



**CALL FOR EXPRESSION OF INTEREST  
CONTRACT AGENTS 3(a) – FGIII**

**1 - Legal Officer  
2 - Financial Officer  
3 - Information Technology and Data Management Officer**

**REA/2021/CA/D4/FGIII/LEG-FIN-ITDM-01**

## **I. SCOPE**

The purpose of this call for expression of interest is to draw up a reserve list of approximately 65 Contractual Agents FGIII; Approximately **30 candidates for the Legal Officer profile**, approximately **30 candidates for the Financial Officer profile** and approximately **5 candidates for the Information Technology and Data Management profile**, for the European Research Executive Agency (REA) mainly in Unit D4 "Central Validation Service"<sup>1</sup>. Unit D4 will be the successor of unit C3 "Participant Validation".

The REA Unit D4 "Central Validation Service" mission is to effectively implement part of the Single Electronic Data Interchange Area (SEDIA) and provide timely and high quality validation services to more than 60 clients (Directorates-General, Executive Agencies and Joint Undertakings). The support includes legal and financial validation of participants in grant and procurement procedures under direct management by all the Directorates-General, Executive Agencies and Joint Undertakings which are associated with the European Commission.

## **II. GENERAL CONTEXT**

REA is a multicultural and dynamic body, originally set up by the Commission in 2007 for implementing parts of the Seventh EU Framework Programme for research, technological development and demonstration activities (FP7). In 2013, the Commission extended REA's mandate and delegated additional H2020 actions.

The Commission has renewed and extended REA's mandate for the new Multiannual Financial Framework (2021-2027). REA remains focused on research activities with the Horizon Europe programme at the heart of its portfolio. There will be a transfer of some current Horizon 2020 activities out of the Agency to the European Health and Digital Executive Agency (Space Programme) and the European Innovation Council and SMEs Executive Agency (FET-Open), in order to align activities with the new structure of Horizon Europe. REA will also take over new incoming activities: the promotion of agricultural products' programme from CHAFEA and the Research Fund for Coal and Steel. The participant validation and expert management services will remain in REA.

The modified delegation package was endorsed by the College in November 2020 and has been communicated to the budgetary authority and the Committee for Executive Agencies. The final

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<sup>1</sup> REA new mandate organisational chart

College decision on the new mandates for executive agencies was adopted on 12 February 2021<sup>2</sup> with a transition period to prepare the transfer of activities and staff to be effective on 1 April 2021.

Staff consists of approximately 25% Temporary Agents and 75% Contractual Agents, all recruited on a broad geographical basis.

The Agency works very closely with the services of the European Commission and it is supervised by a Steering Committee composed of representatives of the partner DGs.

Further information on REA may be obtained at <http://ec.europa.eu/research/rea/index.cfm>

### **We are**

Unit D4 will be the successor of the current Unit C3 Participant Validation. By the end of 2021, the Unit will have approximately 103 staff members.

The mission of the Central Validation Service is to effectively implement part of the Single Electronic Data Interchange Area (SEDIA) and provide timely and high quality validation services to more than 60 clients (Directorates-General, Executive Agencies and Joint Undertakings).

Within the next delegation package, Unit D4 will continue to provide administrative support to all SEDIA clients. This support includes legal validation and preparation of the financial capacity assessment of participants in EU grant and procurement procedures under direct management. In 2020, the Unit carried out approximately 9,000 legal validations, 11,000 Legal Entity Appointed Representative (LEAR) appointments, prepared 6,000 financial capacity assessments, and provided feedback to over 40,000 LEAR requests and 10,000 Research Enquiry Service (RES) enquiries. The REA delegation act within the new Multiannual Financial Framework enlarged the mission of the Unit with new services such as the validation of participants' midcaps status and the assessment of control over participants for cases described in the basic acts of Horizon Europe, Digital Europe, EDIDP and EU Defence Fund.

The Unit will be composed of four sectors: Legal Validation, Financial Validation, Legal and Financial Verification, and Validation planning, Enquiry service and Process support.

### **III. PROFILE AND DUTIES**

As part of a team and under the supervision of a Head of Sector, the successful candidate will be asked to perform tasks and duties that include:

#### **Legal Officer**

##### **➤ Legal Validation**

- Assessment, legal validation and encoding in the IT system, to register the legal statuses of participants based on legal supporting documents, in compliance with the relevant rules;
- Validation of the appointment of the Legal Entity Appointed Representative (LEAR) of the participants;
- Contribution to working groups related to simplification, harmonisation of rules for the legal

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<sup>2</sup> COMMISSION IMPLEMENTING DECISION (EU) 2021/173 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, the European Health and Digital Executive Agency, the European Research Executive Agency, the European Innovation Council and SMEs Executive Agency, the European Research Council Executive Agency, and the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/EU published on 15 February 2021

validation of participants;

- Contribution to the development and update of handbooks and manuals relevant for the interpretation of legal validation rules and procedures;
- Contribution to drafting responses to public enquiries related to legal validation;
- Effective communication through the IT systems with participants;
- Communication with DGs, Agencies, Joint Undertakings and other clients during the validation process.

## **Financial Officer**

### **➤ Financial Validation**

- Analysis of financial data and its encoding in the IT systems, in order to prepare the financial capacity assessment of the participants based on financial supporting documents (profit and loss accounts, balance sheets, audit reports) in compliance with appropriate rules, procedures, and methodology;
- Assessment, based on supporting documents, of the SME and midcaps status of participants, as well as assessment of possible existence of foreign control over participants in certain EU funded programmes;
- Assistance in the production of reports and information, data or statistics;
- Contribution to working groups related to simplification and harmonisation of the rules for the financial validation of participants, as well as for the other processes handled in the sector;
- Contribution to the development and update of handbooks and manuals relevant for the interpretation of financial, SME and midcaps statuses' validation rules and procedures;
- Contribution to drafting responses to public enquiries related to financial validation, SME and midcaps status, and assessment of control over participants in certain EU programmes;
- Effective communication through the IT systems with participants;
- Communication with DGs, Agencies, Joint Undertakings and other clients during the validation process.

## **Information Technology and Data Management Officer**

### **➤ Support to Quality Management**

- Assistance in the development of SAP Business Object reports, and data analysis and preparation of statistics for reporting purpose;
- Assistance to ensure compliance with the data protection requirements, such as definition of rules, their development into IT systems and elimination activities of obsolete data;
- Contribution to the definition and the implementation of security procedures, IT quality control and assurance plans;
- Assistance in the analysis and the supervision of the correct operations of the IT systems by performing the necessary tests and controls;

- Contribution to the improvement and the maintenance of the IT tools, products, projects and services;
- Assistance in the creation of the necessary documentation (user requirements, technical architecture, etc.) for the design and development of the IT systems used for participant validation processes;
- Participation in meetings with and provision of support to end-users regarding the use of IT applications/systems;
- Liaison with IT service providers (e.g. DG DIGIT, DG.RTD.CIC, etc.).

## **All profiles**

### ➤ **Organisation & Planning**

- Ensure all tasks are completed in conformity with official regulations and procedures, including the Internal Control Principles, and take care that all obligations are met;
- Ensure the implementation of the established administrative rules and procedures, and contribute to the elaboration of guidelines, proposals for simplification, and the amendment of administrative procedures;
- Assist in providing high quality services for all SEDIA clients;
- Support the general administration tasks of the Unit.

### ➤ **Administrative Procedures**

- Contribute to administrative and simplification activities for the legal and financial validation processes and the update of manuals concerning the internal procedures;
- Contribute to the efficient communication on the activities of the Central Validation Unit, including the update of procedures.

## **IV. ELIGIBILITY CRITERIA**

The eligibility of candidates will be assessed in terms of compliance with general and specific conditions described under the Part A and B below. Only complete applications registered before the deadline will be considered.

### **A. General Conditions**

On the **21/03/2021** candidates must meet the general conditions for recruitment set out in Article 82(3) CEOS applicable to members of the contract staff.<sup>3</sup>

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<sup>3</sup> Pursuant to these conditions, candidates must:

- a) Be a national of one of the Member States of the Union, unless an exception is authorised by the Appointing Authority, and enjoy full rights as a citizen;
- b) Have fulfilled any obligations imposed by the laws concerning military service;
- c) Meet the character requirements for the duties involved;
- d) Be physically fit to perform the duties involved; and
- e) Produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.

## **B. Specific Conditions**

On the closing date of this call for expression of interest, candidates must comply with the following:

### **1. EPSO Contract Agents Selection Tests (CAST)**

- Have already successfully passed EPSO reasoning and competency tests for contract agents for Executive Agencies in the following function group III profiles relevant to the present call for expression of interest: EPSO/CAST/P/1/2017 Finance, EPSO/CAST/P/14/2017 Law, EPSO/CAST/P/16/2017 Information and communication technology, or
- Have completed and validated the EPSO CAST online application form in one of the following function group III profiles relevant to the present call for expression of interest: EPSO/CAST/P/1/2017 Finance, EPSO/CAST/P/14/2017 Law, EPSO/CAST/P/16/2017 Information and communication technology<sup>4</sup>, in view of subsequent EPSO CBT test (see section VII below).

### **2. Education and professional experience**

- Have a post-secondary education attested by a diploma, or
- Have a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three (3) 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.

## **V. SELECTION CRITERIA**

Candidates who meet the eligibility conditions will have their application assessed by the Selection Committee against the following selection criteria:

### **1. LEGAL PROFILE**

#### **A. Essential qualifications and experience relevant for the profile and duties**

The following criteria are essential for the **Legal** profile. The required total experience must exceed 3 years and can be acquired by following types of experiences:

- Experience in assessing the legal existence and status of a legal entity,
- Experience in assessing legal documents,
- Experience in the legal services as described in Section III, Profiles and Duties, concerning the points mentioned for the Legal Officer and All Profiles.

A combination of multiple types of experience is considered advantageous.

Have good oral and written communication skills and knowledge of written and spoken English (at minimum B2 level).

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<sup>4</sup> Candidates who are blocked during the pre-selection process of this present call for expression of interest and therefore cannot be flagged in order to be invited by EPSO to undergo the REA/2021/CA/D4/FGIII/LEG-FIN-ITDM-01 competition, because they have failed in the previous testing windows, will be considered as not eligible regardless of the relevance of their CV.

## B. General competencies

- Have excellent analytical, organizational and decision making skills to ensure quality and timeliness of the validation operations.
- Have strong customer-service orientation.

## C. Advantageous

- Satisfactory knowledge (level B2) of a third official EU language.
- Have working knowledge of one or more of the following EU languages (level B2): Dutch, Bulgarian, Croatian, Czech, Danish, Estonian, Finnish, German, Hungarian, Latvian, Lithuanian, Portuguese, Slovak and Slovenian.

## 2. FINANCIAL PROFILE

### A. Essential qualifications and experience relevant for the profile and duties

The following criteria are essential for the **Financial** profile. The required total experience must exceed 3 years and can be acquired by following types of experience:

- Experience in accounting covering all main areas (general ledger, fixed assets, accounts payable/receivable, etc.),
- Experience with generally-accepted accounting principles (GAAP) and international accounting standards (IAS),
- Experience in the regular use and understanding of financial statements of various types of legal entities,
- Experience in preparing financial analysis and reports outlining financial performance and risks,
- Experience in credit risk analysis and/or commercial loan/credit underwriting.

A combination of multiple types of experience is considered advantageous.

Have good oral and written communication skills and knowledge of written and spoken English (at minimum B2 level).

## B. General competencies

- Strong customer-service orientation and communication skills.
- Excellent organisation and problem-solving skills, capacity to work under pressure.

## C. Advantageous

- Satisfactory knowledge (level B2) of a third official EU language.
- Have working knowledge of one or more of the following EU languages (level B2): Dutch, Romanian, Croatian, Czech, Danish, Estonian, Finnish, German, Hungarian, Latvian, Lithuanian, Portuguese, Slovak and Slovenian.
- Experience with the application of the SME Recommendation<sup>5</sup> and experience with SME status assessment.

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<sup>5</sup> Commission Recommendation 2003/361/EC concerning the definition of micro, small and medium-sized enterprises

### **3. INFORMATION TECHNOLOGY AND DATA MANAGEMENT PROFILE**

#### **A. Essential qualifications and experience relevant for the profile and duties**

The following criteria are essential for the **Information Technology and Data Management** profile. The required total experience must exceed 3 years and can be acquired by the following types of experience:

- IT or business process management background.
- Experience in preparing and contributing to the validation of project/change management deliverables for compliance with the business requirements.
- Experience in data analytics for the design and preparation of reports using SAP Business Object.
- Hands-on experience in personal data protection management either in IT-system design (privacy by design) or in operational legal matters in this area.
- Advanced hands-on knowledge of Microsoft Excel.

Have good oral and written communication skills and knowledge of written and spoken English (at minimum B2 level).

#### **B. General competencies**

- Strong customer-service orientation and communication skills.
- Excellent organisation and problem-solving skills, capacity to work under pressure.

#### **C. Advantageous**

- Satisfactory knowledge (level B2) of a third official EU language.
- Knowledge of processes and workflows related to the legal validation and financial capacity assessment of participants.
- Education or certification in project management methodologies (PM2, Agile or similar purpose).
- Certification in SAP Business Objects Report design and advanced Microsoft Excel.

## **VI. APPLICATION PROCEDURE**

For applications to be valid, candidates must submit before the closing date for the submission of the applications:

- eligibility grid filled in and signed (as per the attached template);
- detailed curriculum vitae, in EU CV format;
- motivation letter (1 page maximum) ;
- indicate which of the three profiles the candidate is applying for.

Candidates may apply for one of the profiles only; candidates who apply for several profiles will be disqualified.

**All documents should be named starting with the family name of the candidate.**

Applications must only be sent by e-mail to the functional mailbox [REA-HR-APPLICATIONS@ec.europa.eu](mailto:REA-HR-APPLICATIONS@ec.europa.eu) quoting the reference of the call for expression of interest. Candidates are invited to apply in English.

If, at any stage in the procedure, it is established that any of the information provided by a



candidate is incorrect, the candidate will be disqualified.

**The closing date for the submission of the applications is Sunday 21/03/2021 (midnight) Brussels.**

## **VII. SELECTION PROCEDURE**

The Selection Committee will analyse the eligibility of the candidates based on the information provided in the "eligibility grid".

Eligible applications will be screened against the selection criteria mentioned in Section V of this call for expression of interest. Candidates who, based on the information provided in their application, best match the job requirements will be pre-selected by the Selection Committee for an interview. Approximately **150 candidates** will be pre-selected for an interview. REA will contact only candidates shortlisted for an interview.

Candidates pre-selected without a successful EPSO CAST in one of the function group III profiles relevant to this call for expression of interest will be invited to sit the EPSO CBT tests (computer-based multiple-choice tests) in one of the accredited centres. Only candidates that have successfully passed the EPSO CBT test will be invited for an interview.

During the interview, the candidates will be assessed on the basis of the job requirements as described under section III and V of this call for expression of interest. Considering that English is the vehicular and working language in REA, and considering the nature of the duties and the field of expertise covered by this selection procedure, where English is by far the most used language for participants to interact with REA's validation service, English will be the language used for the interview.

At the end of the selection process, the Selection Committee will propose to the Authority Authorised to Conclude Contracts of REA a reserve list with approximately **30 candidates for the Legal Officer profile**, approximately **30 candidates for the Financial Officer profile** and approximately **5 candidates for the Information Technology and Data Management profile**. The list will be established based on the candidates who obtained the highest scores for each of the profiles. The reserve list will be valid for one year and may be used for similar positions in the Agency. The validity of the reserve list may be extended by decision of the Authority Authorised to Conclude Contracts of REA.

The status of the selection procedure can be found on REA website.

## **VIII. EQUAL OPPORTUNITIES**

The European Research Executive Agency applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, gender identity, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## **IX. CONDITIONS OF EMPLOYMENT**

The successful candidates may be offered a contract agent contract in function group III, pursuant to Article 3(a) of the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#) and according to the [provisions implementing Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3a and 3b](#) which have been



adopted by analogy by REA.

The initial duration of the contract will be for one year and may be renewed for one additional year. If the contract is further renewed, it shall be concluded for an indefinite period, subject to any limitations on the Agency's lifetime. Contract staff 3(a) have to serve a probationary period of nine months.

The monthly salary for a Contract Agent 3(a), function group III, consists of a basic salary of €2777,78 supplemented with various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance, if applicable. The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#). The salaries of contract staff 3(a) are subject to a European Union tax deducted at source. Contract staff 3(a) are exempted from national tax on salary and are members of the European Union social security and pension schemes.

The place of employment will be Brussels where the Agency is based.

## **X. APPEAL PROCEDURES**

- Complaint on the basis of Article 90(2) of the Staff Regulations of Official of the European Union (SR).

Candidates may submit a complaint on the basis of Article 90(2) of the SR, which is to be sent as a single copy using one of the following methods:

By post to:

REA Director – Mr Marc TACHELET  
Reference: REA/2021/CA/D4/FGIII/LEG-FIN-ITMD-01  
COV2 – 08/052  
Place Rogier 16  
1049 Brussels  
Belgium

Or by email to: [REA-HR-APPLICATIONS@ec.europa.eu](mailto:REA-HR-APPLICATIONS@ec.europa.eu)

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complaint.

- **Judicial Appeal**

Candidates may submit a judicial appeal on the basis of 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: <https://curia.europa.eu/jcms/>

- **Complaint to the European Ombudsman**

Candidates, like all citizen of the Union, may lodge a complaint to the European Ombudsman.

Before you submit a complaint to the Ombudsman, you 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.

Arrangements for complaints to the Ombudsman are as follows:

- Procedure: please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>)

## **XI. DATA PROTECTION**

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible selection and recruitment at the REA. The personal information requested from candidates will be processed in line with Regulation (EC) 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 Privacy Statement, which explains how the Agency processes personal data in relation to recruitment and selections.

## ELIGIBILITY GRID

**REA/2021/CA/D4/FGIII/LEG-FIN-ITDM-01**

Name/First Name: .....

Nationality: .....

Gender: .....

Date of birth: .....

Profile specified (1,2 or 3) .....

EPSO Candidate number (if already successful): .....

EPSO Candidate number (if application completed and validated only): .....

Ref. CAST(s): .....

**Please specify**

ELIGIBILITY CRITERIA		
A. General Conditions		
	YES	NO
• Be a national of one of the Member States of the Union, unless an exception is authorised		
• Have fulfilled any obligations imposed by the laws concerning military service;		
• Meet the character requirements for the duties involved;		
• Be physically fit to perform the duties involved; and		
• Produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.		
B. Specific Conditions		
1. EPSO Contract Agents Selection Tests (CAST)	YES	NO
• Have successfully passed EPSO reasoning and competency tests for contract agents for Executive Agencies in a function group III profile (EPSO/CAST/P/1/2017-Finance, EPSO/CAST/P/14/2017-Law, EPSO/CAST/P/16/2017-Information and communication technology) relevant to the present call for expression of interest.		
• Have completed and validated the EPSO CAST online application form in one of the function group III profile (EPSO/CAST/P/1/2017-Finance, EPSO/CAST/P/14/2017-Law, EPSO/CAST/P/16/2017-Information and communication technology) relevant to the present call for expression of interest		
2. Education and professional experience	YES	NO
Have a post-secondary education attested by a diploma or have a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three (3) years.		

**Declaration:** I declare on my honour, that the information provided above is true and complete.

Date:.....

Signature:.....