

## Vacancy Notice for the position of Scientific Project Officer CA FGIV

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### 1. Introduction

The Global Health EDCTP3 Joint Undertaking (GH EDCTP3 JU) is a partnership between the European Union and the European and Developing Countries Clinical Trials Partnership (EDCTP) Association whose members are several European and African countries. The GH EDCTP3 JU is established by the Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe<sup>1</sup>, hereafter 'the Single Basic Act'. It aims at supporting clinical research to deliver solutions to reduce the burden of infectious diseases in sub-Saharan Africa and strengthen research capacities to prepare and respond to emerging infectious diseases.

Since 2003 the first and second European and Developing Countries Clinical Trials Partnership (EDCTP) programmes<sup>2,3</sup> represent a flagship for conducting sound multi-country clinical trials in sub-Saharan Africa, building a true partnership between Europe and Africa, and fostering African leadership in scientific research.

<sup>1</sup> Council Regulation (EU)2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe and repealing Regulations (EC) No 219/2007, (EU) No 557/2014, (EU) No 558/2014, (EU) No 559/2014, (EU) No 560/2014, (EU) No 561/2014 and (EU) No 642/2014 (OJ L 427 of 30/11/2021, p. 17–119)

<sup>2</sup> Decision 556/2014/EU of the European Parliament and of the Council of 15 May 2014 on the participation of the Union in a second European and Developing Countries Clinical Trials Partnership Programme (EDCTP2) jointly undertaken by several Member States EUR-Lex - 32014D0556 - EN - EUR-Lex (europa.eu)

<sup>3</sup> Decision No 1209/2003/EC of the European Parliament and of the Council of 16 June 2003 on Community participation in a research and development programme aimed at developing new clinical interventions to combat HIV/AIDS, malaria and tuberculosis through a long-term partnership between Europe and developing countries, undertaken by several Member States



These programmes have also contributed to improving linkages between African researchers and African research organisations, which resulted in the launch of four African Regional Networks of Excellence for clinical trials. Moreover, these programmes have strengthened the ethics review capacity and national regulatory authorities in many African countries and contributed to establish relevant organisations in the region<sup>4</sup>.

Building on the positive experience of the previous EDCTP programmes, GH EDCTP3 intends to:

- Reduce the socio-economic burden of infectious diseases in sub-Saharan Africa by promoting the development and uptake of new or improved health technologies;
- Increase health security in sub-Saharan Africa and globally by strengthening the research and innovation-based capacities for preparedness and response to control infectious diseases.

GH EDCTP3 JU will implement a budget of approximately EUR 1.6 billion for the period 2021-2027 and will have a programme office of around 34 highly qualified, scientific, clinical and administrative professionals from multi-cultural backgrounds from Europe and Africa, operating in a multilingual context. The budget comes from the European Union Horizon Europe Framework Programme of Research and Innovation, the EDCTP Association member countries and additional contributing partners, such as philanthropic organisations and industry, which will contribute on an ad-hoc basis. More information can be found in the mentioned Council Regulation establishing the Joint Undertakings under Horizon Europe, notably in its Articles 99-114.

GH EDCTP3 JU is established until 31 December 2031 and is located in Brussels.

## 2. Job description

### 2.1 Profile

The Scientific Project Officer will be assigned duties and responsibilities within the scientific operations area. She or he is expected to contribute to the planning, management and implementation of GH EDCTP3 research and development activities and the follow-up of the entire life cycle of projects. The Scientific Project Officer initially will report directly to the interim Executive Director.

### 2.2 Tasks

The tasks of the Scientific Project Officer will include, among others, the following:

- Providing input to the development of the scientific priorities for the annual work programmes of GH EDCTP3;
- Contributing to the implementation of the annual work programmes;
- Contributing to the planning and monitoring of calls for proposals/tenders, preparing the evaluation phase (selection of experts, eligibility checks of proposals) for assigned panels, supporting the process of selection and final ranking;
- Monitoring the preparation of grant agreements in close collaboration with legal and financial officers;
- Managing a portfolio of projects and activities related to the implementation of the programme;
- Conducting and preparing project reviews, assessing technical reports and participating in project meetings and/or in dedicated progress reviews;
- Participating in project meetings with project consortia to explain relevant programme/EU policies and procedures, and in workshops sharing the results between different consortia;
- Ensuring dissemination and promotion of project results and impacts, contributing to the Joint Undertaking Annual Activity Report, identifying and disseminating best practices from projects and presenting the GH EDCTP3 programme and projects at information days, workshops, seminars, conferences and other public events;

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<sup>4</sup> <https://www.edctp.org/web/app/uploads/2020/12/EDCTP-Summary-of-achievements-%E2%80%93-2020.pdf>



- Providing statistical input for GH EDCTP3 papers, communications or other documents concerning GH EDCTP3 objectives and performance measurement;
- Promoting awareness of the GH EDCTP3 programme through information days and meetings explaining the call for proposals and evaluation processes; and explaining the benefits of participating in the programme.

The successful candidate may be required to undertake other tasks and activities as necessary under the responsibility of the ad interim Executive Director according to the evolution and development of the GH EDCTP3 JU's structure or activities. Duties may evolve depending on the needs of the GH EDCTP3 JU.

### 3. Eligibility, qualifications and experience required

#### 3.1 Eligibility criteria

At the closing date of applications, candidates must

- Be a national of a member state of the European Union;
- Enjoy his/ her full rights as a citizen<sup>5</sup>;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post<sup>6</sup>.

Moreover, in order to be eligible, candidates must

- Have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma<sup>7</sup>;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV possible language certificates they have obtained and which can demonstrate their language skills).

Eligibility criteria must be fulfilled by the deadline for applications, and maintained throughout the selection procedure and appointment.

### 4. Selection criteria

Candidates will be considered for the selection phase on the basis of the following criteria, to be fulfilled by the closing date for applications:

#### 4.1 Essential criteria

- Suitability to perform the tasks described in point 2.2;
- Demonstrated professional experience of at least two (2) years in project management (acquired after the education referred to in section 3.1 related to education);
- Sound knowledge in area related to the work of GH EDCTP such as medicine, biomedical sciences, epidemiology, public health;

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<sup>5</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

<sup>6</sup> Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the EU institutions' medical officers.

<sup>7</sup> Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.



- Fluent written and spoken English (native or near-native level).

**Failure to comply with the eligibility and essential selection criteria will result in the disqualification of the applicant concerned.**

#### **4.2 Advantageous criteria**

- An MD or PhD in a field relevant to the position (e.g. medicine, biomedical sciences, epidemiology, public health);
- Experience managing projects in the area of clinical research or global health (if relevant, applicants must describe how they obtained such experience);
- Good knowledge of the grant management cycle IT tools used in European Institutions, such as Compass, Sygma etc.;
- Experience working in an international environment.

**4.3 Specific skills:** Candidates invited to the interview process will also be assessed on the following criteria that are essential to the post:

- Ability to work effectively under tight deadlines in a highly dynamic work environment;
- Analytical capabilities and problem-solving skills;
- Level of skills in organisation and planning;
- Customer service-oriented approach;
- Communication, interpersonal and collaboration skills (e.g. the ability to establish and develop good interpersonal relationships with a broad range of stakeholders in cross-cultural environments as well as in the team).

In order to be evaluated in the best possible way, candidates are advised to give **evidence of their knowledge with specific examples and/or detailed professional experience**. Candidates are invited to be as detailed and as clear as possible when describing their professional experience and specific skills and competences in their application form.

## **5. Independence and declaration of interest**

The successful candidate will be required to make a declaration of their commitment to act independently in the public interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

## **6. Selection and appointment procedure**

### **6.1 Assessment of the application**

For each selection process, a Selection Committee is nominated by the Executive Director of the GH EDCTP3 JU.

After applications are screened, the Selection Committee, based on the vacancy notice and on elements of the application, will draw up a list of suitable candidates to be invited for an interview, which will be held in Brussels or remotely.

The interview will consist of a written test and an interview in order to assess:

- The candidate's motivation and understanding of the position;
- The candidate's skills with reference to the job description;
- The candidate's knowledge of the field in which the Joint Undertaking operates;



- The candidate's general aptitudes and language abilities as necessary for the performance of their duties.

The Selection Committee may also decide to include additional tests.

## 6.2 Appointment and reserve list

The recruitment will take place upon a decision of the GH EDCTP3 JU Executive Director (the Appointing Authority).

The Appointing Authority of the GH EDCTP3 JU will select a successful candidate from the reserve list and offer them the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Appointing Authority of the GH EDCTP3 JU.

The reserve list could be used to fulfil other positions within the GH EDCTP3 JU.

The reserve list will be valid until **31 December 2023** and may be extended at the discretion of the Appointing Authority.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on the availability of posts and budget.

The GH EDCTP3 JU may decide at any time during the procedure not to pursue the recruitment.

## 7. Equal opportunities

The GH EDCTP3 JU, as a European Union body, applies the principles of equal opportunities and non-discrimination in accordance with article 1d of the Staff Regulations<sup>8</sup>.

## 8. Conditions of Employment

The successful candidate will be appointed as a **Contractual Agent Function Group IV**, pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities, for a period of three years with a probation period of 9 months. After an evaluation of the post holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of the GH EDCTP3 JU.

The place of employment will be Brussels, where the Joint Undertaking premises are located.

### **Remuneration**

The successful candidate who is offered a contract of employment will be graded on entry into service in the relevant step (1 or 2), according to the length of his/her professional experience.

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<sup>8</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20200101&from=EN>



The indicative basic monthly salary for a Contractual Agent Function Group IV is EUR 3.623<sup>9</sup> depending on professional experience. 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.

## 9. Application procedure

### **Important information for candidates**

For applications to be valid, candidates must submit an application consisting of a motivation letter and a curriculum vitae to the functional mailbox [EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu](mailto:EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu).

When filling in their application, candidates are requested to **provide examples** of their **professional experience** and **competences**.

When submitting more than one application for a position, any new application made by a candidate with the same e-mail address will automatically erase and replace the previous application for that position.

Candidates are advised to apply using an e-mail address that will remain valid for several months.

Candidates are asked to report any potential change of contact details in writing, without delay, to the following e-mail address: [EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu](mailto:EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu). Please remember to quote the reference of the vacancy (or vacancies) for which you have applied in all correspondence.

Candidates are advised not to wait until the last few days before applying as heavy internet traffic or a problem with the internet connection could lead to your application being interrupted. After the deadline, applications will no longer be accepted.

Application forms sent by fax or post will not be accepted.

In order to facilitate the selection process, the application as well as all communications to candidates concerning this vacancy will be in English.

Candidates are reminded that the Selection Committee's **work is confidential**. It is forbidden for candidates to make direct or indirect contact with the Selection Committee members or to ask anybody else to do so on their behalf.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

### **Closing date**

Applications must be completed and submitted by **9 June 2022, 23:59 CEST** (Central European Summer Time / Brussels time).

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<sup>9</sup> Article 93 of the CONDITIONS OF EMPLOYMENT OF OTHER SERVANTS OF THE EUROPEAN UNION available at <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20200101&from=EN>

## 10. Protection of personal data

The personal information that the GH EDCTP3 JU requests from applicants 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 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 (hereinafter referred to as the EU Data Protection Regulation).<sup>10</sup>

### **Types of personal data**

The following details are collected in the context of staff selection procedures:

- Personal details: names, gender, date and place of birth, nationality, civil status, family situation and related supporting certificates, residence certificate, ID format photos;
- Contact details;
- Passport number/ ID number; financial identification form, bank account; legal entity form;
- Degrees, diplomas or educational certificates concerning knowledge of languages, professional experience, current and previous employment contracts, recommendation letters, motivation letters;
- Moral conduct - recent criminal record;
- Declaration concerning conflicts of interest.

### **Purpose and technical means of personal data processing**

The main purpose of the collection of the data above is to prepare selected candidates' files and to finalise the recruitment procedure to permit entry into service.

Recruitment files are stored electronically and access is protected by the management of access rights. Paper documents are archived in physical files and stored in a locked cabinet until their destruction.

### **Legal basis**

- Articles 12 - 15 of the Conditions of Employment of Other Servants of the European Union;
- General implementing provisions on the procedure governing the engagement and the use of temporary agents at the Global Health EDCTP3 JU.

### **Who has access to your personal data and to whom is it disclosed?**

For the purposes detailed above, access to your personal data is given to the following people, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

Only authorised GH EDCTP3 JU staff have access to your personal data for the purposes of screening, interviewing and recruiting candidates. The people to whom your data is disclosed include:

- members of the Selection Committee;
- GH EDCTP3 JU staff dealing with human resources matters.
- European Commission staff supporting the implementation of the GH EDCTP3 JU in the period prior to autonomy of the GH EDCTP3 JU.

### **Erasure**

You may make a request for the erasure of your personal data under the conditions laid down by Article 19 of Regulation (EU) 2018/1725. In this case, you should send a written request to the e-mail address mentioned under "Access".

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<sup>10</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>



We will respond to your request without undue delay and at the latest within one month.

You could further request cancellation of your application and deletion of all linked personal data by making use of the contact information mentioned above.

### **Restriction of processing**

You may make a request for restricting the processing of your personal data under the conditions laid down by Article 20 of Regulation (EU) 2018/1725 for the following reasons: you would like to contest the accuracy of the personal data; you consider that the processing is unlawful and you would oppose the erasure of the personal data and request the restriction of the use of the personal data instead; when the GH EDCTP3 JU as controller no longer needs your personal data for the purposes of the processing, but it is required by you as data subject for the establishment, exercise or defence of legal claims; or when you have objected to processing pursuant to Article 23(1) of Regulation (EU) 2018/1725, pending the verification of legitimate grounds.

In this case, you should send a written request to the e-mail address mentioned under "Access".

### **Right to data portability**

You have the right to receive the personal data, which you have provided to us in a structured, commonly used, and machine-readable format, and you may also request us to transmit this data to any other controller under the conditions of Article 22 of Regulation 2018/1725. In this case, you should send a written request to the e-mail address mentioned under "Access".

### **Right to object**

You may object at any time to processing of your personal data under the conditions laid down by Article 23 of Regulation (EU) 2018/1725, on grounds relating to your particular situation. In this case, you should send a written request to the e-mail address mentioned under "Access".

### **What are your rights and how can you exercise them?**

#### **Access**

In case you wish to access your personal information, you can contact the GH EDCTP3 JU's Data Protection Controller at [EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu](mailto:EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu)

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

#### **Rectification**

You can, if need be, rectify any inaccurate personal data throughout the entire selection process by sending a written request to the above-mentioned e-mail address.

You cannot, however, send us any changes of your personal data related to the admissibility criteria after the application deadline.

### **How long do we keep your personal data?**

Recruitment files of successful candidates are stored for a period of 10 years as of the termination of employment.

The files of non-recruited applicants are retained for up to 2 years following the recruitment procedure. The retention of files of non-recruited applicants on reserve lists is fixed in terms of the validity and the actual extension of the respective reserve lists.

The periods indicated above may be extended in the event of audits initiated prior to the applicable expiry dates.





## **Contact information**

For any questions related to your rights, feel free to contact the Data Controller at [EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu](mailto:EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu) indicating 'Data Protection' in the subject and explicitly specifying your request.

## **Recourse to the European Data Protection Supervisor**

You have the right to submit a complaint at any time directly to the European Data Protection Supervisor:

Rue Wiertz 60 – MO 63  
B-1047 Bruxelles  
Belgium  
Tel: +32 2 283 19 00  
Fax: +32 2 283 19 50  
E-mail: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

## **11. Appeal procedure**

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

### **11.1 Request for review of the decision taken by the Selection Committee**

After receiving the letter notifying the candidate of the decision taken by the Selection Committee, he/she may submit a written request for a review of such a decision, setting out the reasons for the request to the following e-mail address: [EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu](mailto:EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu)

### **11.2 Appeals**

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under article 90(2) of the Staff Regulations within the time limits provided for at the following address:

**Global Health EDCTP3 Joint Undertaking**  
For the attention of the ad interim Executive Director  
European Commission  
CDMA 00/178  
1049 Brussels  
Belgium

The complaint must be lodged within three months, starting from the time the GH EDCTP3 JU informs the candidate by e-mail.

Should the complaint be rejected, the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union before:

The Court of Justice of the European Union  
Rue du Fort Niedergruenewald  
L-2925 Luxembourg  
[https://curia.europa.eu/jcms/jcms/T5\\_6308](https://curia.europa.eu/jcms/jcms/T5_6308)

### **11.3 Complaint to the European Ombudsman**

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the statute of the Ombudsman and the



implementing provisions adopted by the Ombudsman. Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to the GH EDCTP3 JU. Any complaint to the Ombudsman must be made within two years of receiving the Joint Undertaking's final position on the matter. (<http://www.ombudsman.europa.eu>).