



EUROPEAN HEALTH AND DIGITAL EXECUTIVE
AGENCY (HADEA)

European Health and Digital Executive Agency (HaDEA)

Inter-Institutional publication

VACANCY NOTICE

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

Administrative Assistant Contract Agent, FGII

(Ref.: HaDEA- INTER/II/2023/5 Administrative Assistant)

Type of contract	Contract Agent ¹
Function group and grade	FGII
Number of posts to be filled	3 (+ any future needs)
Unit/Sector	Agency
Place of employment	Brussels, Belgium
Deadline for application	12/06/2023 (12:00/noon CET Brussels time)

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

1. ABOUT US

The Agency comprises 3 departments and 10 units. Our colleagues are international experts and specialists in matters related to health, food, digital, industry, space, communication and finance.

We currently manage the following programmes on behalf of the European Commission:

- EU4Health programme;
- Horizon Europe: Pillar II, Cluster 1: Health;
- Single Market Programme: Food safety: health for humans, animals and plants along the food chain and better training for safer food;
- Digital Europe Programme;
- Connecting Europe Facility: Digital;
- Horizon Europe: Pillar II, Cluster 4: Digital, Industry and Space.

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

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

Why join us?

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

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

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

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

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

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

2. JOB DESCRIPTION

Overall purpose

Working under the direct supervision of the Head of Unit/Head of Sector/Team Leader, the jobholder will provide administrative co-ordination and support to facilitate the work of the Unit and / or the services to ensure that objectives agreed at the level of the Unit/ Sector are achieved and that the expected outputs are delivered on time.

Functions and duties

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Contribute to the definition, simplification of administrative procedures as well as coordinate, monitor the coherence and quality of their implementation.
- Ensure input and effective follow-up of agreed or required internal actions using the action Follow-up tool, by monitoring deadlines, general support to progress and addressing appropriate reminders to those responsible for the actions, and other specific tasks on request. Prepare/copy documents for transmission and maintain files and manage the incoming and outgoing correspondence (ARES) and the central Agency functional mailbox.
- Handle correspondence and ensure appropriate follow-up on various documents, notes, reports etc. It includes screening responses, checking replies, ensuring coherence and consistency with other documents.
- Coordinate and maintain clearly labelled, well organised archives according to the Commission's eDomec rules in force.
- Support to operational activities (Administrative Assistant to the Head of Unit may be asked to support operational activities if needed).
- Calendar planning, filing and archiving, updating of databases.
- Collect, organise and synthesise information, data and other inputs.
- Provide administrative and logistical support for the organisation of internal and external events such as meetings, evaluations, workshops, conferences etc.
- Ensure the co-ordination on tasks and facilitate internal communication within the Unit/Sector.
- Organise missions and meetings and prepare, coordinate and follow up meetings within the Unit / Sector.

3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria:

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 post²;
2. Have served at least three years as contract agent 3(a) or 3(b)³;
3. Have successfully passed an EPSO CAST selection for that same Function Group⁴.

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 OLAF⁵ who comply with all the eligibility criteria will be considered for further steps of this selection procedure.⁶

B. Selection criteria

Essential

- Proven and demonstrated experience of at least 1 year in a similar position (i.e. Administrative assistant) performing the functions and duties described above;
- Very good oral and written command of English equivalent to C1 or higher level⁷.

Advantageous

- Proven and demonstrated experience with the European Commission's administrative IT Tools (examples: ARES, SYSPER, MIPS, TEAMS etc.);
- Proven and demonstrated experience with basic invoice management;
- Relevant additional training and/or education in secretarial duties;
- Proven experience in customer care services/positions.

Interpersonal competencies:

- Sense of initiative, critical thinking, excellent problem-solving skills and analytical capabilities;
- Good organizational and planning skills, ability to work under pressure and with tight

² FGII

³ 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.

⁴ Please consult the 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 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.

⁵ https://ec.europa.eu/info/departments_en, to note- candidates currently working for EEAS are not eligible.

⁶ Art 1 of Commission Decision C(2017)6760final of 16/10/2017 on contract agents, adopted by analogy by HaDEA.

⁷ Please refer to the Common European Framework of Reference for Languages.

- deadlines;
- Excellent communication skills, both orally and in writing;
- High sense of responsibility, discretion and confidentiality and capacity of working autonomously.

Candidates need to describe explicitly and substantiate in their applications 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 People (HR) Sector, on behalf of 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

This selection procedure is published via Contract Agents 3a Job Market.

The Selection Committee will then analyse the application forms 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 are incomplete (part of the required information is missing) will not be evaluated further.

Upon completion of the assessment, the Selection Committee will establish a list of retained 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 four 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

If you are interested in applying for this post, please download the **Application Form** which can be found on the HaDEA website: [Open vacancies \(europa.eu\)](https://openvacancies.europa.eu) and follow the instructions and rules listed in the Application Form.

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

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

The candidate will be disqualified if:

- the candidate does not submit the application form by the deadline. Under no circumstances 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 People HR Sector 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.

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

The Agency applies Commission Decision C(2017)6760 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).⁸

The successful candidate will be recruited as contract staff in function group II under the terms of Article 3a of the above-mentioned conditions.

For successful candidates in Function Group II 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, keeping their current grade)**. In order to manage realistic expectations in this sense, it is strongly recommended to refer to the [Commission Decision C \(2017\) 6760](#), Article 5, for classification in the function group at entry into service.

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

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

For further information on working conditions of contract staff, see the Agency's website or the website of the European Personnel Selection Office ([EPSO](#)).

The place of employment will be Brussels, Belgium where the Agency has its premises.

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.

⁸ Decision of HaDEA Steering Committee of 26/2/2021 on the application by analogy of Commission Decision C(2017)6760 final of 16 October 2017 on the engagement of contract staff.

This request must be made within 10 working days of the date of the e-mail notifying the candidate of the outcome of the selection procedure⁹. The request should quote the reference number of the selection procedure concerned, the name of the candidate and the phrase “request for review” in the subject of the e-mail. The request should be addressed to the Chairperson of the Selection Committee and sent to the following address: HADEA-TALENT-SELECTION@ec.europa.eu. The candidate should 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 format 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

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

⁹ Should the candidate ask further information to the Selection Committee on the candidate’s results, in view of assessing the pertinence of, or substantiate, the request for review, the delay will be suspended between the date of the request for information until the date the Selection Committee provides feedback to the candidate.

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](#).