

Vacancy Notice for the position of Head of Administration and Finance

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1. Introduction

The Innovative Medicines Initiative 2 Joint Undertaking (IMI2 JU) is working to improve health by speeding up the development of, and patient access to, innovative medicines, particularly in areas where there is an unmet medical or social need. It does this by facilitating collaboration between the key players involved in healthcare research, including universities, the pharmaceutical and other industries, small and medium-sized enterprises (SMEs), patient organisations, and medicines regulators. IMI2 JU is a partnership between the European Union and the European pharmaceutical industry, represented by the European Federation of Pharmaceutical Industries and Associations (EFPIA).

With a €3.3 billion budget for the period 2014-2024, IMI2 JU is the world's biggest public-private partnership (PPP) in the life sciences. Half of the IMI2 JU budget (€1.638 billion) comes from Horizon 2020, the EU's framework programme for research and innovation. This will match €1.425 billion committed to the programme by EFPIA companies, plus up to €213 million that could be committed by other life science industries or organisations that decide to contribute to IMI2 JU as members or associated partners in individual projects.

The specific goal of IMI2 JU is to develop next generation vaccines, medicines and treatments, such as new antibiotics. It will build on the successes and lessons learnt under IMI's first phase. It brings together companies, universities, public laboratories, innovative small and medium-sized enterprises (SMEs), patient groups and regulators in collaborative projects to pave the way for breakthrough vaccines, medicines and treatments to tackle Europe's growing health challenges, and secure the future international competitiveness of Europe's pharmaceutical industry.

For more information, please visit the IMI2 JU website: www.imi.europa.eu.

2. Job description

2.1 Profile

The Head of Administration and Finance is a key middle manager in the IMI2 JU organisation, reporting directly to the Executive Director who remains ultimately responsible for the day-to-day management of the Joint Undertaking and in charge of the overall administration of the IMI Programme Office.

The Head of Administration and Finance leads an international and multi-disciplinary team of around 15 people in the Administration and Finance Unit.

He/she coordinates the following services:

- human resources, management of staff and division of tasks among staff members;
- budget, finance and procurement;
- legal and intellectual property (IP);
- information technology;
- ex-post audits of beneficiaries of IMI funding and EFPIA companies' in-kind contributions;
- office management.

The Head of Administration and Finance is in charge of the organisation and work procedures of the above services managing them in an efficient and cost-effective manner. He/she is responsible for the smooth management of the unit, contributing to the definition of its missions and work programme, allocating resources accordingly, and representing the unit in meetings with internal and external stakeholders.

The jobholder is also a key member of the IMI Management Team and works closely with the Head of Scientific Operations and Head of Communications and Institutional Relations.

He/she is a key player in promoting a results-oriented, open and collaborative working culture at IMI2 JU.

2.2 Tasks

The tasks of the Head of Administration and Finance will include, amongst others, the following:

Management:

- lead and direct the Administration and Finance Unit and its staff;
- define the work programme of the unit and coordinate the work of the team and its contribution to the objectives assigned;
- manage the budget, finance, procurement, legal, human resources and IT functions of IMI2 by developing, implementing and monitoring strategies, policies, rules and processes in the unit, in line with the IMI's mission and objectives, as well as the EU Financial and Staff Regulations;

Budget and finance:

- develop and maintain the sound financial management of the organisation to ensure the regularity and legality of the financial transactions in accordance with the IMI2 JU Financial Rules;
- coordination and finalisation of the Annual Work Plan (AWP) with specific input on budget, human resources requests and other administrative aspects;
- coordinate the overall IMI JU budget and the resource estimates plan, and monitor their implementation;
- supervise and further improve the financial circuits ensuring that financial workflows, procedures and systems are in place to maintain operational excellence, providing support to users of the common financial management and accounting systems (ABAC), managing the budgetary procedure,
- implementing as Authorising Officer by delegation (unlimited) financial transactions (commitments, payments, recovery orders and performing financial controls (initiation, ex-ante, ex-post);
- provide to the Accounting Officer the information necessary for the production of accounts giving a true image of the Joint Undertaking's assets and of budget implementation;
- develop relevant guidelines and manuals of procedure for staff on financial circuits;

- supervise and manage the overall planning and reporting on procurement needs, based on Units' inputs and needs;
- carry out ex-ante checks before contract notices are published.

Legal and intellectual property (IP):

- ensure that all legal affairs are well managed and procurement procedures, grant agreements and contracts are legally sound.

Human resources (HR):

- coordinate the JU's human resources management and staff policies;
- issue HR guidelines and policy actions;
- oversee the implementation of efficient recruitment procedures in relation to the strategic implementation of the Staff Establishment Plan;
- support the management of staff conflicts;
- promote a healthy and safe working environment for JU staff.

Information technologies (ICT):

- supervise the management of the IT work programme and ensure up-to-date technology is available for the JU;
- interact with the Common Support Centre (CSC).

Coordination, support, planning and reporting:

- assist the Executive Director in the management of IMI2 JU by providing him with sound advice on administrative, legal and financial matters, and by contributing to the overall strategy and policies;
- ensure a regular reporting to the Executive Director and relevant supervisory bodies, including the IMI Governing Board, the European Commission, the European Court of Auditors and the budget authorities (European Parliament, Council) on the progress of the work under his responsibility;
- liaise with the Members of the Joint Undertaking, EU institutions, other Joint Undertakings and external partners on all matters falling under the above portfolio;
- oversee, in collaboration with the Management Team, the timely preparation of the Annual Work Plans, where appropriate with the support of dedicated project teams;
- be in charge of and responsible for risk management and internal control, coordinating the preparation of the Annual Activity Report (AAR);
- provide critical input into how IMI2 JU develops both strategically and operationally as an organisation.

3. Eligibility, qualifications and experience required

3.1 Eligibility criteria

In order to be eligible, candidate must:

- be a national of a Member State of the European Union;
- enjoy his/ her full rights as a citizen¹;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- meet the character requirements for the duties involved;

¹ Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

- be physically fit to perform the duties linked to the post²;
- 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).

At the closing date of applications, candidate must:

- Have a level of education which corresponds to completed university studies of at least 4 years attested by a diploma³ and, after having obtained the university degree, at least 15 years of appropriate professional experience;

OR

- Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the university degree, at least 16 years of appropriate professional experience.
- Eligibility criteria must be fulfilled by the deadline for applications, and maintained throughout the selection procedure and appointment.

4. Selection criteria

4.1 Essential criteria

- suitability to perform the tasks described in point 2.2;
- at least five years of middle management experience, with a proven track record in building, managing, motivating and developing teams to the best of their potential, in particular in a multicultural and multi-disciplinary environment (please indicate the size and how many years you have lead the team);
- at least five years of proven experience of financial management, accounting and project management;
- demonstrated excellent communication and negotiation skills;
- Very good command of spoken and written English, with proven drafting skills.

4.2 Advantageous criteria

- experience in one or more of the areas mentioned under point 2.2 (e.g. budget, finance, procurement, legal, human resources);
- experience in the management of audits, in dealing with standards compliance procedures and risk assessment;
- experience in working in leading organisations through change processes;
- experience in implementing EU financial and procurement rules applicable to the general budget of the European Union and/or very good knowledge of the Staff Regulations and the Conditions of Employment of Other Servants of the European Union.

² Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

³ Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

Candidates invited to the interviewing process will also be assessed on the following criteria that are essential to the post:

- demonstrable ability to deal with confidential files, and to use tact and discretion when dealing with people;
- self-control under pressure in demanding situations and ability to handle many simultaneous tasks;
- ability to establish and develop good inter-personal relations with a broad range of stakeholders in cross-cultural environments.

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

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 which 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 IMI2 JU.

After applications are screened, the Selection Committee, having regard to the vacancy notice and basing itself 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.

The interview will consist of a written and oral 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 Invitation to interviews with the Executive Director

After the interviews, the shortlisted candidates will be invited to an interview with the Executive Director.

6.3 Assessment centre

All applicants invited to an interview with the Executive Director shall take part in an assessment centre, unless they have already taken part in an assessment centre during the two years preceding the closing date for the receipt of applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, she/he may at her/his request, be admitted to the assessment centre.

The assessment centre will evaluate the applicants' potential and provide an in-depth analysis of managerial skills, adaptability and other core competencies. It will comprise individual and/or group exercises as well as in-depth interviews focussed on management skills. The result of the assessment centre will be taken into consideration by the appointing authority.

Details of the time, date and address of the assessment phase will be communicated to candidates in due course.

Following the interview with the Executive Director and considering the results of interview with the Selection Committee as well as the results of the assessment centre, the **reserve list** of successful candidates who most correspond to the profile sought will be established.

6.4 Appointment and reserve list

The recruitment will take place upon a decision of the IMI2 JU Executive Director (the Appointing Authority).

The Executive Director of the Joint Undertaking 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 conditions⁴ and will take the form of a contract signed by the Appointing Authority of the Joint Undertaking.

The reserve list could be used to fulfil other positions within IMI2 JU.

The reserve list will be valid until **31 December 2020** 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 availability of posts and budget.

The IMI2 JU may decide at any time of the procedure not to pursue the recruitment.

7. Equal opportunities

The IMI2 JU, as a European Union body, applies the principles of equal opportunities and no discrimination in accordance with article 1d of the Staff Regulations⁵.

8. Conditions of Employment

The successful candidate will be appointed as a Temporary Agent AD 11, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities, for a period of three years. After an evaluation of the performance 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 IMI2 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.

⁴ Before the appointment, a successful candidate shall undergo a medical examination by the medical services of the Commission in order that the IMI2 JU may be satisfied that she/he fulfils the requirement of article 28(e) of the Staff Regulation of the Officials of the European Communities.

⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The basic monthly salary for AD 11, step 1 is EUR 10.043,25. 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 online application via the IMI2 JU vacancies portal: <https://cloud.imi.europa.eu/web/imi-vacancies>.

Candidates are requested to complete the online application form - to access the right form, candidates should select the vacancy for which they wish to apply.

When filling in their application, candidates are requested to **provide examples** of their **professional experiences** and **competences** (e.g. excellent communication and negotiation skills: candidates should provide at least an example to demonstrate their excellent communication and negotiation skills).

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: vacancies@imi.europa.eu. Please remember to quote the reference of the vacancy (ies) 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 online registration being interrupted. After the deadline, applications will no longer be accepted.

Application forms sent by e-mail, 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 **2 May 2019, 23:59 CEST** (Central European Summer Time / Brussels time).

10. Protection of personal data

The personal information that IMI2 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 Data Protection Regulation).

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 knowledge of languages, professional experience, current and previous employment contracts, recommendation letters, motivation letters;
- moral conduct - recent criminal records extract;
- declaration of conflict 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 IMI2 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 IMI2 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;
- IMI2 JU human resources staff.

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".

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 IMI2 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 201/1725. 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 IMI2 JU's Data Protection Officer at Data-Protection@imi.europa.eu

You may make a request to access the IMI2 JU register of data processing operations in order to obtain more detailed information on how we treat and protect your personal data, in accordance with Article 17 of Regulation (EU) 2018/1725.

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 two 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 Data-Protection@imi.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

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: vacancies@imi.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:

Innovative Medicines Initiative 2 Joint Undertaking
For the attention of the Executive Director
IMI JU • TO 56 • 1049 Brussels
Belgium

The complaint must be lodged within three months. The time limit for initiating this type of procedure start to run from the time IMI 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

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 IMI2 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>).