



EUROPEAN EDUCATION AND CULTURE
EXECUTIVE AGENCY (EACEA)

CALL FOR EXPRESSION OF INTEREST

Ref.: EA/EPSO/2024/01/CA FGIV Project Adviser

**Joint external selection procedure to constitute a reserve list of 120 Project Advisers
(PA)**

Place of employment: Brussels
Starting date: as soon as possible

Deadline for application: 27/03/2024 at 12.00 (midday), CET

The European Education and Culture Executive Agency (EACEA), together with the European Health and Digital Executive Agency (HaDEA), the European Research Council Executive Agency (ERCEA) and the European Research Executive Agency (REA), is organising a Call for Expression of Interest in view of establishing a Reserve List for the position of:

**Project Advisers (PA)
Contract Agent, FGIV**

As the lead Agency for this procedure, EACEA will manage the selection process until the establishment of the joint reserve list, with the participation of HaDEA, ERCEA and REA.

Following the establishment of the joint reserve list, the lead Agency and all participating Agencies will immediately have direct access to the reserve list for possible further actions leading to recruitment.

About us

EACEA

The European Education and Culture Executive Agency (EACEA) is a multi-programme Executive Agency based in Brussels.

In cooperation with six Directorates-General of the European Commission, EACEA is privileged to manage the implementation of four of the European Union's flagship funding programmes: Erasmus+, Creative Europe, the Citizens, Equality, Rights and Values programme and the European Solidarity Corps.

Since 2006, EACEA has been a catalyst for projects in education, training, youth, sport, media, culture, solidarity, citizenship, equality, rights, and values. On behalf of the European Commission, EACEA works to foster innovation in these areas, always in a spirit of cross-border cooperation and mutual respect.

As a modern, professional organisation EACEA strives to operate in a spirit of fairness and transparency, to uphold standards of equal access and treatment, and to support the projects that show Europe at its best.

Working at EACEA means taking a role at the heart of European project management. With over 500 staff members representing 26 EU nationalities, EACEA is a dynamic, open and international workplace, best placed to serve the citizens of Europe and empower the citizens of tomorrow. Strong values are at the heart of ONE EACEA: commitment, integrity, objectivity, respect for others, and transparency.

For further information about the Agency, please see the EACEA website: <http://eacea.ec.europa.eu>

HaDEA

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 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.

For more information on HaDEA, please visit [European Health and Digital Executive Agency](#)

ERCEA

The European Research Council Executive Agency (ERCEA) is dedicated to selecting and funding the excellent ideas that have not happened yet, and the scientists that are dreaming them up. In practice, the ERCEA supports the work of the European Research Council (ERC), the first pan-European funding body sustaining excellent frontier research in Europe, set up by the European Union in February 2007.

The ERCEA was created to manage the Ideas Programme, part of the EU's Seventh Research Framework Programme (FP7). The ERC was part of the first Pillar – "Excellent Science" – of Horizon 2020, the EU Programme for Research and Innovation (H2020, 2014-2020). Its mandate was renewed until 2028, for the implementation of part of Horizon Europe, Pillar I "Excellent Science" (Horizon Europe 2021-2027).

In order to achieve the ERC's objectives, ERCEA manages several main frontier research grants: "Starting Grants" targeted at early-career, emerging research leaders, "Consolidator Grants" aimed at excellent researchers who are already independent, "Advanced Grants" that support established top researchers, as well as "Synergy Grants" for groups of two to four Principal Investigators to jointly address ambitious research projects.

The ERC also funds "Proof of Concept" grants to promote innovation arising from the research projects. ERC grants can be in any field of research, with excellence as the sole selection criterion.

Since the creation of the Agency, over 12.000 researchers at various stages of their careers have been supported. Under Horizon Europe, ERCEA has a total budget of over 16 billion EUR.

ERCEA is dedicated to excellence in research and in all aspects of its work, and seeks to attract dedicated, professional, highly motivated staff with the right qualifications and expertise. ERCEA counts over 500 staff members. The working environment at ERCEA is modern, dynamic, inspiring, and engaging.

For more information on ERCEA, please visit [European Research Council Executive Agency](#)

REA

European Research Executive Agency (REA) is a multicultural and dynamic body, originally set up by the Commission in 2007 for implementing parts of the Seventh EU Framework Programme for research, technological development, and demonstration activities (FP7). In 2013, the Commission extended REA's mandate and delegated additional Horizon 2020 actions.

The Commission has renewed and extended REA's mandate for the new long-term budget (2021-2027). REA remains focused on research activities with the Horizon Europe programme at the heart of its portfolio. The modified delegation was adopted on 12 February 2021 and took effect on 1 April 2021.

Mandated by the European Commission to support the EU Research and Innovation policy, REA funds high-quality research and innovation projects that generate knowledge for the benefit of society. Accordingly, REA's responsibilities are to:

- Manage research projects supported under Horizon Europe, the world's largest framework programme for research and innovation to date, running from 2021 to 2027.
- Manage research projects supported under Horizon 2020, the previous framework programme for research and innovation (2014-2020).
- Implement the European Union programmes Promotion of agricultural products and Research Fund for Coal and Steel, as well as ongoing projects funded under the EU's 2014-2020 budget.
- Assist funding and tender applicants, beneficiaries, and independent experts.
- Manage the European Commission's Research Enquiry Service, which answers questions from grant applicants, EU-funded researchers, and the public.
- Support independent experts evaluating project proposals competing for EU research funds.
- Assist with the legal and financial validation of all European Union programme grants and procurement operations directly funded by the European Commission.

For more information on REA, please visit [European Research Executive Agency](#).

Description of the job

The Project Adviser will:

- Contribute to the implementation of the programme cycle from the preparation of the call for proposals to the award decision, and ensure grant agreement preparation, operational and financial follow up of grant agreements and dissemination of project results. This includes checking if the project's implementation has been carried out in compliance with the grant agreement.
- Ensure ex-ante and ex-post conformity of financial operations with legality, regularity, compliance, internal procedures, and sound financial management.
- Ensure correctness of the financial transactions, contracts and tenders based on model contracts and regulatory provisions and verify the financial capacity of potential contractors.
- Provide advice, support, and training.
- Undertake additional tasks in the interests of the service.

Functions and duties

Program/Process/Project Management

- Performing general project management tasks: preparing and launching calls for tender/calls for proposals, evaluating, selecting monitoring, and reporting on projects.
- Ensure the evaluation and selection of projects, timely preparation of grant agreements and proper financial and technical implementation.
- Follow-up project implementation according to activities planned; monitor contractual obligations (via amendments, quality controls, risk analysis, project remote or on-the-spot monitoring, review of deliverables and reports, periodic/final reviews/checks, analysis of use of resources, audits, reporting, etc.).
- Facilitate the delivery of exploitable results as well as valorisation of project outcomes. Identify good practices and contribute to the selection of success stories at project portfolio level.
- Prepare follow-up reports and statistics, including policy-relevant feedback and support to the parent Directorates-General.
- Give visa of Operational Verification.

Budget, Finance, Contracts and Accounting (Reporting)

- Monitor the financial expenditure as reported in cost statements and provides reasonable assurance that claimed costs correspond to the work accomplished.

- Provide to the management the available information for audit and control by the Commission services, the European Court of Auditors or external auditors contracted by the Commission services.
- Prepare periodical and final implementation reports and ad-hoc statistics and information, as well as briefings requested by the Commission services.
- Contribute to the preparation of the annual work programme and of the annual activity report.
- Implement audit findings; contribute to the analysis of financial aspects of control and audit reports by Commission services, the European Court of Auditors and Member States.
- Extract and provide information, data or statistics on financial and contractual data.
- Contribute to the development and implementation of homogeneous and compatible procedures.

Evaluation and Quality Management

- Analyse and assess the results and impact of the programme and its projects, provide feedback, make suggestions for improvements.
- Ensure compliance with all reference documents or Internal Control Standard related to the job.
- Prepare statistical analysis of call and project data as a contribution to the monitoring, quality auditing and evaluation of the programme.

Communication and publication

- Identify and disseminate projects' best practices and present the programme; facilitate exchange of experiences and participate in the design, writing, production and editing of documents/reports.
- Participate in relevant working groups, committees and inter-service groups at Agency and Commission level.
- Maintain contacts with project partners and stakeholders and participate to knowledge sharing activities.
- Contribute to the communication and information policy of the programme by speaking at conferences/seminars (Kick-Off meetings, cluster meetings, etc.).

Qualifications and Experience Required

A. Eligibility criteria

1. General criteria

On the closing date for applications, candidates must meet the general conditions for recruitment set out in Article 82 (2) and (3) of the Conditions of Employment of Other Servants of the European Union (CEOS) applicable to members of the contract staff:

- be a national of one of the Member States of the Union and enjoy full rights as a citizen.
- have fulfilled any obligations imposed by the laws concerning military service.
- produce the appropriate character references to suitability for the performance of the duties.
- be physically fit to perform duties.
- produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of duties.

2. Education¹:

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

3. EPSO² - Contract Agents Selection Tests - CAST

On the closing date for applications, candidates must:

- ✓ Have successfully passed an EPSO CAST tests for contract agents in the function group FG IV and the selection list is still active³.
- or*
- ✓ Be registered in an EPSO CAST Permanent Call for Expression of Interest⁴ in function group FGIV.
If pre-selected by the Selection Board, candidates will be invited by EPSO to sit a series of computer-based multiple-choice question (MCQ) during the time window corresponding to the present call for expression of interest.

Please note that only candidates that comply with all the conditions under point “A” above will be considered for further steps of the selection procedure.

B. Selection criteria

All eligible candidates will be assessed according to the following evaluation specific conditions:

Essential

- Proven professional experience of minimum 3 years⁵ in project and/or programme management in one or more of the following tasks: preparing and launching calls for tender/calls for proposals, evaluating, selecting, monitoring, and reporting on projects.
- Excellent written and oral communication in English (at least C1 level)⁶.
- Proficiency with IT tools (e.g. Word, Excel, Outlook, PowerPoint, MS Teams, SharePoint etc).

¹ Only diploma awarded in an EU Member States (or with the equivalence certificate issued by the qualified authorities of Member States) will be taken into consideration. The equivalence certificate must be presented to EACEA by the date of the setting up of the reserve list.

² EPSO stands for: **European Personnel Selection Office**

³ Please consult here the valid EPSO CAST reserve lists: [Contract agents selections lists | EU Careers \(europa.eu\)](#). Candidates must be included in the European Personnel Selection Office (EPSO) database for contract agents in function group IV and have successfully passed the EPSO selection tests for that function group.

⁴ [Contract Agents \(CAST Permanent\) | EU Careers \(europa.eu\)](#). Applications will be considered only if the profile is active, and the candidate can be flagged for the EPSO testing request. Candidates invited by EPSO to sit the tests are responsible for booking their appointment in due time considering that the booking and testing periods are limited. Should candidates fail to have the profile active, book or sit the tests, they will be disqualified from the selection. Candidate's application in the EPSO database must be active during the whole duration of the procedure. Candidates are fully responsible for the creation, validation and regular update of their EPSO profile in the relevant function group, otherwise candidates' details are not or not anymore visible to the recruiting services and they cannot be invited to sit tests. Candidates whose EPSO CAST profile is blocked and therefore cannot be flagged in order to be invited by EPSO to undergo an EPSO computer-based reasoning test in the required function group will be considered as not eligible regardless of the relevance of their CV.

⁵ After obtaining the university diploma mentioned under eligibility in point A.

⁶ Please consult [here](#) the [Common European Framework of Reference for Languages](#)

Advantageous

- Proven professional experience in the assessment and the dissemination of projects ‘deliverables/ results’.
- Proven professional experience in using project management/financial processing tools (e.g. eGrants).
- Proven professional experience in task coordination.

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).

Behavioural (some of the following criteria will be tested during the interview)

- Excellent analytical, problem solving and organisational skills.
- Strong sense of responsibility, commitment and cooperation.
- Ability to communicate clearly, negotiate, multitask, prioritise and meet tight deadlines.
- Service-oriented, results-driven, flexible and autonomous attitude.
- Very good adaptability and resilience skills.
- Very good team player.

Application procedure

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

Candidates must provide answers to all the questions related to this specific selection procedure (in a limited number of characters) including their motivation for the post, in the application form. These questions are based on the selection criteria provided in this Call for expression of interest and answers will be assessed by the Selection Board. By submitting the application form, the candidate declares the answers to all questions to be 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.

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

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

Candidates are kindly invited to apply in English to facilitate the selection process.

EACEA 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 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 considered.

Disqualification happens if:

- the candidate does not submit the online application by the deadline.
- at any stage in the procedure, it is established that the information provided by the candidate is incorrect or false, or if the candidate made declarations unsupported by the appropriate documents.
- the candidate attempted to contact, or contacted, a member of the Selection Board either directly or indirectly concerning this selection procedure.
- the candidate has failed to sit the EPSO CAST test (if applicable).

Closing date: Applications must be sent by 27/03/2024 at 12:00 (midday), CET (Brussels time).

Selection Board

A Selection Board, responsible for assessing the applications, interviewing, and drawing up the reserve list of candidates, will be appointed by the Director of EACEA and will be composed of at least one member from each participating Agency. In addition, one member will be designated by the EACEA Staff Committee, and one member will represent the EACEA Human Resources.

The names of the Selection Board members will be communicated to candidates before the interview.

Under no circumstances should candidates approach the Selection Board themselves, either directly or indirectly concerning this selection procedure. The director of EACEA, who has the authority to conclude contracts of employment, retains the right to disqualify any candidate who fails to adhere to these instructions.

Selection procedure

1. Eligibility check

Candidates' eligibility (see eligibility criteria above) will be checked by HR based on the information provided in the application form in EU-CV Online. Supporting documents will be requested at a later stage.

2. Assessment of eligible applications

The Selection Board will analyse the answers provided in the application form of eligible applications in EU-CV Online, with reference to the selection criteria (essential and advantageous) listed above (Selection criteria).

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

Upon completion of the assessment, the Selection Board will establish a shortlist of pre-selected candidates reaching the threshold agreed by the Selection Board and matching best the needs of the Agencies for the functions and duties mentioned in this Call for expression of interest. The shortlist will include:

- ✓ Pre-selected candidates who already have a valid and successful FGIV EPSO CAST. These candidates might be invited to the interview.
- ✓ Pre-selected candidates who do not already have a valid and successful FGIV EPSO CAST. These candidates will be invited by EPSO to sit a series of computer-based multiple-choice question (MCQ) tests during the time window corresponding to the present Call for expression of interest. Only candidates who have successfully passed these tests might be invited to the interview.

3. Interview

A maximum of 200 pre-selected candidates⁷ with the highest score at the assessment of the applications, and who have successfully passed the FGIV EPSO CAST, will be invited for a remote (online) interview (duration: 30 minutes, language of the interview: English).

The interview will assess skills and competences related to the job description and selection criteria under point B, including behavioural, of this Call for expression of interest. Candidates scoring less than 70 points out of 100 at the interview will not be considered further.

4. Reserve list

After checking the candidates' supporting documents performed by HR, the Selection Board will draw up a reserve list of 120⁸ eligible candidates who have obtained the highest score during the interview and reaching at least 70 points out of 100. Candidates will be placed on the reserve list in alphabetical order.

The list will be valid until 31/12/2027. The validity of the reserve list may be extended by decision of the Authority Empowered to Conclude Contracts of EACEA.

According to the Agreement concluded among EACEA, HaDEA, ERCEA and REA, and following the establishment of the reserve list, the lead Agency and all participating Agencies will immediately have direct access to the reserve list for actions leading to recruitment.

The joint reserve list will be shared in the Common repository of Reserve lists in due time upon agreement from all participating Agencies.

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

A second round of interviews may be organised by the recruiting Agency before the offer of an employment.

Appointment and conditions of employment

The Agencies apply the **Commission Decision C(2017)6760 final of 16/10/2017** on the General Provisions Implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3(a) and 3(b).

⁷ Where a number of candidates tie (*ex aequo*) for the last available place, they will all be invited to the interview.

⁸ Where a number of candidates tie (*ex aequo*) for the last available place, they will all be included in the reserve list.

The Agencies offer an initial contract of one year, which may be renewed for another year. Thereafter, any further renewal shall be for an indefinite period.

The monthly salary for a Contract Agent 3(a), function group IV grade 13 step 1, consists of a basic salary of € 3.982,82 supplemented with various allowances, if applicable (e.g. expatriation allowance, household allowance, dependent child allowance and education allowance). The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#). The salaries of contract staff 3(a) are subject to a European Union tax deducted at source. Contract staff 3(a) are exempted from national tax on salary and are members of the European Union social security and pension schemes.

The place of employment will be Brussels, where the Agencies are based.

Equal opportunities

The Executive Agencies apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Furthermore, the Executive Agencies offer an inclusive working environment founded on diversity and equal opportunities in which everyone feels valued and can live up to their full potential. The implementation of these principles is fostered through internal integration actions that value colleagues' diverse backgrounds.

Information to candidates

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not.

Candidate may request clarifications about the processing of their application by sending an email quoting the reference of the vacancy notice concerned, at the following address FACEA-CA-SELECTION@ec.europa.eu.

Appeal procedures

- **Request of review**

Candidates who feel that a mistake has been made in the assessment of their applications may ask for a review, by sending a request within 10 working days of the date on the email/note that notified them of the rejection, quoting the reference of the selection procedure concerned to the Selection Board at the following address: FACEA-CA-SELECTION@ec.europa.eu.

The selection board will conduct a review and notify the candidate of its decision within 15 working days of receipt of the request.

- **Complaint on the basis of Article 90(2) of the Staff Regulations of Official of the European Union (SR)**

Candidates may submit a complaint based on Article 90(2) of the SR, which is to be sent to the attention of the Director of EACEA, by e-mail to

FACEA-CA-SELECTION@ec.europa.eu

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complainant.

- **Judicial Appeal**

Candidates may submit a judicial appeal based on 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 (<https://curia.europa.eu>).

- **Complaint to the European Ombudsman**

Candidates, like all citizens of the Union, may lodge a complaint to the European Ombudsman. Before you submit a complaint to the Ombudsman, you 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/en/home>).

Data protection

The purpose of processing the data submitted by candidates is to manage the applications in view of selection and recruitment. The personal data requested from candidates will be processed in line with the 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 data⁹, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance.

The [Privacy Statement](#) can be found on the [EACEA website](#), including details on the right of access and rectification of personal data.

The participating Agencies act as Joint Controllers. Subsequent recruitment processes are managed by each participating Agency and subject to their specific Data Protection Notices.

The joint reserve list may be shared in the Common Repository of Reserve lists in due time upon agreement from all participating Agencies. This would involve sharing personal data included in the Application with the other Executive Agencies, which may therefore contact candidates.

⁹ OJ L 295 of 21.11.2018, p. 39.