



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

#### **Team Leader - IT Portfolio & Support Office Manager**

#### **Temporary Agent, AD5**

(Ref.: HaDEA- EXT/AD/2022/1 IT Team Leader)

Type of contract	Temporary Agent <sup>1</sup>
Function group and grade	AD5
Duration of contract	2 years (with the possibility of extension <sup>2</sup> )
Estimated number of candidates to be placed on the Reserve List	<b>5</b>
Unit	C.3
Place of employment	Brussels, Belgium
Deadline for application	<b>31/01/2022 (23:45 CET Brussels time)</b>

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

<sup>2</sup> 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 international 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); and to the Commission’s European Health Emergency Preparedness and Response Authority (HERA) – which remain responsible for programming and evaluation.

For more information on HaDEA, please visit [https://hadea.ec.europa.eu/index\\_en](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**

### **Overall purpose**

HaDEA Unit C.3 (People, Communication and Support), is looking for an enthusiastic, service-oriented, organised and experienced colleague wishing to lead a Team of IT professionals within its Sector Workplace C.3.3 (IT, logistics, document management). The IT Team mission is to support all the Agency units in their operational and administrative IT needs, as well as to provide all staff with effective work environment in terms of equipment and services.

In addition to the corporate IT tools provided by the Commission and other agencies, the Team delivers ad hoc solutions and support IT activities of other teams of the Agency.

The Team has also to ensure compliance with relevant corporate ITC policy, governance and rules within the Agency.

### **Functions and duties**

#### **BUSINESS MANAGEMENT and PLANNING**

- Assist and advice the (Deputy) Head of Unit and the Head of Workplace Sector in all IT aspects of the Agency, including on governance, strategy, procedures and budget aspects of the Agency IT Portfolio and Support to users.
- Coordinate, supervise and lead a team of IT Professionals: participate in interview selection, integration and cohesion in the team, motivation, information sharing, task allocation, timely delivery and steer the team in problem solving.
- Prepare - in collaboration with the IT Team, the Information Management Officer, the Local Informatics Security Officer, the Data Protection Officer and system owners - the annual IT Work Programme, Budget, Investment Plan and Activity Report.
- Keep track of the implementation of the IT Work Programme, Budget and investments, and report to hierarchy and the Agency IT Management Board.
- Prepare the meetings and decisions of the Agency IT Management Board.
- Liaise with the Agency Units, DG DIGIT, the Common Implementation Centre (CIC) from DG RTD and other central EC services, to ensure coordination, interaction, information sharing and compliance with corporate governance guidelines and rules, as well as to ensure support to IT users at local level.

#### **INFORMATION SYSTEMS MANAGEMENT and MAINTENANCE**

- Define and supervise the implementation of the ICT governance, strategy, policies and procedures of the Agency, in coherence with corporate policy, internal control standards, the priorities and the Work Programme of the Agency, under the steering of the Agency IT Management Board.

- Ensure planning, efficient project management and implementation of high quality and cost-effective ICT systems and infrastructure at the level of the Agency, in consultation with the Agency IT Steering Group.

#### INTER-SERVICE COORDINATION and CONSULTATION

- Animate and prepare the meetings of the Agency IT Steering Group.
- Ensure dissemination of information, interaction and coordination of the Agency position as regards Commission-wide ICT projects and services, in coordination with HaDEA Units concerned, DG DIGIT, ICT units of parent DGs, the CIC and other concerned DGs, for example concerning eGrants on-boarding or implementation.
- Ensure the coherence of locally developed solutions with the Commission-wide ICT architecture, policy and rules.

#### ORGANISATION and ADMINISTRATION of SUPPORT OFFICES

- Provide expertise in IT Strategy.
- Define the Unit's digital strategy, work programme and budget, ensure an efficient Unit resource planning of IT projects and maintain the metadata of the Unit's IT portfolio.
- Monitor Contract and Budget Implementation of IT Portfolio and report on it.

#### INFORMATION and COMMUNICATION TECHNOLOGIES

Contribute to the definition and implementation of the Agency's Security and Information Management policy and procedures.

### **3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS**

#### **A. Eligibility criteria<sup>3</sup>**

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 three years attested by a diploma<sup>4</sup> ;
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;
4. Be entitled to his or her full rights as a citizen;

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<sup>3</sup> 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:

<sup>4</sup> (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.

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 post<sup>5</sup>.

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

1. Candidates must have acquired a minimum of 3 (three) years of professional experience in IT areas relevant for the post, including on IT governance, portfolio, support, budget, planning and reporting;
2. Candidates must show a sound level of expertise and/or experience in technical or organisational areas relevant for the post to be able to give guidance to staff members, have substantial dialogues with stakeholders and take decisions about both technical and strategic matters;
3. Candidates must have experience in leading a team, coordination of different tasks and activities with colleagues from other services, agencies or DGs.
4. Very good oral and written command of English. Spoken and written skills equivalent to level C1 or higher.

### Advantageous

- Experience in IT within the EU institutions (i.e. in Commission services, executive agencies, decentralised agencies or joint undertakings);
- Experience in the management of changes affecting the organisation or part of it in line with the change in the structure, processes, methodologies, culture, etc.;
- Experience in designing or managing IT systems, equipment and/or support services related to the job description;
- Excellent oral and written communication skills, including proven experience on drafting planning and reporting documents.

### Interpersonal competencies

- Strong customer-service orientation;
- Strong sense of initiative, responsibility, commitment to achieving objectives and producing results.

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<sup>5</sup> 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.

- Capacity to translate technical information into messages that non-expert audience (e.g. managers, end users, etc.) can easily understand.
- Excellent planning, organisation and problem-solving skills.
- Ability to work under pressure and high level of resilience.
- Decision making and leadership skills.
- Ability to work well in teams and create a team spirit.

Candidates need to describe explicitly to what extent they meet the above-mentioned selection criteria (essential, advantageous and interpersonal competencies). In particular, they need to (i) explain in their applications how their professional experience and knowledge relates to IT governance, portfolio, support, budget, planning and reporting, 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", "Advantageous" and "Interpersonal competencies"),
- 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 test the candidate's knowledge of IT governance, portfolio, support, budget, planning and reporting, the candidate's ability to analyse and summarise, and the candidate's drafting ability in English;

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

- Proven organisational and problem-solving skills, capacity to coordinate several tasks and processes simultaneously under tight deadlines;
- Very good communication skills with ability to communicate in a clear and logical manner;
- Ability to establish and develop effective and positive professional relationships with others;
- Proven sensitivity to cultural differences, diversity, gender balance and equal opportunity issues;
- Proven tact and discretion in dealing with people and ability to handle confidential issues;
- Strong customer-service orientation;
- Work with high standards of confidentiality, integrity and commitment.

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

**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 5 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)<sup>6</sup>, 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 duration).<sup>7</sup>

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 engagement<sup>8</sup> 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**

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<sup>6</sup> Article 13 of HaDEA Steering Committee Decision SC01(2021)07 of 26 February 2021

<sup>7</sup> Article 6 of HaDEA Steering Committee Decision SC01(2021)07 of 26 February 2021

<sup>8</sup> 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.

## 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](mailto: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.

## 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 <https://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 (<https://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](#).