

# Call for expression of interest for Seconded National Experts

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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 is building on the successes and lessons learnt under IMI's first phase. It brings together companies, universities, public laboratories, innovative 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](http://www.imi.europa.eu).

## 2. Job description

Healthcare is undergoing rapid and disruptive change, notably in the wake of a new digital era that is impacting the way healthcare is delivered. Thus, IMI2 JU is looking for a Seconded National Expert (SNE) to fulfil the role of Scientific Project Officer in digital health.

The SNE will work with current stakeholders and external parties to ensure that IMI2 JU launches projects that allow the benefits of this digital transformation to reach patients as quickly as possible. In particular, the job holder shall assist IMI2 JU in further developing its engagement with digital health organisations. He/she will report to the Head of Scientific Operations.

The SNE's main tasks will be the following:

- In collaboration with the IMI2 JU science and communication teams and relevant external stakeholders, coordinate and implement a strategy for the engagement and on-boarding of digital health organisations to IMI2 JU;
- Work with current and new stakeholders to develop new topics under IMI2 in the field of digital health;
- Coordinate the interactions between external stakeholders and report internally on their activities to IMI2 JU's advisory bodies (States Representatives Group, Scientific Committee,) as well as to the Governing Board and its advisory groups (Strategic Governing Groups);
- Contribute to the planning, management and monitoring of calls for proposals/tenders, the evaluation processes, the grant preparation stage and the monitoring of launched projects in the area of digital health;
- Ensure adequate follow-up of issues related to project implementation, contractual obligations and the management of external expertise.

The successful candidate may be required to undertake other tasks and activities as deemed necessary under the responsibility of the Head of Scientific Operations, according to the evolution and development of IMI2 JU's structure or activities.

## 3. Qualification and experience required

In order to be eligible, the candidate must:

### 3.1 Eligibility criteria

- Be a national of a European Union Member State or of the Member States of the European Free Trade Area (EFTA);
- Be employed by a public administration of a European Union Member State or EFTA for at least 1 year before the start of the secondment and guarantee to remain in the service of the current employer throughout the period of secondment;
- Have at least 3 years' experience of administrative functions;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of a second of these languages to the extent necessary to perform his/her duties;
- Very good command of written and spoken English; English being the working language in IMI2 JU;

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

### 3.2 Selection criteria

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

#### Essential

- Suitability to perform the tasks described in point 2;
- A university degree in a relevant field;
- A knowledge of the medicines development cycle;
- Be a highly experienced professional with proven knowledge of the latest innovations in the digital health sector, in particular with respect to innovative medicines;
- Strong experience in engaging effectively with digital health organisations and other relevant stakeholders, preferably in a multicultural environment;
- Demonstrated experience and skills in project management;

#### Advantageous

- Previous working experience in the area of digital health;
- Good knowledge of pharmaceutical and digital health organisations' IP policies;
- Experience managing projects in EU Framework Programmes.

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

- Excellent ability to work cooperatively with others in multicultural teams and across organisational boundaries;
- Excellent communication skills;
- Demonstrated ability to remain effective under heavy workload and to meet statutory and organisational deadlines consistently, regardless of change in the working environment;
- Ability to prioritise and to organise activities/tasks/resources to deliver on several projects in parallel.

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

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

## 4. Selection and Appointment Procedure

For each selection process a Selection Committee is nominated by the Appointing Authority. After applications are screened, the Selection Committee, will draw up a shortlist of candidates to be invited for an interview based on elements of the application. After the interviews, the Selection Committee will establish a reserve list of the most suitable candidates. From this list, suitable candidate(s) may be recruited upon decision of the Appointing Authority. The IMI2 JU may decide at any time during the procedure not to continue with the recruitment.

A binding commitment can only be made after the verification of all conditions.

## 5. Equal opportunities

The IMI2 JU, as a European Union body, applies a policy of equal opportunities and non-discrimination in accordance with article 1d of the Staff Regulations<sup>1</sup>.

## 6. Conditions of Employment

SNEs are staff employed by a national, regional or local public administration or an intergovernmental organisation (IGO), who is seconded to the IMI2 JU for their expertise in a particular field.

The secondment is governed by IMI2 IU Governing Board Decision n° 18 of 23.06.2016 which lays out rules on the secondment of national experts to IMI2 JU (document IMI2-GB-DEC-2016-18). The rules governing the use of SNEs can be found on the website of IMI2 JU: <http://www.imi.europa.eu/work-for-us/job-opportunities>

During the period of the secondment, the SNEs remain employed by their respective employer, who continue to pay their salary - to maintain their administrative status - and continue to be responsible for their social rights, particularly social security and pension. Therefore, before application is considered, the employer needs to be in full support of possible arrangement with IMI2 JU for a secondment.

The period of engagement will be 2 years. It may be renewed once or more up to a total period of 4 years and in any case it will not exceed the lifetime of the IMI2 JU.

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

## 7. Application procedure

Applications shall be forwarded to the IMI2 JU by the Permanent Representations of the European Union Member States, the EFTA Secretariat or administrations of the IGOs and, in order to be valid, must include the following:

- a detailed curriculum vitae in Europass CV format in English (see <http://europass.cedefop.europa.eu>);
- a letter of motivation (1 page maximum);
- a letter from their national administrations confirming that they will rapidly authorise the secondment and confirming the employment of the candidate for the preceding 1 year, and during the whole period of secondment at IMI2 JU.

For the above documents, only Word (.doc or .docx) or PDF documents (.pdf) will be accepted. The maximum file size is 2 MB.

Incomplete applications will be disqualified and treated as non-eligible.

In order to facilitate the selection process, all correspondence to candidates will be in English.

### **Closing date**

Applications must be submitted by **15<sup>th</sup> October 2019, 23:59 CET** (Central European Time / Brussels time).

### **Important Information for Candidates**

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<sup>1</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

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

## 8. 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 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.

Candidates are free to give their data on a voluntary basis, although failure to reply will exclude them automatically from **recruitment**.

### **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](mailto: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 ten 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](mailto: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](mailto:edps@edps.europa.eu)

## 9. Appeal procedure

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

### 9.1 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](mailto:vacancies@imi.europa.eu)

### 9.2 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  
IMI2 JU • TO 56 • 1049 Brussels  
Belgium

The complaint must be lodged within three months, starting from the time IMI2 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)

### 9.3 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>)