



EUROPEAN HEALTH AND DIGITAL EXECUTIVE
AGENCY (HADEA)

European Health and Digital Executive Agency (HaDEA)

Inter-Agency Job market for Temporary Agents 2(f)

VACANCY NOTICE

The European Health and Digital Executive Agency (HaDEA) is currently looking to recruit

Assistant Financial Coordinator
Temporary Agent 2(f), AST3-AST9

(Ref.: HaDEA-INTER/AST/2023/7 AFC)

Type of contract	Temporary Agent 2(f)
Function group and grade	AST3-AST9
Number of posts to be filled	1
Unit	C.1
Place of employment	Brussels, Belgium
Deadline for application	15/06/2023, 12:00/noon CET Brussels time

1. ABOUT US

The European Health and Digital Executive Agency (HaDEA) was established by the Commission Implementing Decision (EU) 2021/173 of 12 February 2021. Located in Brussels, the Agency comprises 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 (CEF): Digital sector;
- Horizon Europe (Pillar II, Cluster 4): Digital, Industry and Space.

The Agency reports to six Directorates-General of the European Commission – Health and Food Safety (SANTE), Research and Innovation (RTD), Communication Networks, Content and Technologies (CNECT), Defence, Industry and Space (DEFIS), Internal Market, Industry, Entrepreneurship and SMEs (GROW) and Health Emergency Preparedness and Response (HERA) – which remain responsible for programming and evaluation.

For more information on HaDEA, please visit https://hadea.ec.europa.eu/index_en.

Why join us?

Working in the Agency will put you at the heart of the European Commission's ambition to help rebuild a post-COVID-19 Europe, which will be greener, more digital, more resilient and better fit for the current and forthcoming challenges.

The Agency has a workplace culture of staff empowerment and engagement. A culture of listening to staff, working collaboratively with respect and trust on a common vision of purpose and success. Staff engagement as a top priority, opportunities to provide meaningful feedback and share ideas, teamwork, open communication and room for innovation are common markers of HaDEA's culture.

The staff of HaDEA is committed to the seven values defined through a participatory process: client orientation, excellence, fairness, integrity, transparency, trust and work-life balance. Some of them are common to the public service principles for EU civil servants our staff also stands for: commitment, integrity, objectivity, respect for others, transparency.

HaDEA is a workplace in which employees feel proud to belong. The Agency facilitates a working environment where staff are encouraged to keep their skills up to date and develop additional competencies. Several wellbeing initiatives in the areas of physical, mental and

organisational health aim at supporting staff to improve their resilience to cope with the demands of a world in constant change.

HaDEA has an on-boarding programme to support staff arrivals to the Agency. The People sector (HR), the respective teams, line managers and buddies (experienced colleagues assigned to support new staff) will help newcomers to easily integrate and settle in. We look forward to welcoming you to HaDEA.

2. JOB DESCRIPTION

Overall purpose

Under the direct supervision of a Head of Sector, and under the overall guidance of the Head of Unit, the jobholder is responsible for contributing to the sound financial management of the delegated programme(s) undertaken by the sector. The jobholder takes part in coordination activities and provides advice to ensure that the financial rules into force are implemented properly.

Functions and duties

BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Financial co-ordination

- Provide advice and technical support to staff/teams having initiation functions in all the financial process (selection, negotiation, preparation, amendment and closing of contracts, commitment, payments, recoveries and visas) in order to solve specific financial issues as well as to ensure financial viability;
- Contribute to the efficient functioning of the financial team in all aspects and lead ad hoc teams or processes in support of the Head of Sector and/or Unit management.
- Contribute to the development and implementation of homogeneous and compatible procedures, documentation and methods to process and access financial information and documents;
- Establish and maintain contact with the relevant financial and legal services in the HaDEA and in the European Commission, keeping abreast of the latest applicable guideline.

BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Financial verification

- Act as verifying agent or initiating agent if needed, on financial transactions over the whole lifecycle of managed actions and ensure they are in accordance with financial regulation, procedures and processes;
- Ensure legality and regularity by verifying the respect of the Financial Regulation and the internal rules on budget execution, Basic Acts, Financing decision and other related rules on the financial transactions relating to the programme delegated to the Agency;
- Contribute to the reporting and documentation of processes and procedures in line with the EU Financial Regulation and new IT tools for grant/procurement management as well to the rationalisation and simplification of these processes and procedures;

Assist with budget, accounting, monitoring and/or reporting tasks at sector/Unit level as appropriate.

3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria

Candidates will be considered eligible for selection on the basis of the following criteria to be fulfilled:

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 (AST3-AST9). This implies that the candidate possesses the minimum qualifications required by Article 5(3) of the Staff Regulations¹, applicable by analogy to the temporary staff pursuant to Article 10(1) of the CEOS, and that the candidate is in compliance with the conditions referred to in Article 12(2)²;
2. To have at least 2 (two) years' service within the candidate's current agency³ (including Decentralised Agencies and Joint Undertakings) before moving⁴;
3. To have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant grade.

B. Selection criteria

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

Essential

- After obtaining the qualifications mentioned in point 3.A, candidates must have acquired at least 2 years of professional experience in the field of the current vacancy.
- Very good oral and written command of English. Spoken and written skills equivalent to level C1 or higher level for working purposes⁵.

¹ Article 5 (3) (a) of the Staff Regulations: Appointment shall require at least in function group AST: (i) a level of post-secondary education attested by a diploma, or (ii) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or (iii) where justified in the interests of the service, professional training or professional experience of an equivalent level.

² 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;

³ Be employed as Temporary Agent 2(f) for at least two years as the vacancy notice in an Executive agency (or in Decentralised Agencies or Joint Undertakings). The minimum duration must have been obtained as Temporary Agent 2(f).

⁴ 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

⁵ Please refer to the Common European Framework of Reference for Languages.

Advantageous

- Demonstrated and proven experience in preparation of grant agreements, procurement contracts or equivalent instruments, preferably in Horizon 2020/Europe or other programmes managed through eGrants;
- Demonstrated and proven experience in the assessment (ex-ante or ex-post) of the eligibility/conformity of underlying costs of grant agreements, procurement contracts or equivalent instruments;
- Demonstrated and proven experience (and/or training) with IT tools assisting with financial/accounting/budget/legal management processes (e.g. EU-grant management tools/SAP/Excel/accounting applications or similar tools at national level).

Interpersonal competencies:

- Ability to coordinate teams and/or processes and represent the organization at horizontal level;
- Ability to monitor deadlines, respect priorities and meet targets;
- Ability to build effective relationships at all levels, collaborate and work with others in a positive and constructive manner;
- Capacity to work with high standard of autonomy, integrity and commitment.
- Sense of initiative and problem-solving attitude.
- Very good organizational and planning skills, ability to work under pressure and with tight deadlines;
- Very good communication skills

Candidates need to describe explicitly and substantiate in their application to what extent they meet the above-mentioned selection criteria (essential, advantageous and interpersonal competencies). 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. Admission to the selection procedure

First, the Selection Committee will check the submitted applications against the eligibility criteria (*section 3.A*). Only eligible applications will be assessed further.

B. Assessment of eligible applications

The Selection Committee will then analyse the applications (including motivation letters and CVs) of eligible applicants with reference to:

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

Applications that do not meet one or more of the essential selection criteria (see section 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 candidates matching best the needs of the Agency for the functions and duties mentioned in this call to be invited to the next phase- interview.

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 section 3.B of this call for expression of interest. Candidates scoring less than 60% of the total score of the interview will not be considered further.

5. SELECTION COMMITTEE

A Selection Committee will be appointed for this selection procedure and will be composed of at least three members, including a member designated by the Staff Committee of the Agency.

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 4. Selection Procedure, B - Assessment of eligible applications).

Under no circumstances should candidates approach the members of the Selection Committee, either directly or indirectly, concerning this recruitment. The Agency's Director reserves the right to disqualify any candidate who disregards these instructions.

6. APPLICATION PROCEDURE

For applications to be valid, candidates must submit:

- A detailed curriculum vitae, in Europass format⁶;
- A letter of motivation, including his/her views on the proposed position (1 page maximum).

Applications must only be sent by e-mail to the functional mailbox HADEA-TALENT-SELECTION@ec.europa.eu

⁶ Available on: [Create your Europass CV | Europass](#)

Closing date: **Applications must be sent no later than 15/06/2023, 12:00/noon CET** Brussels time.

The candidate will be disqualified if:

- the candidate does not submit the application by the deadline. Under no circumstance will late applications be accepted.
- at any stage in the procedure it is established that information a candidate provided is incorrect or false;
- the candidate failed to inform the HR service of the Agency of a possible conflict of interest with a Selection Committee member;
- the candidate attempted to contact a member of the Selection Committee either directly or indirectly concerning this recruitment procedure during the entire duration of the procedure.

Candidates are also required to inform the People HR Sector in case there are any relatives (of the candidate) working currently or applying at HaDEA.

Supporting documents showing evidence of the provided information may be requested at a later stage. Candidates are invited to apply in English to facilitate the selection process.

Candidates are invited to indicate in their application 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

HaDEA and the selected staff member shall conclude a contract of employment, 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.

As a general rule, the end dates of the contract concluded in HaDEA and of the preceding contract shall be the same. If the contract with the Agency of origin was for an indefinite period, the member of temporary staff 2(f) shall also be engaged by the new Agency for an indefinite period.

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.

The selected Temporary Agent 2(f) (AST3-AST9) shall take up duty in HaDEA in principle three months after the job offer, unless it is otherwise agreed between the two Institutions and the staff member concerned.

The Agency of origin shall transfer the personal file to the HaDEA no later than 30 days after the date of the move.

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 competition or is excluded.

Requests for review may 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 procedure⁷. 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 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 applications (including CV and motivation letter) at the deadline for submission. Any additional information or documentation provided after that deadline will not be taken into account. 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.

Please note that you are not allowed to challenge the validity of the Selection Committee’s assessment of the quality of your performance during an interview and/or written test, or of the relevance of your qualifications and professional experience. This assessment is a value judgement made by the Selection Committee and your disagreement with the Selection Committee’s evaluation of your performance during an interview and/or written test, or the relevance of your qualifications and professional experience, does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

10. APPEAL PROCEDURE

⁷ 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.

1. Administrative complaint

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Communities ("Staff Regulations"), any candidate may submit to the Agency a complaint against a decision, or lack thereof, that directly and immediately affects your legal status as a candidate, only if the rules governing the selection procedure have been clearly infringed. Any such complaint should be sent for the attention of the AECE of HaDEA to the following address: HADEA-TALENT-SELECTION@ec.europa.eu. The complaint should quote the reference number of the selection procedure concerned and it must be lodged within three months from the date on which the candidate is notified of the act adversely affecting the candidate. The AECE cannot overturn a value judgement made by the Selection Committee.

2. Judicial appeal

Should the administrative complaint be rejected, the candidate may request judicial review of the act adversely affecting the candidate 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 <https://curia.europa.eu/jcms/>.

3. European Ombudsman

The candidate can make a complaint to the European Ombudsman. 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 (<https://www.ombudsman.europa.eu/en/home>) for further information on the arrangements for 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](#).