

4.3 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.

1. 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).

2. 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.

3. 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.

4. 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.

5. 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.

6. 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](#).