



EUROPEAN HEALTH AND DIGITAL EXECUTIVE
AGENCY (HADEA)

European Health and Digital Executive Agency (HaDEA)

Temporary Agents Job Market

VACANCY NOTICE

The European Health and Digital Executive Agency (HaDEA) is currently looking to recruit
Temporary Agents in Function group AST3-AST5

Deputy Accounting Officer Temporary Agent 2(f), AST3-AST5

(Ref.: HaDEA-INTER/AST/2024/13 DAO)

Type of contract	Temporary Agent 2(f)
Function group and grade	AST3-AST5
Number of posts to be filled	1
Unit	Director's office
Place of employment	Brussels, Belgium
Deadline for application	15/07/2024, 12:00/noon CET Brussels time

1. ABOUT US

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

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 six 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), Internal Market, Industry, Entrepreneurship and SMEs (GROW) and Health Emergency Preparedness and Response (HERA) – 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 is committed to the seven values defined through a participatory process: client orientation, excellence, fairness, integrity, transparency, trust and work-life balance. Some of them are common to the public service principles for EU civil servants our staff also stands for: 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

Overall purpose

Assist the accountant and contribute to the implementation of the accounting processes and the preparation of reports on budgetary and general accounts and or third-party files.

Functions and duties

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- Participate in the management of the account structures for budgetary execution;
- Participate in the management of the different accounting environments (anticipated, normal, twelfths) and their transition;
- Participate in year change activities (carry forward of outstanding documents, carry-over of residual appropriations);
- Participate in other administrative and financial work in function of the needs of the service;
- Ensure proper implementation of payments, collection of revenue and recovery of amounts established as being receivable;
- Assist in treasury management and keeping the accounts in accordance with the Financial Regulation;
- Contribute to the preparation and presentation of the annual accounts in accordance with the Financial Regulation, participate in the preparation of the reporting package for consolidation with Commission's accounts;
- Participate in devising accounting rules, procedures and chart of accounts for the agency in accordance with those set up by the Commission's Accountant;
- Participate in devising and validating the accounting systems and systems laid down by the authorising officer to supply and justify accounting information;
- Contribute as back up to the monitoring of Balance sheet accounts/HB accounts;
- Participate in the implementation of the accounting quality revision file and in the performance of the necessary accounting checks as back-up;
- Run Business Objects reports and liaise with operational units in the framework of the implementation of the accounting quality revision file as back-up;
- Follow up relevant accounting regulations and instructions and their changes;
- Participate in the creation and optimisation of relevant accounting tools (e.g. functional specifications, user tests);
- Follow-up outstanding and non-executed bank transactions;
- Ensure regular monitoring of Balance sheet accounts/HB accounts;
- Ensure the execution of accounting transactions and reconcile outstanding transactions;
- Organise and perform periodic control procedures;
- Report on budgetary and general accounts and / or third party and contractor files.

+ AUDIT, CONTROL and INSPECTION

- Cooperate with Commission/external services (e.g. ECA, IAS, etc.) in the context of audit and other relevant control activities;
- Assist the Accounting Officer in managing the liaison with the European Court of Auditors, coordinate the collection of requested information for audits and assist in the preparation of the Agency's response to the audit reports in order to guarantee the quality and coherence of the information.

3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria¹

To be considered eligible, candidates must satisfy all the following eligibility criteria:

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 the candidate's current agency in a grade corresponding to the published grade bracket and function group (AST3-AST5). This implies that the candidate possesses the minimum qualifications required by Article 5(3) of the Staff Regulations of Officials of the European Union ('Staff Regulations')² applicable by analogy to the temporary staff pursuant to Article 10(1) of the Conditions of Employment of Other Servants of the European Union (CEOS), and that the candidate is in compliance with the conditions referred to in Article 12(2)³ thereof;
2. To have at least 2 (two) years' service within the candidate's current agency⁴ (including Decentralised Agencies and Joint Undertakings) before moving⁵;
3. To have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group⁶.

B. Selection criteria

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

¹ Article 9 of the Decision of the Steering Committee of the Health and Digital Executive Agency 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 Conditions of Employment of Other Servants of the European Union.

² Article 5 (3)(a) of the Staff Regulations: Appointment shall require at least: a) in function group AST: (i) a level of post-secondary education attested by a diploma, or (ii) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or (iii) where justified in the interests of the service, professional training or professional experience of an equivalent level.

³ 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 Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

⁴ The minimum duration must have been obtained as Temporary Agent 2(f).

⁵ Any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies.

⁶ Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition (that is to say has not successfully completed the probationary period), such member shall serve a full probationary period with the new agency in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an ex-novo contract.

Essential

1. After obtaining the qualifications mentioned in point 3.A.1 (under eligibility), candidates must have acquired at least 4 (four) years of professional experience in the field of the current Vacancy notice;
2. Very good oral and written command of English with spoken and written skills equivalent to level C1⁷ or higher level for working purposes (very good, excellent, fluent, advanced, proficient, native, or similar).

Advantageous

1. Post-secondary diploma in accounting and/or finance;
2. Additional studies, training or certification in accounting;
3. Proven and demonstrated good knowledge (acquired by experience and/or training) of accounting standards, such as International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS);
4. Proven and demonstrated experience with relevant financial IT tools (ABAC, SAP, BO, SUMMA, etc.);
5. Proven and demonstrated knowledge (acquired through experience or training/education) of:
 - a. European Commission accounting procedures and terminology used by the Commission Services/Agencies;
 - b. Financial Regulation applicable to the general budget of the Union and its rules of application;

Interpersonal competencies:

- Sense of initiative, critical thinking, excellent problem-solving skills and analytical capabilities;
- Good organisational and planning skills, ability to work under pressure and with tight deadlines;
- Excellent communication skills, both orally and in writing;
- High sense of responsibility, discretion and confidentiality and capacity of working autonomously.

Candidates need to explicitly describe and substantiate in their application to what extent they meet the above-mentioned selection criteria (essential, advantageous). In particular, they need to explain in their applications (i) how their professional experience and knowledge relates to the job description outlined in this vacancy notice and (ii) how long and where the professional experience and knowledge were acquired during their career.

4. SELECTION PROCEDURE

A. Eligibility check

First, HaDEA People Sector, on behalf of the Selection Committee, will check the submitted

⁷ Please consult the [Common European Framework of Reference for Languages](#).

applications against the eligibility criteria (point 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 candidates with reference to:

- The selection criteria ("Professional qualifications and other requirements" - point 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.

Submitted applications that do not meet one or more of the essential selection criteria (see point 3.B "Selection criteria"/ "Essential") or applications which do not include both motivation letter and CV will not be evaluated further.

Upon completion of the assessment, the Selection Committee will establish a shortlist of pre-selected candidates matching best the needs of the Agency for the functions and duties mentioned in this Vacancy notice, who will be invited to the next phase of the selection procedure.

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 job description and selection criteria under point 3.B of this Vacancy notice. Candidates scoring less than 60% of the total score of the interview will not be considered further.

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 to represent staff.

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 point 4. "Selection Procedure", "Assessment of eligible applications").

However, under no circumstances should **candidates approach the Selection Committee members**, either directly or indirectly, **concerning this selection procedure**. Candidates doing so will be immediately disqualified from the selection process.

6. APPLICATION PROCEDURE

To apply for this position, and for the application to be valid, candidates must submit:

- A detailed curriculum vitae, in Europass format⁸;
- A letter of motivation, including his/her views on the proposed position (1 page maximum).

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

Applications must only be sent by e-mail to the functional mailbox HADEA-TALENT-SELECTION@ec.europa.eu **no later than 15/07/2024, 12:00/noon (CET)** Brussels time, with the selection procedure reference number quoted in the subject line of the email.

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. **Under no circumstance will late applications be accepted.**

It is the sole responsibility of each applicant to complete the application and to submit it before the deadline for submission. Any information or documentation provided after the deadline will not be taken into account.

A candidate will be disqualified if:

- the candidate does not submit the complete application by the deadline;
- at any stage in the procedure it is established that information the candidate provided is incorrect or false, or that the candidate made declarations unsupported by the appropriate documents;
- the candidate failed to inform the HaDEA People Sector of the Agency of a possible conflict of interest with a Selection Committee member;
- the candidate attempted to contact, or contacted, a member of the Selection Committee either directly or indirectly concerning this recruitment procedure during the entire duration of the procedure;
- the candidate failed to attend the interview.

Candidates are also required to inform the HaDEA People Sector (HADEA-TALENT-SELECTION@ec.europa.eu) in case there are any relatives (of the candidate) working currently or applying at HaDEA.

Candidates are invited to indicate in their communication with the HaDEA People Sector any special arrangements that may be required if invited to attend an interview.

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

The successful candidate will be recruited as Temporary Agent in AST3-AST5 under the terms of Article 2f of the CEOS and the Decision of the HaDEA Steering Committee

⁸ Available on: [Create your Europass CV | Europass](#)

SC01(2021)07 of 26/02/2021 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union, 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:

- 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.

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.

9. REQUEST FOR REVIEW

The candidate can request a review of any decision taken by the Selection Committee that established the results and/or determines whether a candidate can proceed to the next phase of the selection procedure or is excluded.

Requests for review can only be based on:

- a material irregularity in the selection procedure process; and/or
- non-compliance, by the Selection Committee, with the Staff regulations, the Vacancy notice and/or case law.

This request must be made within 10 working days of the date of the e-mail notifying the candidate of the outcome of the selection procedure⁹. The request should quote the reference number of the selection procedure concerned, the name of the candidate and the phrase “request for review” in the subject of the e-mail. The request should be addressed to the Chairperson of the Selection Committee and sent to the following address: HADEA-TALENT-SELECTION@ec.europa.eu. The candidate should clearly indicate the decision that the candidate wishes to contest and on which grounds.

During the review, the Selection Committee can only take into consideration information contained on the candidate's application (including CV and motivation letter) at the deadline for submission. Any additional information or documentation provided after that deadline will not be considered. The Selection Committee will acknowledge receipt of the request submitted, assess the request and notify the candidate of its decision within 15 working days of receipt of the request.

It should be noted that candidates are not allowed to challenge the validity of the Selection Committee's assessment of the quality of their performance during an interview and/or written test, or of the relevance of their qualifications and professional experience. This assessment is a value judgement made by the Selection Committee and their disagreement with the Selection Committee's evaluation of their performance during an interview and/or written test, or the relevance of their qualifications and professional experience, does not

⁹ Should the candidate ask further information to the Selection Committee on the candidate's results, in view of assessing the pertinence of, or substantiate, the request for review, the delay will be suspended between the date of the request for information until the date the Selection Committee provides feedback to the candidate.

prove that an error was made. Requests for review submitted on this basis will not lead to a positive outcome.

10. APPEAL PROCEDURE

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Communities ("Staff Regulations"), any candidate may submit to the to the AECE (i.e., the Director of the Agency) a complaint against a decision, or lack thereof, that adversely affects them, if they believe that the rules governing the selection procedure have been infringed.

1. Administrative complaints

Administrative complaints must be lodged within three months from the date on which the candidate is notified of the act adversely affecting them. The complaint should quote the reference number of the selection procedure concerned, the name of the candidate and the phrase "Administrative Complaint" or "Article 90" in the subject of the email. Any such complaint should be addressed to the AECE of HaDEA and sent to the following email address: HADEA-TALENT-SELECTION@ec.europa.eu.

The AECE cannot overturn a value judgement made by the Selection Committee. The AECE shall notify the person concerned of its reasoned decision within four months from the date on which the complaint was lodged.

2. Judicial appeal

Candidates may submit a judicial appeal of the act adversely affecting them 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 [CURIA - Home - Court of Justice of the European Union \(europa.eu\)](#) .

3. European Ombudsman

Candidates can lodge a complaint to the European Ombudsman within two years of the date when they become aware of the facts on which the complaint is based. 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 at [Home | European Ombudsman \(europa.eu\)](#) for further information on the submission of 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](#).

