Committee either directly or indirectly concerning this recruitment procedure;
- (s)he signed or wrote a distinctive mark on anonymously marked written or practical tests.

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

8. EQUAL OPPORTUNITIES

The European Union Institutions apply a policy of equal opportunities and assesses 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.

9. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

Any offer of employment shall be made by Director on the basis of the reserve list. A contract offer will be made as a temporary staff member 2(f), grade AD7 for a duration of 2 years, with the possibility of renewal (a second renewal of the contract will lead to a contract of indefinite duration).

The classification in step will be done in accordance with the Agency's general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement⁸ and will depend on the assessment of the qualification and professional experience of the selected candidate. At the request of EASME (future EISMEA), the selected candidates will have to evidence with supporting documents the information contained in their application.

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

For further information on working conditions of temporary staff, see the Agency's website ([Working for EASME](#)) or the website of the European Personnel Selection Office ([EPSO](#)).

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

10. REQUEST FOR REVIEW

If the candidate believes a mistake has been made at any stage of the selection, (s)he may request a review of the Agency's decision. This must be made within 10 calendar days of the date of the e-mail notifying the candidate of the outcome of the selection procedure. The request must quote the reference number of the selection procedure concerned and the

⁸ EASME Steering Committee Decision of 17 December 2013 adopting by analogy the Commission Decision C(2013)8970 of 16 December 2013 laying down general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement.

candidate must substantiate the reasons for requesting a review. It must be for the attention of the Chairperson of the Selection Committee and sent to the following address: EASME-HR-Recruitment@ec.europa.eu. The Selection Committee will review the request and notify the candidate of its decision within 15 calendar days of receipt of the request.

11. APPEAL PROCEDURE

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Communities ("Staff Regulations"), any candidate may submit to the Agency a complaint against an act adversely affecting him/her. Any such complaint should be sent for the attention of the Director of EASME to the following address: EASME-HR-APPEALS@ec.europa.eu. The complaint should quote the reference number of the selection procedure concerned and it must be lodged within 3 months from the date on which the candidate is notified of the act adversely affecting him/her.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the General Court at <http://curia.europa.eu/jcms/>.

The candidate can make a complaint to the European Ombudsman. Before submitting such complaint, the candidate must first make the appropriate administrative approaches to the institutions and bodies concerned (see above). Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.

Please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>) for further information on the arrangements for complaints to the Ombudsman.

12. DATA PROTECTION

The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at the Agency. The personal information requested by the Agency from candidates will be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. In this regard, please see the [Data Protection Notice](#).)