



EUROPEAN HEALTH AND DIGITAL EXECUTIVE
AGENCY (HADEA)

European Health and Digital Executive Agency (HaDEA)

CALL FOR EXPRESSION OF INTEREST

The European Health and Digital Executive Agency (HaDEA) is organising a
Call for Expression of Interest in view of establishing a Reserve List
of Contract Agents in Function Group IV

HR Adviser
Contract Agent, FGIV
(Ref.: HaDEA- EXT/IV/2023/13 HR Adviser)

Type of contract	Contract Agent ¹
Function group and grade	FGIV
Duration of contract	1 year (with the possibility of extension)
Estimated number of candidates to be placed on the Reserve List	10
Department/Unit	Department C (Unit C.3 / Sector C.3.001)
Place of employment	Brussels, Belgium
Deadline for application	20/11/2023 (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 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 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 and 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

The main objective is to provide guidance, advice and support in the planning, implementation, and monitoring of Human Resources Management (HRM) policies and processes aligned with the Agency's goals, HR Strategy and overall guidelines.

Functions and duties

HUMAN RESOURCES MANAGEMENT

- Offering analysis and guidance on specific HR matters within the assigned area of responsibility, aligning with the Staff Regulations and Conditions of Employment of Other Servants, relevant implementing provisions, applicable laws and internal policies.
- Coordinating and managing selection procedures for various types of staff in alignment with existing relevant legal framework and internal policies. This encompasses tasks such as conceptual preparation of the vacancy notices, selection requirements, application forms and overall administrative organisation and supervision of the selection process.
- Offering support in communicating with candidates throughout the recruitment process and providing constructive feedback, as well as supporting management in case of complaints under Article 90 or requests for reviews.
- Compiling, processing, and analysing data related to staff members and contributing to the generation of regular HR reports, metrics, statistics, and charts for management.
- Engaging in conceptual analysis and actively contributing to the advancement and execution of HR policies, processes and procedures in the area of Learning and Development and Corporate Culture.
- Ensuring the successful implementation of policies, processes and procedures in the above-mentioned area of responsibility, while closely monitoring the progress.
- Providing valuable insights and guidance to foster the development of an organisational culture in line with the Agency's values and promoting continuous learning and development for staff and management.
- Conducting regular quality evaluations and impact assessments and providing regular feedback to the Team Leader and the Head of Sector.
- Managing individual HR files within the assigned area of responsibility, ensuring proper handling, and maintaining quality assurance for outgoing HR files.

INTER-INSTITUTIONAL COORDINATION AND CONSULTATION

- Developing and maintaining a close collaboration with management, operational units, staff committee and staff as well as with external stakeholders from the Commission and other EU Institutions to facilitate the exchange of experiences and implementation of best practices. Coordinating and/or contributing to different Inter-Executive Agency initiatives in Learning & Development/Corporate Culture and Selection & Recruitment (e.g., Women Talent Programme, job-shadowing exercise, junior professional programme, joint selection procedures, etc).
- Participating and/or representing the Agency in networks and/or working groups on HR related issues.

BUDGET AND FINANCE – PROCUREMENT AND BUDGET MANAGEMENT

- Managing and monitoring procurement processes and budget planning and execution, in respect of the financial rules and regulations.
- Following up on execution of framework and service contracts, as well as related calls for tenders. Ensuring effective liaison with service providers.

COMMUNICATION AND PUBLICATION

- Preparing and/or revising briefings, presentations and communications for management and staff, as required.
- Conducting engaging and informative presentations to management, operational units, and staff on HR related topics.

3. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria²

Candidates will be considered eligible for selection based on the following criteria to be fulfilled by the deadline for applications:

1. Have successfully passed EPSO CAST tests for contract agents valid for Executive Agencies³ in the function group of the present call for expression of interest.

Candidates without a valid EPSO CAST at the time of submitting their application can still apply for this call for expression of interest, if they have completed and validated⁴ the online application form of the Call for Expression of Interest in

² Articles 82(2) and (3) of the CEOS and 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.

³ 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.

⁴ Candidates are fully responsible for the creation, validation and regular update of their EPSO CAST profile in the function group of the present call (please refer to [Contract Staff \(CAST Permanent\) | EU Careers \(europa.eu\)](#)). Otherwise, candidates' details are not or not anymore visible to the recruiting services and they cannot be invited to sit a series of

function group IV launched by EPSO⁵.

These candidates, if pre-selected, 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 will be considered eligible for this selection.

2. Have a level of education which corresponds to completed university studies of at least three years attested by a diploma⁶.
3. Thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFRL⁷) of one of the languages of the European Union and a satisfactory knowledge (level B2 in all dimensions as per the CEFRL) of another EU language to the extent necessary for the performance of the duties.
4. Be a national of a Member State of the European Union.
5. Be entitled to full rights as a citizen.
6. Have fulfilled any obligations imposed by the applicable laws concerning military service.
7. Meet the appropriate character requirements as to the candidate's suitability for the performance of the duties involved in this Vacancy Notice.
8. Be physically fit to perform the duties linked to the post⁸.

Please note that only candidates who comply with all the eligibility criteria will be considered for further steps of the selection procedure.

B. Selection criteria

Essential

1. After obtaining the qualifications mentioned in point 3.A. (under eligibility), candidates must have acquired at least 2 (two) years of professional experience⁹ in the field of Human Resources in tasks described under Point 2.

computer-based multiple-choice question (MCQ) tests. Candidate's application in the EPSO CAST database must be active during the whole duration of the procedure. Candidates need to have an active application in the EPSO CAST portal in the same function group of the present vacancy notice (FG III), even if they have succeeded in an EPSO CAST test in a higher function group (FG IV).

⁵ [Contract Staff \(CAST Permanent\) | EU Careers \(europa.eu\)](#).

⁶ For FGIV: where justified in the interest of the service, professional training of an equivalent level. Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. [EXAMPLES OF MINIMUM QUALIFICATIONS PER MEMBER STATE AND THE UNITED KINGDOM AND PER GRADE | Careers with the European Union \(europa.eu\)](#).

⁷ Please consult [here](#) the [Common European Framework of Reference for Languages](#).

⁸ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order for the Agency to be satisfied that the candidate fulfils the requirements of Article 82(d) of the CEOS.

⁹ Professional experience is counted only from the time obtained the diploma and qualifications in order to be eligible (see point A(2) here above). At a later stage, you will be asked to provide supporting documents confirming the length and the level of your professional experience.

2. Demonstrated and proven experience in writing briefings, conceptual notes, designing and managing HR policies and processes in the field of Human Resources.
3. Very good oral and written command of English with spoken and written skills equivalent to level C1 or higher level for working purposes (very good, excellent, fluent, advanced, proficient, native, or similar).

Advantageous

1. A relevant University degree in Human Resources, Organisational Psychology, Business Administration, European studies, Education, or Law.
2. Demonstrated and proven professional HRM experience involving the ability to effectively plan, organise, lead and complete projects while meeting timelines, budgets and goals.
3. Demonstrated and proven professional experience in developing and implementing HRM policies and processes in the area of selection, staffing and recruitment.
4. Demonstrated and proven professional experience in the area of Learning & Development.
5. Demonstrated and proven professional experience in producing HR reports, metrics, statistics, and charts for management.
6. Demonstrated and proven professional experience as HR Officer/Adviser within the Institutions of the European Union or other international organisations.
7. Excellent knowledge (acquired through experience or training) of the European Commission Staff Regulations governing EU officials, and the Conditions of Employment of Other Servants (CEOS) and Commission's decisions in the field of Human Resources.
8. Demonstrated experience in moderating discussions and meetings to achieve productive outcomes.
9. Demonstrated experience and knowledge of the financial life cycle (procurement, budget & invoice management).

Interpersonal competencies (some of the following will be tested during the interview)

- Ability to respect priorities, monitor deadlines, and meet targets.
- Ability to communicate clearly, both in writing and verbally.
- Capacity to communicate HR policies, procedures, and to provide advice to individuals at all levels within the organisation.
- Ability to build effective relationships at all levels of the organisation.
- Proficiency in collaborative teamwork.
- Capacity to work with high standard of autonomy, integrity, and commitment.
- Commitment to maintaining the highest standards of trust and confidentiality when handling sensitive HR matters.
- Ability to work under pressure and manage responsibilities within tight deadlines.
- Excellent problem-solving skills to identify HR challenges, analyse them and propose effective solutions.
- Capacity to introduce innovative and creative approaches.
- Capacity to interact respectfully with individuals from diverse backgrounds and cultures, fostering inclusivity and understanding.

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).

4. SELECTION PROCEDURE

A. Eligibility check

First, the 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 then analyse the answers provided in the Application Form of eligible applications submitted via EU CV Online (see section 6 below) 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 all requested answers to questions in the Application Form 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 Call, who will be invited to the next phase of the selection procedure.

C. Invitation to computer-based tests

Shortlisted candidates having applied to the Call for Expressions of Interest in function group IV in the EPSO CAST Permanent 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 tests¹⁰ will be considered further.

Shortlisted candidates, who already have a valid EPSO CAST, will not have to sit the EPSO CAST tests again and will be directly invited to the next phase, i.e., the interview.

D. Interview

Shortlisted candidates, who have successfully passed the EPSO CAST in the function group of this call, will be invited for an interview (duration: 30 minutes, language of the interview: English).

Candidates may receive relevant material in advance, which may be used during the

¹⁰ See [Contract Staff \(CAST Permanent\) | EU Careers \(europa.eu\)](#)

interview as part of an oral case study assessment and/or something to reflect upon.

The interview will assess skills and competences related to the job description and selection criteria under point 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.

E. Reserve list

It is estimated that 10 candidates with the highest marks achieved and reaching at least 60% of total score during the interview will be proposed to the Authority Empowered to Conclude Contracts of Employment (AECE) of the Agency for inclusion on the reserve list.

The reserve list will be valid until 31 December 2024 and may be used for other positions with similar duties in the same function group. The validity of the reserve list may be extended by decision of the AECE.

The resulting reserve list of successful candidates may be made available to other Executive Agencies that could be interested in the profile and may therefore contact the candidates placed on the reserve list. This would involve sharing personal data included in the Application.

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

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

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 the staff.

The names of the Selection Committee members 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, candidates must submit an online application and complete their electronic CV via the [EU CV online database](#) (candidates must first create an account or sign into their active account; for more guidance, candidates are invited to consult [Step-by-step guide](#) available on HaDEA website).

Candidates must provide answers to all the questions related to this specific selection procedure (in a limited number of characters) in the online Application Form. These specific questions are based on the selection criteria provided in the Vacancy Notice and answers will

be assessed by the Selection Committee. By submitting the application, the candidate declares that replies to all questions are 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 Committee will **only** assess answers provided to the questions within **the application specifically indicated and related to this selection procedure. 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 replies to the questions and the sections in the electronic CV (for example, professional experience), only the information in the replies to the question will be taken into consideration during the application assessment.

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

There is no obligation to submit applications in English, however documents sent in English will greatly facilitate the work of the Selection Committee.

The Agency strongly advises not to wait until the last few days before the deadline to apply 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 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 online 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 sit the EPSO CAST test (if applicable) and/or attend the interview.

Candidates are also required to inform the HaDEA People Sector (HaDEA-EXT-IV-2023-13-HR-ADVISER@ec.europa.eu) in case there are any relatives (of the candidate) currently working 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 online interview.

7. EQUAL OPPORTUNITIES

The European Union institutions apply policy of equal opportunities and accept applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, or beliefs, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selected candidate(s) will need to have a valid EPSO CAST in the right Function Group in order to be hired (see point 3.A).

Any offer of employment shall be made by the AECE on the basis of the reserve list. A contract offer will be issued as a contract staff member, in function group IV, in accordance with Article 3a of the CEOS and the Decision of HaDEA Steering Committee of 26/2/2021 on the application by analogy of Commission Decision C(2017)6760 of 16 October 2017 on the engagement of contract staff. The contract will be concluded for an initial duration of one year, with the possibility of renewal for another year. If the contract is renewed again, it shall be concluded for an indefinite period.

The classification in grade will be done in accordance with the above-mentioned Decision and will depend on the assessment of the qualification and professional experience of the selected candidate. At the request of HaDEA, the selected candidates will have to provide evidence in the form of supporting documents to prove the information contained in their application.

For successful candidates in Function Group IV under the terms of Article 3b, a reassessment of their grade will be done at the stage of recruitment and **might impact their current grading (that may mean 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 Decision for classification in the function group at entry into service.

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

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 procedure¹¹. 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-EXT-IV-2023-13-HR-ADVISED@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 form 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 their 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.

¹¹ 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.

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-EXT-IV-2023-13-HR-ADVISER@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: <https://curia.europa.eu/jcms/>.

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 a judicial appeal.

For further information on the submission of complaints to the Ombudsman, please consult the website of the European Ombudsman: (<https://www.ombudsman.europa.eu/en/home>).

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](#).