



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
of Temporary Agents (Grade AD5)

Programme manager (Generalist)- Temporary Agent, AD5 (Ref.: HaDEA- EXT/AD/2024/14 PM)

Type of contract	Temporary Agent ¹
Grade	AD5
Duration of contract	2 years (with the possibility of extension ²)
Estimated number of candidates to be placed on the Reserve List	20 in total
Place of employment	Brussels, Belgium
Deadline for application	16/09/2024 (12:00/noon 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 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: Digital;
- 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 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

Under the direct supervision of the Head of Unit, Deputy Head of Unit and/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.

Functions and duties

+ PROGRAMME / PROCESS / PROJECT MANAGEMENT

- Analyse and examine proposals for programmes/projects submitted;
- Prepare amendments to programming/projects approvals during the implementation;
- Ensure the implementation processes in order to ensure their progress in compliance with the conditions of the relevant approval decisions;
- Analyse intermediary/final implementation reports;
- Prepare documentation for launching and evaluating calls for proposals;
- Prepare and ensure high quality tender specifications for launching public procurement procedures where needed;
- Manage/Coordinate calls for proposals and contribute to the call evaluation, e.g., by identifying and contracting internal/external experts, 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 the evaluation sessions, 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 where needed;
- Prepare the grant agreement or eventually award decision and follow up on the contract/ grant preparation and signature.

+ EVALUATION and QUALITY MANAGEMENT

- Analyse and assess the results and impact of the managed programme and its projects, provide policy feedback to the relevant parent Directorates-General (DGs);
- Coordinate communication activities on the results of projects managed under the Programmes and communicate with beneficiaries and other stakeholders, e.g., National Contact Points and Member States' authorities;
- Coordinate (in collaboration with the parent DGs) the preparation/implementation of strategies and work programmes, including initiatives in view of improving working methods and procedures;

- Organise a structured policy feedback via regular feedback on the programme and project implementation to the parent DGs;
- Participate in the various evaluation sessions provided for in the regulations (*ex-ante*, *ex-post*), including reviews and on-site visits;
- Perform analysis of the attainment of objectives and of quantified indicators;
- Contribute to the elaboration of the annual reports about the relevant financial instrument, as well as to other regular reports;
- Coordinate horizontal activities, concertation and networking aspects of the programme and its projects;
- Follow-up of the project implementation and the performance of grants/tenders and monitor contractual obligations (e.g., review of deliverables);
- Check whether the set of projects have been carried out in compliance with the terms of specification and the *vademecum* on public grants/procurement.

+ AUDIT, CONTROL and INSPECTION

- Organise and coordinate contributions to internal or external audits and to external evaluations made by the internal or external audit authorities;
- Assist with the verification of the implementation of corrective measures applied following checks or infringements of community law;
- Assist in providing the necessary information for audit and control purposes, following audits, controls and investigations undertaken by the European Commission services (including IAS, OLAF, parent DGs etc) or external bodies such as the European Court of Auditors or EPPO and assist with the evaluation of the findings and recommendations and the preparation of response to audit, control and investigation/fraud reports.

+ BUDGET and FINANCE

- Supervise the internal control environment and ensure compliance with the Financial Regulation, the manual of procedures and budget implementation;
- Coordinate and execute financing decisions and other related rules and budgetary dispositions as relevant, in particular the principle of sound financial management and statutory ethics rules.

+ HORIZONTAL COORDINATION

- Participate in the preparation and the follow-up of the unit's work programme and calls for proposals/tenders and provide statistics and reports;
- Ensure the effective coordination of tasks related to the preparation, implementation and monitoring of the Agency's operational and administrative budget;
- Contribute, where requested, to the effective people management within the team and support efficient intra-sector/unit collaboration.

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 three years attested by a diploma⁴.
2. Thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFRL⁵) of one of the languages of the European Union and a satisfactory knowledge (level B2 in all dimensions as per the CEFRL) of another EU language to the extent necessary for the performance of the duties⁶.
3. Be a national of a member state of the European Union;
4. Be entitled to 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 the candidate's suitability for the performance of the duties involved in this Call for expression of interest ('Call');
7. Be physically fit to perform the duties linked to the post⁷.

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

³ Article 5(3) of the Staff Regulations which is applicable by analogy to Temporary Agents pursuant to Article 10(1) of the CEOS and 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 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. [EXAMPLES OF MINIMUM QUALIFICATIONS PER MEMBER STATE AND THE UNITED KINGDOM AND PER GRADE | Careers with the European Union \(europa.eu\)](#)

⁵ Please consult the [Common European Framework of Reference for Languages](#).

⁶ The knowledge of the relevant languages as stated by candidates in their application may be assessed either during the written test or the interview phase.

⁷ 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 the candidate fulfils the requirement of Article 12(2)(d) of the CEOS.

B. Selection criteria

Essential

1. After obtaining the qualifications mentioned in point 3.A.1, candidates must have acquired at least **3 (three) years** of professional experience in project and/or policy management/coordination in one or more of the domains related to the programmes managed by the Agency;
2. Very good oral and written command of English with spoken and written skills equivalent to level C1 or higher level for working purposes (very good, excellent, fluent, advanced, proficient, native, or similar).

Advantageous

Proven and demonstrated professional experience in:

1. Tasks related to programmes' implementation (calls for proposals and/or calls for tender);
2. Coordinating tasks;
3. Coordinating a team of people;
4. Dealing with policies related to the programmes managed by the Agency;
5. Business intelligence management and/or data analytics;
6. Supervising/reporting activities;
7. Implementing/managing "feedback to policy" activities.

Interpersonal competencies (some of the following will be tested during the interview)

- Motivation, aptitude for teamwork and capacity to work autonomously;
- Ability to work under pressure and manage responsibilities within tight deadlines;
- Sense of responsibility, sense of duty, accountability and service-orientation;
- Good communication and negotiating skills;
- Good problem solving-skills, in particular creativity in problem solving.

Candidates need to explicitly describe and substantiate in the dedicated parts of the Application Form to what extent they meet the above-mentioned selection criteria (essential and advantageous).

4. SELECTION PROCEDURE

A. Eligibility check

First, the HaDEA People Sector, on behalf of the Selection Committee, will check the submitted 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 answers provided in the Application Form of eligible candidates submitted via EU-CV-Online (see point 6. below) 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 all requested answers to questions in the Application Form 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 Call, who will be invited to the next phase of the selection procedure.

C. Written test

The written test will assess the candidate's knowledge in the field of the profile as described in point 3.B, the candidate's ability to analyse and summarise, and the candidate's drafting ability in English.

Written test	Duration	Final Score (40% out of 100%)
Invigilated on-line test, using “non-corporate ⁸ ” computer	+/- 60 minutes	minimum threshold/pass-mark 60%

The written test will be conducted in English.

Only candidates who will reach the necessary pass-mark of 60% of the total score of the written test will be admitted to the next phase of the selection procedure- Interview.

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

⁸ Candidates in possession of EC corporate or any other corporate PC/laptop, that contain strong corporate firewalls, will have to use another personal PC/laptop in order to be able to participate in the on-line written test

D. Interview

The interview will assess skills and competences related to the job description and selection criteria under point 3.B of this call for expression of interest.

Interview	Duration	Final Score (60% out of 100%)
On-line interview with the Selection Committee	+/- 30 minutes	minimum threshold/pass mark 60%

Interviews will be conducted in English.

For native English speakers, the ability to communicate in a second EU language will be tested during the interview. As this forms part of the general requirements stated above, any failure in proving the satisfactory level of the second EU language would lead to exclusion from the selection.

Candidates scoring less than 60% of the total score of the interview will not be considered further.

The outcome of the interview will count for 60% of the final score.

The interviews and the written tests will be conducted fully remotely (on-line).

Candidates are informed that no rescheduling of the written test and/or interview is allowed. Only in case of very exceptional circumstances (such as sickness, demonstrated by a medical certificate, birth of a child, death of a child/partner/family member in the ascending line) the candidate's written test and/or interview timeslot may be changed within the duration of the current selection procedure. These exceptional circumstances shall be duly demonstrated.

E. Reserve list

It is estimated that a total of 20 candidates with the highest marks achieved and reaching at least 60% of total score (after summing up the interview and the written test) will be proposed to the Authority Empowered to Conclude Contracts of Employment (AECE) of the Agency for inclusion on the reserve list.

The reserve list will be valid until 31 December 2025 and may be used for other positions with similar duties in the same grade. The validity of the reserve list may be extended by decision of the AECE.

The resulting reserve list of successful candidates may be made available to other Executive Agencies that could be interested in the profile and may therefore contact the candidates placed on the reserve list. This would involve sharing personal data included in the Application (and/or CV). Please note that you can object to this processing by sending an email to HADEA-TALENT-SELECTION@ec.europa.eu.

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 organised 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 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, candidates must submit an online application and complete their electronic CV via the [EU CV online database](#) (candidates must first create an account or sign in to their active account, for more guidance, candidates are invited to consult the [Step-by-Step](#) guide on HaDEA's website).

Candidates must provide answers to all the questions related to this specific selection procedure (in a limited number of characters) in the online Application. These specific questions are based on the selection criteria provided in the Call and answers will be assessed by the Selection Committee. By submitting the application, the candidate declares that replies to all questions as correct and true. If at any stage of the process it is established that any of the information provided is incorrect, the candidate will be disqualified.

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

The Selection Committee will **only** assess answers provided to the questions within **the application form specifically indicated and related to this selection procedure**. **The sections constituting the electronic CV** will be used at the interview stage for reference only. Should there be any discrepancy between the information provided in the replies to the questions and the sections in the electronic CV (example: professional experience), only the information in the replies to the questions will be taken into consideration during the application assessment.

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

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 circumstances will late applications be accepted.**

It is the sole responsibility of each applicant to complete ALL relevant fields of the online

application (in particular questions linked to this specific selection procedure, which form an essential basis for the assessment of candidates) and to submit it before the deadline for application. 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 online application (via EU CV-Online) by the deadline of the present Call;
- at any stage of 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
- the candidate failed to sit the test and/or attend the interview;
- the candidate signed or wrote a distinctive mark on the anonymously marked written test.

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 online application any special arrangements that may be required if invited to attend an interview/written test.

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 AECE on the basis of the reserve list. A contract offer will be made as a temporary staff member at grade AD5, in accordance with Article 2(f) of the CEOS and the Decision of HaDEA Steering Committee on 26/2/2021 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 (SC01(2021)07). The contract will be concluded for a duration of 2 years, with the possibility of renewal for another year. If the contract is renewed again, it shall be concluded for an indefinite period.

The classification in step will be done in accordance with the above-mentioned Decision 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 further information on working conditions of temporary staff, see the Agency's website or the website of the European Personnel Selection Office ([EPSO](#)).

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 may 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 Call 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 Form 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 your qualifications and professional experience, does not prove that an error was made. Requests for review submitted on this basis will not lead to a positive outcome.

10. APPEAL PROCEDURE

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.

Pursuant to Article 90(2) of the 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 \(europa.eu\)](http://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 \(europa.eu\)](http://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](#).