



ANNEX

Stakeholders Relationships Officer (Contract Agent FGIV)

at the Clean Hydrogen Joint Undertaking (Clean Hydrogen JU)

Reference: CleanH2JU/CA FGIV/2025/01

3.3 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.

3.4 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 fill positions within 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 2026** and may be extended at the discretion of the Appointing Authority of Clean Hydrogen JU.

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 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 Stakeholders Relationships Officer, Contract Agent in function group IV and grade 14, the basic monthly salary, before any deductions or allowances, is EUR 4887.52

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).

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.

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.

SUBMISSION OF APPLICATION

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

- Up-to-date detailed curriculum vitae
- A letter of motivation

Closing date for the submission is **31 May 2025, at 23:59 CET**.

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.

DATA PROTECTION

The purpose of processing of the data you submit is to manage your application in view of a possible position at 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](#).