

Vacancy notice for the post of
Human Resources and General Administration Officer (AST6)
at the Fuel Cells and Hydrogen 2 Joint Undertaking (FCH 2 JU)
Reference: FCH2JU/AST6/2015/01
Temporary Agent – AST6
M/F

The Fuel Cells and Hydrogen 2 Joint Undertaking (FCH 2 JU) is a unique public private partnership supporting research, technological development and demonstration (RTD) activities in fuel cell and hydrogen energy technologies in Europe. Its aim is to accelerate the market introduction of these technologies, realising their potential as an instrument in achieving a carbon-lean energy system.

Fuel cells, as an efficient conversion technology, and hydrogen, as a clean energy carrier, have a great potential to help fight carbon dioxide emissions, to reduce dependence on hydrocarbons and to contribute to economic growth. The objective of the FCH 2 JU is to bring these benefits to Europeans through a concentrated effort from all sectors.

The three members of the FCH 2 JU are the European Commission, fuel cell and hydrogen industries represented by the Industry Grouping (NEW-IG) and the research community represented by Research Grouping (N.ERGHY).

The FCH JU was initially established by Council Regulation (EC) 521/2008 of 30.05.2008 for a period up to 31.12.2017 to implement part of the FP 7 programme. The FCH 2 JU was later established by Council Regulation (EC) 559/2014¹ of 6 May 2014 for a period up to 31.12.2024 taking over on-going tasks under FP 7 and implementing part of Horizon 2020 programme.

The FCH 2 JU supports

- long-term and breakthrough-orientated research
- research and technological development
- demonstration
- support actions, including pre-normative research

following open and competitive calls for project proposals under FP7 programme (calls 2008 to 2013) and under Horizon 2020 (first call was launched in 2014 and new calls should be organized until 2020).

The FCH 2 JU office is located in Brussels, Belgium.

¹ http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:JOL_2014_169_R_0007&from=FR

For further information please consult the following website:
<http://www.fch-ju.eu/>

Applications are invited for the post of Human Resources and General Administration (HR & GA) officer

I. Job Description

The jobholder will be a HR & GA Officer who reports to the Head of Finance & Administration Unit. His/her responsibilities may include one or more of the following (non-exhaustive list):

In the area of Human Resources

- Develop and implement the staff policies and procedures ensuring compliance with staff regulations and implementing rules;
- Prepare and follow-up the budget for salaries & staff-related expenditure;
- Carry out the administration of salaries;
- Organise selection procedures and coordinate the work of Selection Boards;
- Follow-up and coordinate career and performance management (probationary period, annual appraisals, reclassification exercise);
- Establish the annual learning & development programme, coordinate training offer and organize training sessions as relevant;
- Support the management of leave , absences, part-time and teleworking;
- Ensure the effectiveness of internal communication;
- Ensure that relevant information on personnel is kept safe, up-to-date and readily accessible to management and staff, in conformity with applicable rules on data protection;
- Facilitate smooth integration of new staff;
- Organize away days & teambuilding events;
- Contribute to general tasks such as planning, budgeting and reporting;
- Act as the contact point for personnel issues and ensure administrative relations and coordination with the Pay Master Office, medical service, DG HR, European School of Administration and other entities as applicable;
- Liaise with the other Joint Undertakings present in the White Atrium to share services, tools and best practices;

In the area of General Administration

- Ensure the provision of office supplies and other commodities necessary for the daily operations of the JU;
- Prepare and follow-up budget for general administration (office supplies, postage, courier services, insurances...)
- Ensure availability of adequate office equipment;
- Coordinate logistics and maintenance of the premises (in liaison with the other JUs and with the Legal Officer where relevant);
- Ensure management of the physical inventory (in close liaison with the IT officer);
- Support to the users of the logistical infrastructure of the JU;
- Provide support for procurement activities for the supply of material, equipment and services (including drafting tender specifications, evaluating offers, drafting specific contracts , award decisions...) ensuring compliance with the FCH Financial Rules;
- Prepare and follow-up the implementation of the procurement plan for administrative activities;
- Monitor the implementation of the Service Level Agreements (SLA) and Memorandum of Understanding (MoU) signed with the Commission services or other entities;
- Maintain the contract database;
- Ensure update of templates, guidelines, checklists, procedures and other documents related to the procurement cycle;
- Ensure filing and archiving of contracts, SLAs, MoUs

Overall

- Establish good working relationships with colleagues and positively contribute to effective team work.
- Perform other relevant tasks as assigned by the Head of Finance & Administration Unit.

II. Qualifications and experience required

Eligibility criteria:

- (i) Have a level of post-secondary education attested by a diploma **or**

(ii) Have a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years;

- The candidate must have acquired at least **12 years'** of professional experience since obtaining the qualification required under (i) or (ii) above;
- Thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties;
- Be a national of one of the Member States of the Union;
- Enjoy his/her full rights as a citizen;
- Have fulfilled any obligations imposed on him/her by the laws of their home country concerning military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform his/her duties.

Selection criteria:

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria:

Essential

- Within the minimum of 12 years of professional experience, at least 4 years should be in positions related to the duties outlined in the Job Description;
- Experience in Human Resources policies and their implementation
- Experience in dealing with HR matters
- Experience in providing support in procurement and contract management in a EU environment;
- Solid command of both oral and written English which is the vehicular language at the FCH 2 JU;
- Ability to use standard MS Office tools (in particular excel);
- Ability to work in a team and in a multicultural environment;
- Ability to work under pressure and to meet tight deadlines;
- Good analytical ability, communication, problem solving and organisational skills;
- Excellent sense of responsibility and initiative.

Advantageous

The following characteristics will be considered as additional assets:

- Knowledge of EU staff regulations and implementing rules;

- Professional experience gained in a European Institution/Agency or an International Organisation and/or abroad;

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

III. Selection phase

A Selection Board, appointed by the Appointing Authority of the FCH 2 JU assesses / evaluates the applications in accordance with the eligibility and selection criteria outlined in the vacancy notice and establishes a short list of applicants invited for an interview and a written test.

The Selection Board will interview the shortlisted applicants. These applicants will also sit a written test related to the field of duties. Following this, the Selection Board will establish a reserve list of suitable candidates to be approved by the Executive Director.

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

The number of candidates invited for an interview will be limited to a maximum of 15.

IV. Reserve list and appointment

The Executive Director may decide to interview the candidates before establishment of the reserve list and/or appointment.

The reserve list may be used in order to fulfil positions within the FCH 2 JU.

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

The reserve list for this post will be valid until **31 December 2016** and may be extended at the discretion of the Appointing Authority of the FCH 2 JU.

V. Contractual conditions

A contract offer will be made as a temporary agent, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities, to which he/she will be subject, for a period of **3 years**. The contract may be renewed in accordance with the legal basis applicable to the joint undertaking.

The successful candidate will undergo an initial probationary period of 9 months.

Remuneration will be based on the Union scale of salaries. Pay is subject to Union tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

For the position of Human Resources & General Administration Officer, the grade is **AST 6**. The basic monthly salary of a temporary agent in the first step at AST 6 level, before any deductions or allowances, is EUR 4960,64 .

The place of employment is Brussels, Belgium, where the FCH 2 JU has its official seat.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials of the European Communities and its Conditions of Employment of Other Servants of the European Communities, which is available on the following web page:

http://ec.europa.eu/civil_service/docs/toc100_en.pdf

VI. Declaration of commitment to serve public interest independently

The successful candidate will be required to make a declaration of 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.

VII. Equal opportunity

The FCH 2 JU applies a policy of equal opportunity for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions or opinions, financial situation, disability, age, sexual orientation, marital status or family situation.

VIII. Application procedure

For applications to be valid, candidates must submit an online application via the vacancies portal: <https://cloud.fch.europa.eu/web/vacancies>

Candidates are requested to:

1. complete the online application form - to access the right form, candidates should select the vacancy for which they wish to apply;
2. upload a letter of motivation;
3. upload a Curriculum Vitae (CV), in the European CV format <http://europass.cedefop.europa.eu>).

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

IMPORTANT: for each 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.

The application will be rejected if the dossier is incomplete.

Candidates are advised to apply using an e-mail address that will remain valid for several months: candidates that will leave their job in the coming months are advised not to use their professional e-mail address.

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 as indicated below.

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

Application forms sent by e-mail, fax or post **will not** be accepted.

Candidates are asked to report any potential change of contact details without delay, to the following e-mail address: applications@fch.europa.eu

Please remember to quote the reference of the vacancy for which you have applied in all correspondence: **FCH2JU/AST6/2015/01**.

Candidates should assess and check before submitting their application whether they fulfil all the requirements as specified in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

Should candidates be invited for an interview, in order for the application to be considered complete, they **must bring with them on the day of interview originals or certified photocopies of the supporting documents for their education qualifications and employment (diplomas, working certificates, etc.)**. All documentary evidence of professional experience must indicate both start and end date of previous positions and the start date of the position held currently, full time or part time work has to be also indicated. Freelance or self-employed candidates must provide either a copy of the entry in the relevant trade register, or any official document (for example a tax revenue) showing clearly the length of the relevant professional experience

The FCH 2 JU has the right to disqualify candidates who fail to submit all the required documents on the date of interview.

As a candidate you are to be informed that in a later stage of the recruitment process a mandatory medical analysis and physical check-up is done with a selected medical service.

Closing date for the submission is 31 January 2015 at 23:59 (CET, Central European Time, Brussels).

IX. Request for review and Appeal procedures

Request for review

A candidate who feels that he/she has been treated incorrectly may ask to have his/her application reconsidered by sending, within 20 calendar days of the date of notification, a request for review via e-mail to: applications@fch.europa.eu. The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Board.

The Selection Board will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

Appeal procedures

If the 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 of Officials of the European Communities and the Conditions of employment of other servants of the European Communities (CEOS), at the following address:

Executive Director

**FCH JU
WA, TO 56-60
B-1049 Brussels
Belgium**

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see the Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is first informed of the outcome of the recruitment procedure).

If the complaint is 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 and the CEOS before:

The European Union Civil Service Tribunal

**Postal Address:
L-2925 Luxembourg**

The Appointing Authority does not have the power to amend the assessment decisions of the Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Board is not subject to review by the Court unless rules which govern the proceedings of the Selection Board have been infringed.

It is also possible to complain to the European Ombudsman pursuant to Article 228 (1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman

**1 Avenue du Président Robert Schuman – CS 30403
F-67001 Strasbourg Cedex**

Complaints made to the Ombudsman have no suspensive effect on the period laid down in the Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union.

X. Data protection

The FCH 2 JU ensures that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (12.1.2001, OJ, L 8). Please note that FCH 2 JU will not return applications to applicants. This applies in particular to the confidentiality and security of such data.

For more explanations on data protection please see the annexed privacy statement.