



EUROPEAN HEALTH AND DIGITAL EXECUTIVE
AGENCY (HADEA)

European Health and Digital Executive Agency (HaDEA)

CALL FOR EXPRESSION OF INTEREST

The European Health and Digital Executive Agency (HaDEA) is organising a
Call for Expression of Interest in view of establishing a Reserve List for
Programme Manager

Temporary Agent, AD5
(Ref.: HaDEA- EXT/AD/2021/14/PM)

Type of contract	Temporary Agent ¹
Function group and grade	AD5
Duration of contract	2 years (with the possibility of extension ²)
Estimated number of candidates to be placed on the Reserve List	40
Unit	Department A (Units A1, A2 and A3)
Place of employment	Brussels, Belgium
Deadline for application	13/12/2021 (23:45 CET Brussels time)

¹ According to Article 2(f) of the Conditions of Employment of Other Servants of the European Union (CEOS).

² According to Article 8 of the CEOS, Temporary Agents may be engaged under their first contract for a fixed period. The contract may be renewed not more than once for a fixed period. Any further renewal shall be for an indefinite period.

1. ABOUT US

The European Health and Digital Executive Agency (HaDEA) was established by Commission Implementing Decision (EU) 2021/173 of 12 February 2021. Located in Brussels, the Agency comprises 3 departments and 10 units. Our colleagues are European experts and specialists in matters related to health, food, digital, industry, space, communication and finance. [See the organisational chart.](#)

We currently manage the following programmes on behalf of the European Commission:

- EU4Health programme;
- Horizon Europe: Pillar II, Cluster 1: Health;
- Single Market Programme: Food safety: health for humans, animals and plants along the food chain and better training for safer food;
- Digital Europe Programme;
- Connecting Europe Facility: Digital;
- Horizon Europe: Pillar II, Cluster 4: Digital, Industry and Space.

The Agency reports to five Directorates-General of the European Commission – Health and Food Safety (SANTE), Research and Innovation (RTD), Communication Networks, Content and Technologies (CNECT), Defence, Industry and Space (DEFIS) and Internal Market, Industry, Entrepreneurship and SMEs (GROW) – which remain responsible for programming and evaluation.

For more information on HaDEA, please visit https://hadea.ec.europa.eu/index_en.

Why join us?

Working in the Agency will put you at the heart of the European Commission's ambition to help rebuild a post-COVID-19 Europe, which will be greener, more digital, more resilient and better fit for the current and forthcoming challenges.

The Agency has a workplace culture of staff empowerment and engagement. A culture of listening to staff, working collaboratively with respect and trust on a common vision of purpose and success. Staff engagement as a top priority, opportunities to provide meaningful feedback and share ideas, teamwork, open communication and room for innovation are common markers of HaDEA's culture.

The staff of HaDEA are committed to the public service principles for EU civil servants: commitment, integrity, objectivity, respect for others, transparency.

HaDEA is a workplace in which employees feel proud to belong. The Agency facilitates a working environment where staff are encouraged to keep their skills up to date and develop additional competencies. Several wellbeing initiatives in the areas of physical, mental and organisational health are aimed at supporting staff to improve their resilience to cope with the demands of a world in constant change.

HaDEA has an on-boarding programme to support staff arrivals to the Agency. The People sector (HR), the respective teams, line managers and buddies (experienced colleagues assigned to support new staff) will help newcomers to easily integrate and settle in. We look forward to welcoming you to HaDEA.

2. JOB DESCRIPTION

HADEA is establishing a reserve list of Temporary Agents (AD5) Programme Managers in Department A (Health and Food) that groups the various components of EU4Health, Horizon Europe (Cluster 1 - Health Research) and the Single Market Programme - Food Chain.

Overall purpose

Under the direct supervision of the Head of Unit, Deputy Head of Unit or Head of Sector, the job holder will implement the complete programme cycle (call publication, evaluation, grants/contracts agreement production, operational follow-up of grants/contracts agreements, procurement procedures and dissemination of project's results) under one of the above mentioned programmes.

Function and duties

The Programme Managers are expected to fulfil tasks within the following range of responsibilities:

- Prepare all documents for launching and evaluating calls for proposals;
- Prepare and ensure high quality tender specifications for launching public procurement procedures;
- Manage/coordinate calls for proposals and contribute to the call evaluation, e.g. by identifying and communicating with internal/external experts to determine availability, assign experts to proposals and check for conflicts of interest, and by contributing to expert briefings, moderating consensus meetings, chairing panel meetings, etc.
- Coordinate the launch of call for proposals, the evaluation session, award decision, information to applicants, operational and financial follow up of grants;
- Manage/coordinate calls for tender and contribute to the evaluation of the offers;
- Prepare the award decision and follow up the contract preparation and signature;
- Analyse and assess the results and impact of the programme and its projects, provide feedback, make suggestions for improvements;
- Coordinate communication actions on the results of projects managed under the Programmes and communicate with beneficiaries and other stakeholders, e.g. National Contact Points and Member States;
- Coordinate (in collaboration with the parent DG) the preparation/implementation of strategies and work programmes, including by taking initiatives with a view to improving working methods and procedures;
- Supervise the internal control environment and ensure compliance with the Financial Regulation, the manual of procedure, budget implementation;

- Coordinate and execute financing decisions and other related rules and budgetary dispositions as relevant, including especially the principle of sound financial management;
- Organise a structured policy feedback via regular feedback on the programme and project implementation to the parent DGs;
- Organise and coordinate contributions to internal or external audits and to external evaluations;
- Coordinate horizontal activities, concertation and networking aspects of the programme and its projects.
- Follow-up project implementation, the performance of grants/tenders and monitor contractual obligations (e.g. review of deliverables);
- Check if the set of projects has been carried out in compliance with the terms of specification and the vademecum on public grants/procurement.

Other tasks

- Participate in the preparation and follow-up of the Unit's work programme and calls for proposals/tenders and provide statistics and reports, including the formal procedures;
- Ensure the effective coordination of tasks related to the preparation, implementation and monitoring of the Agency's operational and administrative budget;
- Contribute to the effective people management within the team and collaborate efficiently with the Sector/Unit.

3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria³

Candidates will be considered eligible for selection based on the following criteria to be fulfilled by the deadline for applications:

1. Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma⁴;

(Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration).

2. Have thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties;
3. Be a national of a member state of the European Union;

³ Article 13 of HaDEA Steering Committee Decision SC01(2021)07 of 26 February 2021 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS.

⁴ Or complete university studies attested by diploma and appropriate professional experience of at least 1 year when the normal period of university studies is at least 3 years. Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

4. Be entitled to his or her full rights as a citizen;
5. Have fulfilled any obligations imposed by the applicable laws concerning military service;
6. Meet the appropriate character requirements as to his/her suitability for the performance of the duties involved in this vacancy;
7. Be physically fit to perform the duties linked to the post⁵.

Please note that only candidates that comply with the eligibility criteria will be considered for further steps of the selection procedure.

B. Selection criteria

Essential:

- Education background in fields related to HaDEA activities like law, life science, social science, political science, pharmacy, medicine, public health, biotechnology, information and communication technology (ICT), engineering, veterinary, agronomy, economy;
- At least 2 years of working experience in project management, grants/procurement management or proven experience handling public funded projects;
- Excellent command of English⁶ in the technical fields concerned. Spoken and written skills equivalent to level C1 or higher level for working purposes⁷.

Advantageous:

- Experience in implementing calls for proposals or calls for tenders;
- Experience in coordinating tasks related to programmes' execution;
- Experience in coordinating teams;
- Knowledge of the functioning of the EU Institutions and/or Executive Agencies;
- Knowledge of the programmes managed by the Agency;
- Knowledge of the EU policies in line with the programmes managed by the Agency;

⁵ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that the Agency may be satisfied that (s)he fulfils the requirement of Article 82(d) of the CEOS.

⁶ The language options for this selection procedure have been defined in line with the interests of the service, which require newly recruited Temporary Agents to be immediately operational and capable of communicating effectively in their daily work. Accordingly, given that newly recruited staff need to be able to assume their duties immediately without receiving additional language training, the newly recruited Temporary Agents must be able to communicate with the already operating staff in HaDEA and services in the Commission in at least one of the limited number of vehicular languages most commonly used within the services where they will be recruited. Otherwise this selection procedure would lose its purpose and, ultimately potentially severely impair the efficient functioning of the institutions. It has long been standard practice to use mainly these languages for internal communication purposes in the EU institutions and these are also the languages most often used when communicating inside the institutions and with the outside world. Consequently, considering the nature of the duties performed by Temporary Agents, in light of the principle of proportionality, in balancing the interests and needs of the service and the abilities of candidates, and given the particular fields covered by this selection procedure, it is legitimate to make this choice of languages so as to ensure that all candidates are able to work in them, whatever their first official language. Indeed, since the execution of professional duties is linked to the specific linguistic context of the institutions, professional vocabulary is required in at least one of the most common vehicular languages. Assessing specific competencies in this way allows the institutions to evaluate candidates' ability to be immediately operational in an environment that closely matches the reality they would face on the job.

⁷ Please refer to the Common European Framework of Reference for Languages.

- Knowledge of at least one of the two other Commission working languages (French and/or German, at least level B1).

Candidates need to describe explicitly to what extent they meet the above-mentioned selection criteria (both essential and advantageous). In particular, they need to (i) explain in their applications how their professional experience and knowledge relates to the profile of the post, and (ii) specify how long and where the professional experience and knowledge were acquired during their career.

4. SELECTION PROCEDURE

A. Admission to the selection procedure

First, the submitted applications will be checked against the eligibility criteria (section 3.A). Only eligible applications will be assessed further.

B. Assessment of eligible applications

The Selection Committee will analyse the applications (including motivation letters and CVs) of eligible applicants with reference to:

- The selection criteria ("Professional qualifications and other requirements" - section 3.B, under points "Essential" and "Advantageous"),
- The overall assessment of the quality and suitability of the application based on the requirements of the post.

Applications that do not meet one or more of the essential selection criteria (see section 3.B – Selection criteria / Essential) will not be evaluated further.

Upon completion of the assessment, the candidates who obtained the highest scores will be invited to the next stage.

C. Interview and written test

This stage of the selection procedure will allow the applicants to prove their suitability for the post for which they are applying (as described in section 3 above). In particular:

(i) **The written test** will examine the candidate's knowledge in the field of the profile, the candidate's ability to analyse and summarise, and the candidate's drafting ability in English;

(ii) **The interview** will test the technical knowledge in the field and the following skills and competencies:

- Organisational skills and ability to work under pressure;
- Ability to work as a team member and to coordinate the work of a team;
- Analytical and communication skills (written and oral);
- Coordination, organisational and interpersonal skills;

- Ability to manage priorities and to deliver quality results on time.

The outcome of the written test will count for 40% of the final score and the interview for 60%.

*Interview	Duration	Final Score (60% out of 100%)
Selection Committee	+/- 30 minutes	minimum threshold/pass mark 50%

* Interviews will be conducted in English; knowledge of French and/or German to the extent necessary for the performance of the duties may be tested (see Section B: Selection criteria).

**Written test	Duration	Final Score (40% out of 100%)
Using computer	+/- 60 minutes	minimum threshold/pass mark 50%

**The written test will be conducted in English.

The interviews and the written tests, whenever possible, will take place on the same day and will be conducted fully remotely (on-line).

Candidates are invited to indicate in their online application any special arrangements that may be required if invited to attend an interview and written test.

D. Reserve list

It is estimated that 40 candidates with the highest marks achieved during the selection procedure (Interview + written test) will be proposed to the Appointing Authority (AHCC) of the Agency for inclusion on the reserve list.

The reserve list will be valid until 31 December 2023 and may be used for other positions with similar duties in the same function group. The validity of the reserve list may be extended by decision of the AHCC.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment in the Agency.

A second round of interviews may be organized before the offer of an employment.

5. SELECTION COMMITTEE

A Selection Committee will be appointed for this selection procedure and will be composed of at least three members, including a member designated by the Staff Committee of the Agency.

The names of the Selection Committee members will be communicated to candidates upon notification of the outcome of the assessment of eligible applications (see section 4. Selection Procedure, B - Assessment of eligible applications).

Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning this recruitment. The Agency's AHCC reserves the right to disqualify any candidate who disregards these instructions.

6. APPLICATION PROCEDURE

To apply for this position, candidates must submit an online application via the [EU CV online database](#) (candidates must first create an account or sign in to their active account).

After a correct submission of an application, candidates will receive an automated acknowledgement of receipt to the email account indicated in their application.

There is no obligation to submit applications in English, however documents sent in English will greatly facilitate the work of the Selection Committee.

The Agency strongly advises not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to problems.

It is the sole responsibility of each applicant to complete ALL relevant fields of his/her online application and to send it before the deadline for submission. Any information or documentation provided after the deadline will not be taken into account.

The candidate will be disqualified if:

- (s)he does not complete online registration by the deadline;
- at any stage in the procedure it is established that information a candidate provided is incorrect or false;
- (s)he failed to inform the HR service of the Agency of a possible conflict of interest with a Selection Committee member;
- (s)he attempted to contact a member of the Selection Committee either directly or indirectly concerning this recruitment procedure.

Candidates are invited to indicate in their online application any special arrangements that may be required if invited to attend an interview/written tests.

7. EQUAL OPPORTUNITIES

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the ground of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

Any offer of employment shall be made by AHCC on the basis of the reserve list. A contract offer will be made as a temporary staff member 2(f)⁸, AD5 for a duration of 2 years, with the possibility of renewal (a second renewal of the contract will lead to a contract of indefinite duration⁹).

The classification in step will be done in accordance with the Agency's general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement¹⁰ and will depend on the assessment of the qualification and professional experience of the selected candidate. At the request of HaDEA, the selected candidates will have to evidence with supporting documents the information contained in their application.

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

For further information on working conditions of temporary staff, see the Agency's website or the web site of the European Personnel Selection Office ([EPSO](#)).

The place of employment will be Brussels, Belgium where the Agency has its premises.

9. REQUEST FOR REVIEW

If the candidate believes a mistake has been made, (s)he may request a review of the Agency's decision. This must be made within 10 working days of the date of the e-mail notifying the candidate of the outcome of the selection procedure. The request must quote the reference number of the selection procedure concerned and the candidate must substantiate the reasons for requesting a review. It must be for the attention of the Chairperson of the Selection Committee and sent to the following address: HADEA-TALENT-SELECTION@ec.europa.eu. The Selection Committee will review the request and notify the candidate of its decision within 15 working days of receipt of the request.

10. APPEAL PROCEDURE

1. Administrative complaint

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Communities ("Staff Regulations"), any candidate may submit to the Agency a complaint against an act adversely affecting him/her. Any such complaint should be sent for the attention of the Appointing Authority (AIPN) of HaDEA to the following address: HADEA-TALENT-SELECTION@ec.europa.eu. The complaint should quote the reference number of the selection procedure concerned and it must be lodged within 3 months from the date on which the candidate is notified of the act adversely affecting him/her.

⁸ Article 13 of HaDEA Steering Committee Decision SC01(2021)07 of 26 February 2021.

⁹ Article 6 of HaDEA Steering Committee Decision SC01(2021)07 of 26 February 2021.

¹⁰ HaDEA Steering Committee Decision SC01(2021)06 of 26 February 2021 adopting by analogy the Commission Decision C(2013)8970 of 16 December 2013 laying down general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement.

2. Judicial appeal

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the General Court at <http://curia.europa.eu/jcms/>.

3. European Ombudsman

The candidate can make a complaint to the European Ombudsman. Before submitting such complaint, the candidate must first make the appropriate administrative approaches to the institutions and bodies concerned (see above). Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.

Please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>) for further information on the arrangements for complaints to the Ombudsman.

11. DATA PROTECTION

The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at the Agency. The personal information requested by the Agency from candidates will be processed in accordance 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. In this regard, please see the [Data Protection Notice](#).