



EUROPEAN HEALTH AND DIGITAL EXECUTIVE  
AGENCY (HADEA)

## **European Health and Digital Executive Agency (HaDEA)**

**Inter-Agency mobility selection (Temporary Agents 2f Job Market)**

### **VACANCY NOTICE**

The European Health and Digital Executive Agency (HaDEA) is currently looking to recruit

#### **Budget Manager Temporary Agent, AD5-AD7**

(Ref.: HaDEA-INTER/AD/2021/15/BM)

Type of contract	Temporary Agent 2(f)
Function group and grade	AD5-AD7
Number of posts to be filled	1
Unit/Sector	HaDEA C.2.001
Place of employment	Brussels, Belgium
Deadline for application	<b>29/11/2021, noon (12:00) Brussels time</b>

## 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 (CEF): Digital sector;
- 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](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 aim 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**

The Budget manager will play a leading role in the preparation, negotiation, follow-up and reporting of/on budget. The Budget manager will coordinate the budgetary exercises and will provide advice to management and operational units in relation to budgetary and financial matters.

### **Functions and duties**

Under the direct supervision of the Head of Sector Procedures and Budget, and under the overall guidance of the Head of Unit Financial support and control, the Budget manager's main responsibilities are:

#### **Budget Coordination**

- Plan, coordinate and contribute to HaDEA's budget preparations for all programmes in HaDEA's portfolio;
- Plan and prepare the HaDEA administrative budget and its amendments;
- Follow the adoption of the Draft Budget (DB) by the budgetary authority and support HaDEA management and the parent DGs during the adoption process;
- Follow up on the Work Programmes and financing decisions for the programmes/actions under HaDEA responsibility, planning, coordinating, monitoring and reporting on the consumption of the related commitment credits;
- Plan, coordinate, monitor and report on the consumption of the payment credits during the year;
- Follow up in collaboration with the accountant the need for further installment for the administrative budget of HaDEA;
- Plan, coordinate and monitor the consumption of credits from other sources (NGEU, EFTA and 3<sup>rd</sup> country contributions);
- Plan and coordinate all budgetary exercises (budget implementation forecasts/Global transfer) and operations linked to budget implementation (including proposing and implementing transfers, adjustments);
- Manage and develop relations with DG BUDG and parent DGs and maintain contacts with relevant stakeholders in the agency's operational/finance units providing advice and guidance in the budgetary field;
- Ensure effective planning and management of budget processes;
- Follow up consumption of commitments and payment credits using the European Commission's financial system (ABAC), the Financial Reporting Catalogue and Business Objects (ABAC Datawarehouse and CORDA);
- Follow up of audit results related to Budget implementation.

#### **Budget information and reporting**

- Act as contact point in HaDEA for financial/budget reporting: i.e. coordinate the HaDEA monthly financial/budgetary report, provide input on financial/budget

matters for the agency's annual activity reports (AAR), mid-year reports (MYR) and provide information to the Internal Audit Service (IAS) and or the Court of Auditors;

- Coordinate the input on financial/budget matters for the agency's annual work programme (AWP);
- Provide statistical and financial analysis upon request;
- Analyse financial data relating to the execution of programmes and actions, including the RAL and Abnormal RAL;
- Analyse the existing reports and the present and future needs and propose changes and improvements or set-up the structure of new reports (via Business Objects/Business Intelligence).

#### Assistance

- Support the Head of Sector in analysing budgetary/administrative procedures, provide feedback and formulate recommendations for improvements;
- Draft reporting templates for internal/external usage;
- Assist, when requested, in meetings and prepare the relevant reporting;
- Ensure close collaboration with other financial/operational sectors, budget correspondents and the accounting team.

#### Team management

- Act as backup of the Head of Sector upon request;
- Contribute to fostering teamwork and maintain interactive communication with the team;
- Coordinate the activities of the team, when necessary;
- Contribute to the efficient functioning of the budget sector in all aspects.

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

#### **A. Eligibility criteria**

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

1. To be currently a Temporary Agent 2(f) staff who, on the closing date for application and on the day of filling the vacant post, is employed within his/her current agency in a grade corresponding to the published grade (AD5-AD7). This implies that the candidate possesses the minimum qualifications required by Article 5(3) of the Staff Regulations<sup>1</sup>, applicable by analogy to the temporary staff pursuant to Article 10(1) of the CEOS, and that the candidate is in compliance with the conditions referred to in Article 12(2)<sup>2</sup>.

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<sup>1</sup> Article 5 (3) (b) of the Staff Regulations: Appointment shall require at least in function group AD for grades 5 and 6: (i) a level of education which corresponds to completed university studies of at least three years attested by a diploma, or (ii) where justified in the interest of the service, professional training of an equivalent level.

<sup>2</sup> Article 12 (2) of the CEOS: A member of the temporary staff may be engaged only on condition that: he/she is a national of one of the Member States of the Union and enjoys his/her full rights as a citizen; he/she has fulfilled any obligations imposed on him/her by the laws concerning military service; he/she produces the appropriate character references as to his/her suitability for the performance of the duties; he/she is physically fit to perform his/her duties; he/she produces evidence of a thorough knowledge of one of the languages of the

2. To have at least 2 (two) years' service within his/her current agency (including Decentralised Agencies and Joint Undertakings) before moving;
3. To have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant grade.

## **B. Selection criteria**

All eligible candidates will be assessed according to the following selection criteria:

### **Essential**

1. Candidates must have acquired a minimum of 4 (four) years of professional experience in Budget coordination within the EU institutions (*i.e.* in Commission services, Executive Agencies, decentralised Agencies or joint undertakings);
2. Proven knowledge of Commission budgetary procedures;
3. Proven expertise in the Financial Regulation and Internal rules of the Commission (particularly the management of co-delegations);
4. Proven experience with the IT tools necessary for budget planning and reporting (e.g. ABAC, Business Objects);
5. Very good oral and written command of English. Spoken and written skills equivalent to level C1 or higher.

### **Advantageous**

- Adequate level of expertise and/or experience in technical or application areas relevant for the post (to be able to give guidance to staff members, have substantial dialogues with stakeholders and take decisions about sensitive matters);
- Prior experience in leading the team, coordination of different tasks and activities.

## **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 motivation letters and CVs of eligible applicants with reference to the selection criteria ("Professional qualifications and other requirements" - section C, under points "essential" and "advantageous").

Applications that do not meet one or more of the essential selection criteria (see Section 4.

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Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

Professional qualifications and other requirements, C – Selection criteria, Essential) will not be evaluated further.

Upon completion of the assessment, the Selection Committee will establish a shortlist of candidates matching best the needs of the Agency for the functions and duties mentioned in this Call.

### **C. Interview**

Shortlisted candidates will be invited for an interview (duration: +/- 30 minutes, main language of the interview: English).

The interview will assess skills and competences related to the profile.

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

Candidates need to describe 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 this specific area, and (ii) specify how long and where the professional experience and knowledge was acquired during their career.

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

In case the selected candidate for the post withdraws her/his application before the signature of the contract of employment, the Selection Committee may propose for that post the next best scoring candidate provided that she/he has succeeded in the selection interview done.

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

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

## 6. APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

- A detailed curriculum vitae, in Europass format<sup>3</sup>;
- A letter of motivation, including his/her views on the proposed position (1 page maximum).

Applications must only be sent by e-mail to the functional mailbox [HADEA-TALENT-SELECTION@ec.europa.eu](mailto:HADEA-TALENT-SELECTION@ec.europa.eu)

Closing date: **Applications must be sent no later than 29/11/2021, 12:00 (noon)** Brussels time.

The candidate will be disqualified if:

- (s)he does not submit the application 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 during the entire duration of the procedure.

Supporting documents showing evidence of the provided information may be requested at a later stage. Candidates are invited to apply in English to facilitate the selection process.

## 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

HaDEA and the selected staff member shall conclude a contract of employment which ensures continuation of the person's employment and career in the category of temporary staff 2(f). That contract shall be concluded without interruption of the contract concluded with the Agency of origin ('the preceding contract') and shall fulfil the following requirements, in particular:

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<sup>3</sup> Available on: <http://europass.cedefop.europa.eu/documents/curriculum-vitae>

- the same grade and the same seniority in the grade as the preceding contract;
- the same step and the same seniority in the step as the preceding contract.

As a general rule, the end dates of the contract concluded in HaDEA and of the preceding contract shall be the same. If the contract with the Agency of origin was for an indefinite period, the member of temporary staff 2(f) shall also be engaged by the new Agency for an indefinite period.

In the event that the preceding contract comes to its natural end on the day of the move, the duration of the contract concluded in accordance with paragraph 1 shall be the same as that the new agency would have set in case of a renewal of contract of one of its agents.

The selected Temporary Agent 2(f) (AD5-AD7) shall take up duty in HaDEA in principle three months after the job offer, unless it is otherwise agreed between the two Institutions and the staff member concerned.

The Agency of origin shall transfer the personal file to the HaDEA no later than 30 days after the date of the move.

## **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 addressed to the attention of the Chairperson of the Selection Committee and sent to the following address: [HADEA-TALENT-SELECTION@ec.europa.eu](mailto: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](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 <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](#)..