



Vacancy notice for the establishment of a reserve list for the post of

Financial Officer (Grade AD5)

to Fuel Cells and Hydrogen Joint Undertaking (FCH JU)

Reference: FCHJU/AD5/2014/03

Temporary Agent – AD5

M/F

The FCH JU publishes this vacancy notice in order to establish a reserve list for a post of Financial Officer to cover the financial management activities of the FCH 2 JU programme.

This vacancy notice is launched by the FCH JU following the adoption by the Council on 6 May 2014 of the FCH 2 JU Regulation (expected to enter into force by the end of June). Any recruitment and signature of the employment contract shall be made conditional to the following:

- the availability of posts and the adoption of the Staff Establishment Plan of the FCH 2 JU;**
- the budget availability of the FCH 2 JU.**

The Fuel Cells and Hydrogen Joint Undertaking (FCH JU) is a public-private partnership between the **European Union** and the **European Fuel Cells and Hydrogen Joint Technology Initiative Industry and Research Groupings**. The FCH JU is established in Brussels under European law¹ for a period up to 31.12.2017.

The FCH JU implements a Joint Technology Initiative aiming at placing Europe (EU Member States and States Associated to the Seventh Framework Programme), at the forefront of the fuel cells and hydrogen technologies worldwide, as well as enabling market breakthrough of these technologies, allowing commercial market forces to drive the substantial potential public benefits.

The objective of the FCH JU is to implement a programme of research, technological development and demonstration activities in Europe in a coordinated manner, in the fields of fuel cells and hydrogen, by pooling resources from the public and private sectors. This should be carried out with the cooperation and involvement of stakeholders from industry including SMEs, research centres, universities, and regional authorities. The **FCH JU organises** competitive calls for proposals in order to support these research activities.

The FCH JU activities engage € 940 million for the period 2008 – 2017, including (i) a contribution from the European Union to the FCH JU not exceeding € 470 million (of which maximum € 20 million for running costs) from the Seventh Framework Programme of the European Union for research, technological development and demonstration activities (2007-2013), and (ii) a cash contribution for running costs and in-kind contributions for operations from the Industry and Research Groupings at least matching the contributions from the European Union.

On the 6th May 2014, the Council of the EU formally agreed to continue the Fuel Cells and Hydrogen Joint Technology Initiative under the EU's new funding programme for research and innovation, Horizon 2020. Implemented by the FCH 2 JU, this second phase will continue to contribute to the objectives of the Joint Technology Initiative through the development of a strong, sustainable and global competitive Fuel Cells and Hydrogen sector in the Union with a ring-fenced budget of 665 M€, complemented by, at least, an equivalent level of investment by the Industrial and Research partners.

For further information please consult the following website:

<http://www.fch-ju.eu/>

I. Key accountabilities

Overall purpose:

The jobholder will report to the Head of Finance and Administration. He/she will be responsible for budgetary control, implementation and reporting as well as for the coordination of financial processing of Grant Agreements. The tasks described below will be performed for both FP7 and Horizon 2020 programmes and for running costs and operational expenditure.

¹ Council Regulation (EC) No 521/2008 of 30.05.2008 setting up the Fuel Cells and Hydrogen Joint Undertaking , OJ L 153 of 12.06.2008 and amended by the Council Regulations (EC) No 1183/2011 of 14.11.2011

Duties and responsibilities:

The jobholder will be part of a team responsible for the financial and legal management and implementation of the FCH JU programmes. He/she will perform the following tasks:

- Draft the annual budget plan and any amending budgets including the preparatory steps with the public and private members of the JU;
- Draft up to date budget forecasts for the FCH 2 JU budget;
- Track changes to the budgetary multi-annual planning and update reports;
- Monitor and report on the execution of the annual budget including the execution of the allocated shares of the JU budget;
- Track the carry-over of commitment and payment appropriations and ensure accurate forecasting of future budgets;
- Perform control activities for the day-to-day financial processes;
- Continuously review and report on business processes in financial management;
- Coordinate processing of financial files for grant related transactions;
- Keep overview of status of financial processing of Grant agreements
- Provide contractual and financial advice with regard to projects funded by the JU;
- Provide support for on-the-spot control visits and ex-post audits;
- Coordinate implementation of audit results;
- Draft or contribute to the update of procedures ;
- Ensure strict implementation of the JU's Financial Rules and related procedures;
- Contribute to horizontal tasks related to financial management of the projects, the contracts and the programme;
- Establish good working relationships with colleagues and positively contribute to effective team work.

II. Qualifications and experience required

A-Eligibility criteria:

Candidates will be considered for the selection phase on the basis of the following formal criteria to be fulfilled by the deadline for applications:

- A level of education which corresponds to completed university studies of at least three years, attested by a diploma²;
- 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;
- 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;
- 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.

B-Selection criteria:

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

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 finance, law, accounting, economics, audit and business administration);
- By the closing date for applications candidates must have **acquired at least 3 (three) years of professional experience (following award of the diploma) relevant to the position**
- Very good experience in financial control tasks;
- Strong analytical skills to evaluate complex financial information;
- Good knowledge of the ABAC system and the funds source structure of the EU budget;
- Ability to assess, track and manage detailed financial documents/spreadsheets;
- Understanding of financial and budgeting processes;
- Good financial management skills;

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.

- Very good command of both oral and written English;
- Computer literacy in the use of standard MS Office applications, email, internet and strong aptitude for working with IT tools;
- Good analytical ability and communication, problem-solving, and organizational skills;
- Proven ability to work in a team and in a multicultural environment;
- A strong sense of responsibility, initiative and self-motivation.

Advantageous

- Knowledge of the scope and aims of the FCH JU;
- Good knowledge of Grant Management tools as used in the EU institutions for financial management.

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 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 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 2015** and may be extended at the discretion of the Appointing Authority of the FCH 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 **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 Financial Officer, the grade is **AD 5**. The basic monthly salary of a temporary agent in the first step at AD 5 level, before any deductions or allowances, is EUR 4384,38.

The place of employment is Brussels, Belgium, where the FCH 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 FCH JU's operational requirements, the candidate will be required to be available at short notice.

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 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/fch-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), preferably 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 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, 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: applications@fch.europa.eu

Please remember to quote the reference of the vacancy for which you have applied in all correspondence: **FCHJU/AD5/2014/03**.

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 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) showing clearly the length of the relevant professional experience

The FCH 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 30 June 2014, at 23:59 CET.

IX. 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: 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.

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 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 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 236 of the EC Treaty.

X. Protection of personal data

All personal data collected for any selection procedure to be handled by the FCH JU will only be used for its purposes and will in no case be transmitted to any third party (as required by Regulation EC no 45/2001 of the European Parliament and of the Council of 18.12.2000 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. The purpose of processing your personal data is to support the selection procedure at the FCH JU. This processing may involve the distribution of this data to other Union institutions. All documents provided to the FCH JU during any selection procedure will be kept in the FCH JU's files and will not be returned to applicants. Applicants' documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the FCH JU.

For further information or exercise of your rights (such as the right to access or right to correct your data), contact can be taken with the Human Resources of the FCH JU.

