Executive Agency for Competitiveness and Innovation

VACANCY NOTICE FOR TEMPORARY AGENT POST OF:
Head of Sector: Human Resources
(Ref.: EACI/AD/001/2009)

Location: Brussels

THE EXECUTIVE AGENCY FOR COMPETITIVENESS AND INNOVATION (EACI)

The Executive Agency for Competitiveness and Innovation (EACI) is one of a number of new Executive Agencies created by the European Commission to put policies into action more efficiently and with improved results.

Located in Brussels, the EACI is operational since 2005 and its official lifetime runs until 2015. It was previously known as the Intelligent Energy Executive Agency (IEEA).

The EACI implements the Intelligent Energy – Energy Europe (IEE) programme.

The EACI also manages the European Commission's SME support network and eco-innovation initiatives, which form part of the Framework Programme for Competitiveness and Innovation 2007-13, and the Marco Polo programme.

Taken together, the EACI implements its mandate using more than 140 posts organized over 7 units.

The Agency reports to three Directorates -General of the European Commission – Energy and Transport (TREN), Enterprise and Industry (ENTR), and Environment (ENV) – which remain responsible for programming and evaluation.

† For more information on the EACI:
http://ec.europa.eu/energy/intelligent/index_en.html

† Competitiveness and Innovation Framework Programme webpage:
PROGRAMMES CURRENTLY MANAGED BY THE EACI

Intelligent Energy – Europe

The IEE programme is the EU’s tool for funding action to promote energy efficiency and the wider use of renewable energy sources. It currently supports some 350 European multi-annual projects, more than 40 local and regional energy agencies, and some 60 large-scale events on intelligent energy.

Equipped with an increased budget of €730 million for 7 years, the second IEE programme started in 2007 as part of the broader Competitiveness and Innovation framework programme.

The Commission’s “parent-DG” of the EACI in relation to the IEE programme is DG TREN.

IEE programme website:  
http://ec.europa.eu/energy/intelligent/index_en.html

Enterprise Europe Network

As part of the CIP’s Entrepreneurship and Innovation Programme, the European Commission has merged the former EICs (Euro Info Centres) and IRCs (Innovation Relay Centres) into the Enterprise Europe Network, a single network giving European SMEs simple, clear and efficient access to relevant information on the EU. A "no wrong door: no closed door" approach will ensure that SMEs’ access to such services is simplified.

The "parent-DG" of the EACI in relation to the business support network is DG ENTR.

More information available on:  

Eco-innovation

Eco-innovation projects will reflect the issues included in the EU’s Environmental Technologies Action Plan (ETAP) and focus on cleaner production, environmental management and new products and services.

The current planning is to organise calls for proposals for 3-year projects with an average EC contribution of €700,000 and the possibility for one-applicant proposals.

The "parent-DG" of the EACI in relation to Eco-innovation is DG ENV.

ETAP website:  
http://ec.europa.eu/environment/etap/index_en.htm

Marco Polo

The Marco Polo programme supports European projects which help to shift the transport of freight from the road to more sustainable and environmentally friendly transport modes where this is appropriate, especially on long distances, in urban areas and congested transport corridors.
A second Marco Polo programme with a bigger budget and an extended scope has started in 2007. Marco Polo II has a budget of €450 million for 2007-2013 and covers also participating countries bordering the EU.

The Marco Polo funding programme has been managed by DG TREN of the European Commission till early 2008. Since, the programmes are operationally managed by EACI.

The Commission's "parent-DG" of the EACI in relation to the Marco Polo programme is DG TREN.

Marc Polo programme website: http://ec.europa.eu/transport/marcopolo/index_en.htm

JOB DESCRIPTION

Within the Resources unit, the Head of Sector - Human Resources plans, implements and monitors HRM policies and processes and manages the required HR operational support to the Executive Agency’s activities in the framework of the annual HR plan. The detailed activities are as follows:

1. Provides the technical assistance to Agency management in dealing with tools, procedures and deadlines related to staff matters, such as personnel selection, development, career guidance, training, performance appraisal, individual rights and obligations etc;

2. Recruits staff in accordance with the needs of the Agency and supervises the whole selection process;

3. Organises induction of new colleagues and the provision of coaching and mentoring within the Agency;

4. Develops and implements the training strategy of the Agency;

5. Acts as contact point for personnel issues;

6. Conceives and/or implements human resources policies and practices in line with the needs of the Agency, in accordance with the specific guidelines defined by the Commission;

7. Creates and maintains information on career, posts, job descriptions, organisational chart etc. with the support provided by a computerised information system;

8. Ensures that information about personnel is kept up to date and readily accessible to management, staff and the parent DGs in conformity with rules on personal data protection;

9. Supports management in the definition of the Human Resources budget needs for the Agency, in the allocation of the resources within the Agency establishment plan and by reporting on budget execution;

10. Manages the staff of the human resources sector.
QUALIFICATIONS AND EXPERIENCE REQUIRED

A. Eligibility criteria

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

1. a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is four years or more, or

   a level of education which corresponds to completed university studies attested by a diploma, followed by professional experience in that field of at least one year, when the normal period of university education is at least three years.

   *(Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration)*

2. By the closing date for applications candidates must, after obtaining the qualifications mentioned in point A (1), have acquired **at least 6 years** professional experience of which at least 3 years in the field of Human Resources, or legal or financial issues related to the field of Human Resources;

3. To have a thorough knowledge of at least two official languages of the European Union;

4. To be a national of a member state of the European Union, Norway, Iceland or Liechtenstein;

5. To be entitled to his or her full rights as a citizen;

6. To have fulfilled any obligations imposed by the applicable laws concerning military service;

7. To meet the character requirements for the duties involved;

8. To be physically fit to perform the duties linked to the post.

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1 Professional experience is counted only from the time you obtained the diploma required for being eligible. At a later stage, you will be asked to provide supporting documents confirming the length and the level of your professional experience.

2 Before the appointment, a successful candidate shall be medically examined by one of the institutions’ medical officers in order that the Intelligent Energy Executive Agency may be satisfied that he fulfils the requirement of article 28(e) of the Staff Regulation of the Officials of the European Communities.
B. Selection criteria

**Essential**

1. Professional experience in the field of Human Resources or in legal or financial issues closely related to HR;

2. Direct professional experience and good knowledge of at least one of the following domains: recruitment and selection, training and development, performance appraisal;

3. Experience and knowledge in organising HR procedures;

4. Aptitude to use computerised information systems for human resources management;

5. Very good written and oral command of the English language;

6. Ability to work under pressure and manage his/her responsibilities;

7. Capacity to manage a team;

8. Confidentiality, tact and discretion when dealing with people.

**Advantageous**

1. University studies in the field of human resources, administration or law;

2. Knowledge of the organisation and structure of Commission services and agencies and a very good understanding of the Staff Regulations and other legislation linked to human resources;

3. Familiarity with the European Union and its institutions;

4. Direct experience and/or knowledge in one of the following fields: equal opportunities, protection of personal data, personnel administration, legal issues and procedures related to the HR domain;

5. Previous experience in staff management;

6. Previous experience within an international, multicultural environment;

7. Excellent communication skills.

**EQUAL OPPORTUNITIES**

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the ground of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.
APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The jobholder will be appointed on the basis of a shortlist proposed by the selection committee. This notice is the basis for the establishment of the selection committee’s proposal. The shortlist of candidates will be established following an open selection process including interviews.

The selection committee will check the eligibility of all applications. The selection committee will analyse the motivation letter and the CVs of eligible applicants with reference to the selection criteria. It will establish a list of candidates best matching the needs of the Agency and invite them for an interview. Please note that written tests may be organised simultaneously. On this basis, the selection committee will establish a shortlist of suitable candidates.

Suitable candidates will be recruited or put on a reserve list upon decision of the Agency appointing authority, possibly after interview of the candidates by the appointing authority or one of his representatives.

Candidates should note that inclusion on the reserve list does not guarantee recruitment.

A contract offer, linked to the determined life of the Agency, will be made as a temporary staff member pursuant to the Article 2(a) of the Conditions of Employment of Other Servants of the European Communities for a maximum period of 5 years, with the possibility of renewal, subject to the life of the Agency.

Candidates from Norway, Iceland and Liechtenstein may only be hired subject to the conclusion of the relevant agreements with the respective countries and the availability of additional contributions to the budget of the Community programmes with which the Agency will be entrusted.

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

The successful candidate will be recruited in the grade AD 7.

The reserve list will be valid for 12 months from the date of its establishment. The validity of the reserve list could be extended if the Agency Director so decides.

For further information on working conditions of temporary agents see: http://europa.eu.int/comm/reform/2002/index_en.htm

APPLICATION PROCEDURE

Applications not fulfilling the criteria set out in this vacancy notice will not be considered.

It is your responsibility to complete your online registration before the deadline for submission of applications. We strongly advise you not to wait until the last few days before the deadline, since heavy Internet traffic or a fault with your Internet connection could lead to the online registration being terminated before you have completed it, thereby obliging you to repeat the whole process. You will no longer be able to register your application once the deadline for the submission of registration has passed.

On completion of your online registration, you will receive on screen a confirmation number which you must note. This will be your reference for your application. Once you receive this confirmation, the process is finished. It is the confirmation that we have registered the data you
entered. If you do not receive a number, your application has not been registered! You can update your application until the closing date without modifying the data in your e-CV. On-line registration will not be possible after the closing date for applications. You indicate in your on-line application any special arrangements that may be required if you are invited to attend an interview.

Deadline for applications: 27 March 2009 at midday (Brussels time)

If at any stage of the procedure it is established that any of the information a candidate provided is incorrect, the candidate in question will be disqualified.

Continue here for the application form:
https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm

If you have a problem with the link above, try and paste this link into your Web browser.