



**Assistant (CA FG III) to the Executive Director and Heads of Units of the
Clean Hydrogen Joint Undertaking**

Ref. CleanH2JU/CA FGIII/2024/02

The Clean Hydrogen Joint Undertaking (Clean Hydrogen 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, realizing 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 Clean Hydrogen JU is to bring these benefits to Europeans through a concentrated effort from all sectors.

The three members of the Clean Hydrogen JU are the European Commission, fuel cell and hydrogen industries represented by the Industry Grouping (HYDROGEN EUROPE) and the research community represented by the Research Grouping (HYDROGEN EUROPE RESEARCH).

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 (EU) 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 Clean Hydrogen JU was established by Council Regulation (EU) 2021/2085 on 19 November 2021 for a period up to 31/12/2031.

The Clean Hydrogen JU supports:

- long-term and breakthrough-orientated research,
- research and technological development,
- demonstration and early deployment of the FCH technologies,
- support actions, including pre-normative research

following open and competitive calls for project proposals under Horizon 2020 (2014-2020) and Horizon Europe (2021-2027).

The Clean Hydrogen JU 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.clean-hydrogen.europa.eu>

1. INTRODUCTION

The Clean Hydrogen JU is publishing a vacancy notice for an **Assistant to the management of the JU incl. Executive Director and Heads of Units** (Contract Agent Function Group III).

2. JOB PROFILE AND DUTIES

2.1 JOB PROFILE

The jobholder will report to the management of the JU, mainly to the Executive Director.

The position consists in assisting the Executive Director and the Heads of Units (HoUs) in managing their agenda, correspondence, missions and documents, and in supporting them in the logistic organization of meetings.

2.2 DUTIES

The jobholder will perform the following tasks:

- Office Management:
 - o Keeping the agenda and providing administrative and documentation support in preparing appointments, meetings, and missions for the ED and the HoUs,
 - o Maintaining/ updating the contacts database,
 - o Ensuring the mission planning and administrative follow-up (mission requests, travel and accommodation arrangements, reimbursements, etc.) for both the ED and the HoUs,
 - o Answering and filtering the calls, taking messages, responding to general enquiries for both the ED and the HoUs,
 - o Responding to queries and requests for information and documentation whilst exercising tact, discretion and confidentiality,
 - o Acting as a first point of contact for all enquiries to the ED and HoUs,
 - o Collecting information, inputs for briefing and presentations for speeches,
 - o Taking, transcribing and preparing notes, routine correspondence, and presentations and drafting minutes;
- Document and File Management:
 - o Registering and routing incoming and outgoing correspondence and emails of the ED and the HoUs, ensuring follow-up and respect of deadlines,
 - o Filing, copying, translating, circulating and retrieving documents for the ED and HoUs,
 - o Following up requests within the deadline,
 - o Organising and maintaining the archive of the ED and HoUs,
 - o Preparing documents and briefing files for missions, conferences and various meetings.



- Check and format mails and letters for ED and HoUs signature;
- Information:
 - Welcoming and informing visitors,
 - Managing contacts with external services and institutions in relation to the ED and HoUs meetings, missions, conferences;
- Meetings Organisation:
 - Supporting the organisation of meetings for the ED and HoUs, including reserving rooms, checking and sending agenda, compiling hand-outs, reception and security arrangements,
 - Ensuring logistics needs of the ED and HoUs are met (office supplies, etc.);
- Participating in ad-hoc files when necessary.

To perform his/her duties, the jobholder shall establish very good working relationships with colleagues both within the JU and with other JUs, and positively contribute to effective teamwork.

The jobholder may undertake additional tasks, as required in the interest of the service and appropriate to his/her expertise.

3. QUALIFICATIONS AND EXPERIENCE REQUIRED

Candidates will be considered for the selection phase based on the following formal criteria, which must be fulfilled by the deadline for applications:

3.1 ELIGIBILITY CRITERIA

The Assistant will be selected based on the following criteria:

- A level of post-secondary education attested by a diploma², or
- A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least five years, or
- Professional training or professional experience of an equivalent level;
- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties; the working language in the Clean Hydrogen JU is English;
- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen³;
- Enjoy his/her full rights as a citizen;

² Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration

³ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.



- 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.

3.2 SELECTION CRITERIA

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria. Failure to comply with the eligibility and essential selection criteria will result in a disqualification of the applicant concerned.

Essential

- Relevance of the academic background to the duties and responsibilities described under key accountabilities; preference will be given to qualifications acquired in the fields of administration and managing assistance,
- By the closing date for applications candidates must have acquired at least 5 (five) years of professional experience (following award of the diploma) relevant to the position,
- Excellent communication and organisational skills;
- Very good knowledge of EU protocol,
- Good knowledge of the European Union institutions,
- Good financial management skills and practical knowledge of the financial procedures applicable in an EU body,
- Proven ability to work in a team and in a multicultural environment,
- Very good command of both oral and written English;
- Proficiency in the use of standard MS Office applications, email, internet,
- A strong sense of responsibility, initiative and self-motivation.

Advantageous:

It is desirable for the selected candidate to have the following:

- Knowledge of EU corporate tools for HR management, financial management, mission management.

4.3 SELECTION PROCEDURE

A Selection Board, appointed by the Appointing Authority of the Clean Hydrogen 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.

4.4 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 Clean Hydrogen 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 2025 and may be extended at the discretion of the Appointing Authority of the Clean Hydrogen JU.

4. CONTRACTUAL CONDITIONS

A contract offer will be made as a Contract Agent, pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities, to which he/she will be subject, for a period of three 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 Assistant to the management, the grade is Contract Agent Function Group III. The basic monthly salary of a Contract Agent FGIII level, before any deductions or allowances, is EUR 3520,14

The place of employment is Brussels, Belgium, where the Clean Hydrogen 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://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF>



For reasons related to the Clean Hydrogen JU's operational requirements, the candidate will be required to be available at short notice (maximum 3 months).

5. 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.

6. EQUAL OPPORTUNITY

The Clean Hydrogen 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.

7. SUBMISSION OF APPLICATIONS

For applications to be valid, candidates must submit an online application via the [vacancies portal](#): 31 May 2024.

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. write a letter of motivation;
3. fill in all the fields in the vacancy portal to complete a Curriculum Vitae (CV)

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 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.

To facilitate the selection process, applications 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: recruitment@clean-hydrogen.europa.eu.

Please remember to quote the reference of the vacancy for which you have applied in all correspondence: **CleanH2JU/CA FGIII/2024/02**.

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, 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 dated 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) clearly showing the length of the relevant professional experience.

The Clean Hydrogen 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 May 2024, at 23:59 CET.

8. APPEAL PROCEDURE

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: recruitment@clean-hydrogen.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.

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

Clean Hydrogen 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 236 of the EC treaty 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 195(1) of the Treaty establishing the European Community 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 – BP 403

F-67001 Strasbourg Cedex

Complaints made to the Ombudsman have no suspense 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 236 of the EC Treaty.



9. DATA PROTECTION

The purpose of processing of the data you submit is to manage your application in view of a possible secondment to the Clean Hydrogen JU. The personal information we request from you 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 Text with EEA reference.

For more explanations on data protection please see the privacy statement [here](#).