



EUROPEAN HEALTH AND DIGITAL EXECUTIVE
AGENCY (HADEA)

European Health and Digital Executive Agency (HaDEA)

Contract Agents Job Market

VACANCY NOTICE

The European Health and Digital Executive Agency (HaDEA) is currently looking to recruit
Contract Agents in Function group III

HR Officer

Contract Agent, FGIII

(Ref.: HaDEA-INTER/III/2024/21)

Type of contract	Contract Agent ¹
Function group and grade	FGIII
Number of posts to be filled	1 + future vacancies
Unit/Sector	Unit C.3/ C.3.1 (People sector)
Place of employment	Brussels, Belgium
Deadline for application	16/01/2025 (12:00/noon CET Brussels)

¹ According to Article 3a of the Conditions of Employment of Other Servants of the European Union (CEOS).

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 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: 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

The jobholder will be part of the People (Human Resources) Sector C.3.001 in Unit C3 Staff, Communication and Support. The jobholder will be mainly responsible for the administrative and operational support to planning, implementation and monitoring of Human Resources Management policies and processes in the frame of the Agency's objectives and HR Strategic Plan and in accordance with Commission HR policies. The jobholder will report to the Team Leaders, Head of the People (Human Resources) Sector and to the Head of Unit.

The jobholder will work in one or more of the following areas:

HUMAN RESOURCES MANAGEMENT - RECRUITMENT

- Organise and manage the entire selection processes from beginning to end in accordance with established rules and procedures (i.e. selection panels, vacancy publications, interview invitations, screenings, participation in interviews as a full member, drafting of selection minutes, drafting of offer letters);
- Establish and maintain paper and electronic records of the selection procedures and their constituent parts in accordance with agreed standards;
- Ensure that all relevant information is updated regularly in the recruitment tables in order to allow a smooth HR management and evaluation process;
- Maintain the internal reserve lists of the selected candidates up-to-date;
- Ensure efficient and correct processing of travel reimbursements in accordance with the financial provisions and in consultation with the financial officers;
- Act as a focal point handling internal requests for interim staff and for trainees as well as administer the related contracts in liaison with the financial officers.

HUMAN RESOURCES MANAGEMENT - REPORTING AND COMMUNICATION

- Manage the HR functional mailboxes and deal with the various requests for information;
- Report on and highlight issues, problems and difficulties in the area of recruitment support services and L&D (learning and development);
- Contribute to HR internal communication activities (maintain and update the Human Resources (People) Sector pages on intranet, etc.).

HUMAN RESOURCES MANAGEMENT – SUPPORT SERVICES

- Provide support and information to staff in relation to the services offered to them;
- Assist the Team Leader in the management of relevant budget lines (budget forecast, contracts, follow-up, etc.);
- Ensure the leave and absences management, management of working time (flexitime, part-time work, etc.) and the administrative position (unpaid leave, etc.);
- Ensure the proper execution of the procedure for probationary periods, appraisals and reclassification in supervising all phases and creating the appropriate interactions within and outside the agency (staff, management, Joint Reclassification Committee), in accordance with the Agency's guidelines;
- Manage HR IT tools and data input;
- Check and correct individual rights, salaries, allowances and benefits of Agency staff in cooperation with other supporting services within the European Commission.

HUMAN RESOURCES MANAGEMENT – LEARNING & DEVELOPMENT (L&D)

- Create, design and deliver the mandatory and highly recommended training requirements for new and existing staff across all areas of the organisation;
- Create, design and deliver L&D solutions to support the organisational change and development outlined in the overall L&D strategy using a blend of methodologies including computer based, self-managed learning, remote delivery, classroom and on job learning as appropriate;
- Undertake evaluation of all L&D interventions and report against agreed Key Performance Indicators (KPIs);
- Provide development by teambuilding and coaching where the need for this has been established;
- Organise induction of new colleagues and the provision of coaching and mentoring within the Agency;
- Assist in the management of the Agency's career guidance service;
- Liaise with the services and networks of the European Commission and with other agencies;
- Contribute to the development of the Agency's corporate culture;
- Respond to training-related issues and provide high quality customer service across the organisation.

3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria²:

To be considered eligible, candidates must satisfy all the following eligibility criteria by the closing date for submitting applications:

1. Be in the same Function Group as the one of the published post³;
2. Have served at least three years as contract agent [3\(a\)](#) or [3\(b\)](#)⁴;
3. Have successfully passed an EPSO CAST selection for that same Function Group⁵.

All Contract Agents 3(a) and 3(b), fulfilling eligibility criteria, currently employed can apply. However, priority will be given to CA 3(a). If there are no successful CA 3(a) applications, Contract Agents 3(b) applications will be considered.

Please note that only candidates engaged by the Executive Agencies, European Commission in its departments, administrative offices, representations and EU Delegations, EPSO, OP and OLAF⁶ who comply with all the eligibility criteria will be considered for further steps of this selection procedure⁷.

B. Selection criteria

Essential

1. Candidates must have acquired at least 1 (one) year of professional experience in the field of Human resources performing the functions and duties described in point 2. (“Job description”) of the current Vacancy notice;
2. Very good oral and written command of English with spoken and written skills equivalent to level C1⁸ or higher level for working purposes (very good, excellent, fluent, advanced, proficient, native, or similar).

² In accordance with Article 14 of the Commission Decision C(2017)6760 of 16.10.2017 on the general provisions for 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 Article 3a and 3b thereof which is applicable to HaDEA by analogy pursuant to Decision of the Steering Committee of the Health and Digital Executive Agency SC01(2021)06 of 26 February 2021.

³ FGIII.

⁴ Be employed as Contract Agent 3(a) or 3(b) for at least three years. The minimum duration must have been obtained whether as Contractual Agent 3(a) or 3(b). Cumulative duration as Contractual Agent 3(a) and 3(b) will not be considered.

⁵ Please consult the EPSO CAST reserve lists acceptable for our Agency: https://hadea.ec.europa.eu/working-hadea_en. Please note that candidates who are on a valid EPSO CAST list published in 2010 (CAST2010) are eligible on the condition they have successfully passed the complementary tests (DB3), as an Annex to the selection procedure CAST2010. The candidates concerned are invited to consult the letter they received from EPSO for further information.

⁶ https://ec.europa.eu/info/departments_en to note- candidates currently working for EEAS are not eligible.

⁷ Article 1 of the Commission Decision C(2017)6760 of 16.10.2017 on the general provisions for 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 Article 3a and 3b thereof which is applicable to HaDEA by analogy pursuant to Decision of the Steering Committee of the Health and Digital Executive Agency SC01(2021)06 of 26 February 2021.

⁸ Please consult the [Common European Framework of Reference for Languages](#).

Advantageous

- Proven working experience as HR Officer or similar post within the EU institutions;
- Proven in-depth work experience (minimum 6 months) in one or more of the following HR activities: Recruitment & Selection, Personnel Administration, Learning and Development;
- Proven good knowledge of the Staff Regulations of Officials of the EU and of the Conditions of Employment of Other Servants (CEOS);
- Proven professional experience (minimum 6 months) in an international and multicultural environment;
- Good oral and written command of French.

Interpersonal competencies:

- Sense of initiative, critical thinking, excellent problem-solving skills and analytical capabilities;
- Proactive attitude, very good social and communication skills;
- High sense of responsibility, discretion, confidentiality;
- Ability to work in a team 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 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 four 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 format⁹;
- 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 16/01/2025, 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

⁹ Available on: [Create your Europass CV | Europass](#).

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;
- 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 contract staff in function group III under the terms of Article 3a of the CEOS and the Commission Decision C(2017)6760 of 16.10.2017 on the general provisions for 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 Article 3a and 3b thereof which is applicable to HaDEA by analogy pursuant to Decision of the Steering Committee of the Health and Digital Executive Agency SC01(2021)06 of 26 February 2021.

At the request of HaDEA, the selected candidates will have to evidence with supporting documents the information contained in their application.

For successful candidates in Function Group III under the terms of Article 3b, a reassessment of their grade will be done at recruitment and **might impact their current grading (that might turn into an upgrade, a downgrade or keeping their current grade)**. In order to manage realistic expectations in this sense, it is strongly recommended to refer to Article 5 of the above-mentioned Commission Decision for classification in the function group at entry into service.

For further information on working conditions of contract 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 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 procedure¹⁰. 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 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

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

¹⁰ 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.

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 \(europa.eu\)](https://curia.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 \(europa.eu\)](https://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](#).