



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 a Temporary Agent in grade AD5-AD6

#### **Assistant to the Head of Department A (Health and Food) Temporary Agent 2(f), AD5-AD6**

(Ref.: HaDEA-INTER/AD/2024/2 Assistant to the HoD A)

Type of contract	Temporary Agent 2(f)
Function group and grade	AD5-AD6
Number of posts to be filled	1
Department	A
Place of employment	Brussels, Belgium
Deadline for application	<b>28/02/2024, 12:00/noon CET Brussels time</b>

## 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](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**

Working under the direct supervision of the Head of Department A, Health and Food, the jobholder will be responsible for designing and executing tasks enhancing the Department's resilience in its operational and administrative activities relevant to its mission, and to alert the Head of Department A in advance of any issues that would hinder achieving its objectives.

### **Functions and duties**

#### **PROGRAMME / PROCESS / PROJECT MANAGEMENT**

- Monitor and report on the operational activities of the units, coordinating the cross-cutting files of the Department.
- Check and validate reports and correspondence that require the approval/signature of the Head of Department, including grant agreement terminations, amendments, extensions, etc. during the implementation phase.
- Ensure the monitoring of the implementation in order to ensure it progresses in compliance with the conditions laid down in the relevant approval decisions.
- Provide briefings, reports and statistics related to the operational activities of the Department.

#### **EVALUATION and QUALITY MANAGEMENT**

- Check and validate reports and correspondence that require the approval/signature of the Head of Department, including the call evaluation reports, the pools of experts, the redress/review committees, etc.
- Consolidate the lessons learnt/best practices from different programmes and ensure knowledge sharing.
- Analyse, assess and align the processes followed in the different programmes of the Department, provide feedback, make suggestions for improvements.
- Coordinate communication actions of the Department, in collaboration with the Communication Correspondents in the different units.
- Monitor and coordinate cross-cutting files related to the collaboration with the parent DGs, including the organisation of info days for the announcement of calls for proposals, the Feedback to Policy Action plans, regular briefings/meetings with parent DGs, etc.
- Perform analysis of the attainment of objectives and quantified indicators.

## HORIZONTAL COORDINATION

- Contribute to the Agency's dashboards, annual reports, work programmes, etc.
- Organise the Department events (e.g., weekly meetings, Assembly) and follow-up the actions points.
- Facilitate the internal coordination within the Department and between the different Departments of the Agency, relevant Commission services and external stakeholders so that the expected quality outputs are timely delivered and the objectives and KPIs of the Department achieved.
- Assist in recruiting and integrating new staff in the Department.

### 3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

#### A. Eligibility criteria<sup>1</sup>

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 and function group (AD5-AD6). 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')<sup>2</sup> 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)<sup>3</sup> thereof.
2. To have at least 2 (two) years' service within the candidate's current agency<sup>4</sup> (including Decentralised Agencies and Joint Undertakings)<sup>5</sup>;
3. To have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group<sup>6</sup>.

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<sup>1</sup> 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.

<sup>2</sup> Article 5 (3) (b) of the Staff Regulations: Appointment shall require at least in function group AD for grades 5 and 6: (i) a level of education which corresponds to completed university studies of at least three years attested by a diploma, or (ii) where justified in the interest of the service, professional training of an equivalent level.

<sup>3</sup> Article 12 (2) of the CEOS: A member of the temporary staff may be engaged only on condition that: he/she is a national of one of the Member States of the Union and enjoys his/her full rights as a citizen; he/she has fulfilled any obligations imposed on him/her by the laws concerning military service; he/she produces the appropriate character references as to his/her suitability for the performance of the duties; he/she is physically fit to perform his/her duties; he/she produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

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

<sup>5</sup> 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.

<sup>6</sup> 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.

## **B. Selection criteria**

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

### Essential

1. After obtaining the qualifications mentioned in point 3.A. (under eligibility), candidates must have acquired at least 3 (three) 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 C1<sup>7</sup> or higher level for working purposes (very good, excellent, fluent, advanced, proficient, native, or similar).

### Advantageous

1. Knowledge and experience in procurement and grants procedures and in the field of health.
2. Scientific background in the domains related to the programmes within the Department.

### Interpersonal competencies:

1. Capacity to work with high standard of autonomy, integrity and commitment.
2. Sense of initiative and problem-solving attitude;
3. Very good organisational and planning skills, ability to work under pressure and within tight deadlines;
4. Excellent communication skills, both orally and in writing;
5. Ability to build effective relationships at all levels, collaborate, work and coordinate with others in a positive and constructive manner;
6. Ability to monitor deadlines, respect priorities and meet targets;
7. High sense of responsibility, discretion and confidentiality

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 checks**

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.

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

## **B. Assessment of eligible applications**

The Selection Committee will analyse the applications (which comprise of 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 who score 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 format<sup>8</sup>;

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<sup>8</sup> Available on: [Create your Europass CV | Europass](#)

- 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 via email to the functional mailbox [HADEA-TALENT-SELECTION@ec.europa.eu](mailto:HADEA-TALENT-SELECTION@ec.europa.eu) **no later than 28/02/2024, 12:00/noon (CET)** Brussels time.

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](mailto: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 a Temporary Agent in grade AD5/AD6 under the terms of Article 2f of the CEOS and the Decision of the HaDEA Steering Committee 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 email notifying the candidate of the outcome of the selection procedure<sup>9</sup>. 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 email. The request should be addressed to the Chairperson of the Selection Committee and sent to the following address: [HADEA-TALENT-SELECTION@ec.europa.eu](mailto:HADEA-TALENT-SELECTION@ec.europa.eu). The candidate should indicate clearly 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.

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<sup>9</sup> 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.

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 prove that an error was. 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](mailto: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.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://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](#).