



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR HEALTH AND FOOD SAFETY

CALL FOR EXPRESSION OF INTEREST for establishing a reserve list for the positions of

Health Project Officers implementing the EU4Health Programme 2021-2027 in the Health and Digital Executive Agency

Reference : SANTE-SEL-FGIV

1. GENERAL INFORMATION

Who we are :

The Health and Digital Executive Agency (HaDEA) is being established in Brussels and will start work as soon as the Decision on the delegation of the programmes under the 2021-2027 MFF takes effect. Until the Agency is established and it has gained administrative autonomy, DG SANTE will act on its behalf.

DG SANTE is the lead parent DG together with DG CNECT, DEFIS, GROW and RTD. The Executive Agency based in Brussels will start with around 380 Staff and will grow to more than 500 FTE.

Working in HaDEA will put you at the heart of the European Commission's ambition to help rebuild a post-COVID-19 Europe, which will be greener, more digital, more resilient and better fit for the current and forthcoming challenges.

The HaDEA will contribute to above ambition by implementing the following programmes (with indicative budget):

- EU4Health programme: €4,7 billion
- Horizon Europe: Pillar II, Cluster 1: Health: €4,8 billion

- Single Market Programme: Food safety: health for humans, animals and plants along the food chain and better training for safer food: €1,3 billion;
- Digital Europe Programme: €0,8 billion;
- Connecting Europe Facility: Digital: €1,7 billion;
- Horizon Europe: Pillar II, cluster 4: Digital, Industry and Space: €5,5 billion

During the first three years additional budget amounting to €1,6 billion will also be available from the New Generation EU fund for actions part of the Digital and Health strands of the Horizon Europe programme.

The total budget managed by HaDEA will amount to over €20 billion over the 7 years period of the 2021-2027 MFF.

In addition, the Agency will take over the outstanding financial commitments and projects from the predecessor programmes (“legacy”).

What we are looking for

This call aims at establishing a reserve list, which may be used for any future vacancies in this area. The initial validity period will be 1 year but can be extended.

Position description

PROFILE

Project management

POSITION TITLE

Health Project Officer– EU4Health M/F

CONTRACT

Contractual Agent FG IV – 3a

Mission description

HaDEA is entrusted with the implementation of non-policy related actions to help achieving the general and specific objectives under the 2021-2027 EU4Health programme (https://ec.europa.eu/health/funding/eu4health_en).

Tasks

On the basis of the powers delegated by the Commission and within the framework of the relevant annual work programme adopted by the Commission, the Agency shall perform programme implementation tasks.

The EU4Health project officers in the HaDEA will in collaboration with the Agency’s Operational financial Unit:

- (a) manage some or all of the phases of programme implementation and stages in the lifetime of projects in the frame of the EU4Health Programme. It includes taking responsibility for monitoring the projects, making the necessary checks and recovery

procedures, and for performing budget implementation tasks covering revenue and expenditure within the meaning of the Financial Regulation. In particular they will:

- Prepare, launch and follow up the calls for proposals defined in the work programme;
 - prepare for the evaluation of the proposals, including the selection of the expert evaluators and observers;
 - receive proposals and perform admissibility and eligibility checks;
 - organise the evaluation of the proposals;
 - prepare the award/rejection decisions or part thereof for which the relevant legal bases do not require the control by Member States of the Commission's exercise of implementing powers in accordance with Regulation (EU) No 182/2011;
 - prepare grant agreements and grant decisions on the basis of the standard models drawn up by the Commission;
 - support the operations required to conclude grant award/rejection procedures where the relevant legal basis require the control by Member States of the Commission's exercise of implementing powers in accordance with Regulation (EU) No 182/2011;
 - ensure appropriate procedures in place for participants to make enquiries or complaints about their involvement in the programmes and that information on how to register concerns, questions or complaints is made available to all participants and published on-line;
 - monitor the implementation of the grant agreements and grant decisions by the beneficiaries, making the necessary checks, including acceptance of reports and other deliverables;
 - manage grant agreement amendments, payments and recovery procedures with the exception of enforceable decision on recovery;
 - ensure appropriate information (policy feedback) to the Commission on relevant projects' achievements and outcomes;
 - cooperate with the Commission in the performance of its ex-post audits and take any corrective actions following up the audit findings;
 - perform routine ex-post publicity and dissemination of results in accordance with the strategy for dissemination;
 - ensure the application of early detection, exclusion and financial penalties within the meaning of Articles 135-144 of the Financial Regulation.
- (b) perform all the operations required to launch contests and award prizes in accordance with the Financial Regulation.
- (c) conclude public procurement procedures and manage the ensuing contracts, including the operations required to launch and conclude public procurement procedures, in particular:
- ensure ex ante and ex post advertising,
 - prepare the set of invitation to tender documents such as specifications and model contracts;
 - evaluate the requests to participate and the tenders;
 - prepare the award decisions and the contracts;
 - monitor the performance of the contracting parties including acceptance of reports and other deliverables;

- manage payments and recoveries procedures with the exception of not enforced recovery of debts on the Union budget,
 - ensure the application of early detection, exclusion and financial penalties within the meaning of Articles 135-144 of the Financial Regulation.
- (d) provide support in programme implementation, in particular:
- collect, process and distribute data, and in particular compile, analyse and transmit to the Commission all information required to guide implementation of the programme, promote coordination with other Union programmes, the Member States or international organisations;
 - feedback to policy including data and trend analysis on applications, evaluations and projects supported as well as identification of project results with potential implications for EU policies;
 - contribute to evaluation of the impact of the programme and to monitoring of the actual effect of its activities on the market;
 - manage and direct a network, in particular concerning the target public (beneficiaries, recipients, projects, actors);
 - organise meetings, seminars or talks including Info Days;
 - organise relevant trainings in agreement with the Commission;
 - contribute to the monitoring and the evaluation of the implementation of the programme and of the ensuing follow-up actions;
 - prepare recommendations for the Commission on implementation of the programme and possible developments;
 - contribute to an information and communication strategy aligned with that of the Commission;
 - plan and implement communication and information activities, including meetings, seminars and trainings, in agreement with the parent Directorate-General;
 - prepare information documents in line with any relevant models transmitted by the Commission;
 - contribute to realising synergies across all parts of the EU4Health programme with other relevant EU programmes;
 - contribute to the cooperation with decentralised agencies in the area of health, e.g. ECDC, EMA, etc.

2. APPLICATION PROCEDURE

For applications to be valid candidates must:

(i) submit or have already submitted their application via the EPSO website to a CAST selection for contract agents of function group IV (https://epso.europa.eu/job-opportunities_en). New CAST applicants are invited to subscribe to the Project/programme management (CAST Permanent – ideally EPSO/CAST/P/4/2017).

(ii) express their interest no later than 12/02/21 to

EC-HADEA-SELECTION@ec.europa.eu indicating the call reference SANTE-SEL-FGIV

including:

- a detailed curriculum vitae, in EU CV format (PDF);
- a letter of motivation, (2 pages maximum) (PDF).

Your EPSO candidate ID number and the reference of the concerned CAST must be mentioned in your CV and motivation letter.

- a completely filled in and duly signed application information grid available at https://ec.europa.eu/health/sites/health/files/funding/docs/hadea_eu4health_call_evaluationgrid_en.pdf

Please note that the motivation letter forms an essential basis for the pre-selection decision.

Supporting documents showing evidence of the provided information may be requested at a later stage. No document will be sent back to candidates.

Candidates are invited to apply in English to facilitate the selection process.

In no circumstances should candidates approach the selection committee members themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

An automatic acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the status of their application, i.e. whether they are invited for the selection phase or not. These notifications will be sent via email only.

A candidate may request clarifications about the processing of his/her application by sending an email quoting the reference of the vacancy notice concerned, to the following address: EC-HADEA-SELECTION@ec.europa.eu.

3. SELECTION PROCEDURE

Selection of candidates to be invited to the interview

The selection board will assess the applications against the eligibility and selection criteria in order to identify a number of candidates who best match the job requirements in question.

Shortlisted candidates who have not yet successfully passed the CASTs testing for function group IV will be invited to sit the tests in an accredited test centre. These candidates will receive further instructions about the tests via their EPSO account.

The eligibility requirements are laid down in <https://epso.europa.eu/sites/epso/files/documents/casts/2017/epsocastp1-172017/cast-p-call-consolidated-version/en.pdf> (See under: AM I ELIGIBLE TO APPLY).

The selection criteria that will be applied are below in ANNEX A.

Interviews

Candidates who did not successfully pass the EPSO CAST testing will not be invited for the interview with the selection panel.

The intention is to invite between 40 and 50 candidates to the interview with the selection board.

The interview (30 min) in English will be used to assess:

- your suitability to carry out the duties of a Health Project Adviser;
- your knowledge and experience in the field of Project Management;
- your communication, inter-personal and problem-solving skills;
- your general knowledge about EU Health policy and the EU4Health programme in particular;
- your motivation and your ability to adjust to working as a Contract Agent in a multicultural environment.

This test will be marked out of 100 (pass mark: 60).

Successful candidates will be included in a reserve list of suitable candidates. Please note that inclusion in the reserve list does not guarantee recruitment.

Publication date

PUBLICATION START DATE: 25/01/2021

PUBLICATION END DATE: 12/02/2021

INTERVIEW PERIOD (indicative) - April 2021

4. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The jobholders will be recruited as contract staff, in function group IV, pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities (CEOS).

The basic monthly salary within this function group will depend on the number of years of relevant professional experience at appropriate level (in function group IV, either grade 13, grade 14 or grade 16).

The initial contract will be for a duration of 1 year. If the contract is renewed, the duration of the contract shall be not less than one year. If the contract is renewed again, the contract shall be concluded for an indefinite period on condition the jobholder has demonstrated the ability to work in a third language among those referred to in Article 55(1) of the Treaty on European Union.

The place of employment will be Brussels where the Agency has its activities.

For further information on contract agents, please consult the website of EPSO, https://epso.europa.eu/help/faq/contract-agents_en

5. EQUAL OPPORTUNITIES, APPEAL PROCEDURE & DATA PROTECTION

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.

Appeal procedure

A candidate who estimates that a mistake was made in the assessment of his/her profile may ask to have it re-assessed by sending, within 15 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 Selection Panel at the following address: EC-HADEA-SELECTION @ec.europa.eu.

The Selection Committee will reconsider the application and notify the candidate of its decision within 15 working days of receipt of the letter.

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 HaDEA. The personal information requested from candidates will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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.

ANNEX A

SELECTION CRITERIA

Essential:

- At least 3 years of professional experience in the ‘Health’ domain
- At least 3 years of policy and/or project management experience (preferably in the EU environment)
- Excellent knowledge of English (C1, in particular for written and spoken communication).

Advantageous:

Educational and experience background in these fields are an asset:

- medical sciences, medicines and health sciences, epidemiology, biology, biomedical sciences, laboratory disciplines (Biochemistry, Biochem POCT, Haematology and Blood Transfusion, Immunology and Neuroimmunology, Microbiology and Virology), communicable and non-communicable diseases (including cancer), molecular biology/genetics, antimicrobial resistance,
- pharmacology, pharmaceutical products, toxicology
- healthcare systems, integrated care, health economics, health workforce,
- statistics and big data analysis, digital health, health information
- public health, health prevention, health determinants, mental health,
- law, EU law, international law,

Administrative aspects:

Knowledge of the following is an advantage:

- EU Financial Regulation: Rules and procedures relating to grants and procurements
- Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
- Commission administrative rules and procedures

Behavioural competencies/Soft skills essential for the position (evaluated during the interview):

- Good interpersonal and communication skills;
- High degree of organisational skills and ability to work under pressure;
- Proven ability to work as a team member.