



**Vacancy notice for the post of Head of Finance and Administration**

**in the ECSEL Joint Undertaking**

**Temporary Agent AD 12**

**Reference: 2017-08-TA12-HOFA2**

ECSEL Joint Undertaking is a public-private partnership on electronic components and systems, established by Council Regulation 561/2014.

Electronic components and systems (ECS) are a pervasive Key Enabling Technology, impacting all industrial branches and almost all aspects of life. A smartphone, a smart card, a smart energy grid, a smart city, even smart governance; everything “smart” is based on integrating semiconductor chips running embedded software. They provide the fabric on which the internet runs; they give life to portable phones and tablets; they drive driverless cars and trains, fly airliners, drones and satellites. In modern times, no national economy can win in the global competition without mastering this technology, with unparalleled systemic and strategic impact.

ECSEL Joint Undertaking provides financial support mainly in the form of grants to participants following open and competitive calls for proposals.

Members of the Joint Undertaking are the European Union through the Commission, Member States and Associated Countries to the Framework Programme Horizon 2020 on a voluntary basis, and three associations (EPoSS, AENEAS and ARTEMIS Industry Association) representing the actors from the areas of micro- and nano-electronics, smart integrated systems and embedded/cyber-physical systems.

ECSEL JU is located in Brussels.

For further information, please consult the following website: <http://www.ecsel.eu>

## 1. Position advertised

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### OVERALL PURPOSE

- ✓ The Head of Finance and Administration is a key middle manager in the ECSEL JU organisation, directly reporting to the Executive Director of the ECSEL Joint Undertaking. In his/her role as a manager, the successful candidate shall ensure that the different teams under his/her supervision deliver professional, efficient and timely services to the JU.
- ✓ The Head of Finance and Administration has responsibility for Human Resources, Budget and Finance, Legal affairs, Governance implementation, Internal Control and Audits, ICT, Housing, Security and Infrastructure.
- ✓ She/he has to provide clear leadership, with an emphasis on cost effectiveness, efficiency, timeliness and sound management, and with maintaining a culture of customer service. She/he will lead a staff of around 15 people.

### DUTIES AND RESPONSIBILITIES

More specifically, the Head of Finance and Administration is responsible for the following activities:

- ✓ Ensure the sound financial management of the organization to ensure the regularity and legality of all financial transactions in accordance with the EC/JU Financial Rules;
- ✓ Provide the Accounting Officer with the information necessary for the timely production of Annual Accounts giving a true image of the Joint Undertaking's assets and of budget implementation;
- ✓ Coordinate and finalisation of the Annual Work Plan with specific input on Budget, Human Resources requests and other Administrative aspects, and the coordination and timely finalisation of the Annual Activity Report of the JU;
- ✓ Ensure regular coordination with the other managers in the JU and reporting to the Executive Director on the progress of the work under his/her responsibility.
- ✓ Assist the Executive Director in the management of the JU by providing him with regular reporting and sound advice on administrative and financial matters, and by contributing to the overall strategy and policies;
- ✓ Ensure the administrative processes applied throughout the JU are of sound quality whilst ensuring an efficient administration;
- ✓ Ensure a smooth audit process for the European Court of Auditors, follow up the annual report and support the Executive Director in relation to the discharge procedure with the European Parliament;

- ✓ Ensure that all legal affairs are well managed and procurement procedures, grant agreements and contracts are legally sound, in cooperation with the legal officer;
- ✓ Ensure the timely and appropriate preparation and running of ECSEL Governing Bodies meetings and follow up;
- ✓ Coordinate and implement the JU human resources management and staff policies in cooperation with the HR Officer;
- ✓ Ensure the efficient management and implementation of HR services;
- ✓ Guarantee a healthy and safe working environment for the JU staff;
- ✓ Supervise the management of ICT work programme and ensure up-to-date technology is available for the JU;
- ✓ Ensure the role of Internal Control Coordinator and supervise the audits conducted on behalf of the ECSEL JU.
- ✓ Ensure appropriate security measures for the JU staff and ECSEL part of responsibility for the premises of the JU (in cooperation with the other tenants of the building)
- ✓ Promoting networking and exchanges with the other JU's in the field of his/her duties;
- ✓ Ensure a smooth liaison role with the European Commission on behalf of the Joint Undertaking;
- ✓ Supervise and manage staff under his/her responsibility (including performance appraisals, training and motivation of staff, etc.).

## **2. Eligibility and selection criteria**

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### **ELIGIBILITY CRITERIA**

Candidates will be considered for the selection phase based on the following criteria to be fulfilled by the closing date of applications:

- ✓ Have a level of education which corresponds to completed university studies of at least 4 years attested by a diploma<sup>1</sup> and, after having obtained the diploma, at least 15 years full-time of appropriate professional experience

OR

- ✓ Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the diploma, at least 16 years full-time of appropriate professional experience;

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<sup>1</sup> Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

- ✓ Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least at the B2 level or equivalent) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV possible language certificates they have obtained and which can demonstrate their language skills);
- ✓ Be a national of a Member State of the European Union;
- ✓ Be entitled to his or her full rights as a citizen;
- ✓ Have fulfilled any obligations imposed by the applicable laws concerning military service;
- ✓ Meet the character requirements for the duties involved;
- ✓ Be physically fit to perform the duties linked to the post. Before being engaged, a member of the temporary staff shall be medically examined by one of the institution's medical officers in line with the requirement of Art. 12(2) (d) of the CEOS.

## **SELECTION CRITERIA**

Candidates selected based on the above eligibility criteria will then be evaluated according to the following selection criteria.

### *Essential*

- ✓ A University degree in Law or Finance or HR management or Economics or Business Administration or Engineering or any other domain that is deemed relevant to the post;
- ✓ Capability to perform the tasks listed above;
- ✓ Capability to build, manage and motivate teams;
- ✓ At least three years of management experience, with proven track-record in building, managing and motivating teams (please indicate the size of the teams and the number of years);
- ✓ Significant professional experience providing in-depth knowledge in more than one area of public administration;
- ✓ Excellent people management competences;
- ✓ Good financial management competences and a sound understanding of ethics and procurement standards applicable to EU public administrations;
- ✓ Proven experience of financial management, accounting and project management;
- ✓ Good knowledge of the EU Staff Regulations and related implementing rules;
- ✓ Good knowledge of the EU Financial rules;

- ✓ Professional experience in working in a multicultural, international and multidisciplinary environment;
- ✓ Excellent analytical skills;
- ✓ Strong sense of responsibility, commitment and co-operation;
- ✓ Ability to establish and develop good inter-personal relations with a broad range of stakeholders in cross-cultural environments;
- ✓ Ability to work within a team;
- ✓ Excellent written and oral communication skills in English;
- ✓ Excellent negotiation and problem-solving skills;
- ✓ Service-oriented and results-driven attitude;
- ✓ Ability to use electronic office tools (Word, Excel, PowerPoint, Outlook, Internet, etc).

#### Advantageous

- ✓ Experience in working in a small size organization;
- ✓ Experiences in various administration management roles;
- ✓ Knowledge of ABAC;
- ✓ Knowledge of H2020 Framework Program;
- ✓ Knowledge of the electronic components and systems industry.

**Failure to comply with the eligibility and essential selection criteria will result in a disqualification of the applicant concerned.**

### **3. Application procedure**

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Candidates must submit an online application using the following vacancies portal:  
<https://cloud.ecsel.europa.eu/web/vacancies>

#### **APPLICATION SHOULD INCLUDE:**

1. Online Application form,
2. Letter of motivation (maximum 1 page),
3. Curriculum Vitae (CV), in the European CV format<sup>2</sup>.

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<sup>2</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

For the letter of motivation and the CV, only Word documents or PDF documents are accepted. The maximum file size is 2 MB.

The application will be rejected if the dossier is incomplete. Application forms sent by e-mail, fax or post will not be accepted.

Candidates are advised to apply using an e-mail address that will remain valid for several months: candidates that will leave their job in the coming months are advised not to use their professional e-mail address.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure, if requested.

In order to facilitate the selection process, application documents as well as all communications to candidates concerning this vacancy will be **in English only**.

**Deadline for receiving applications: 05 January 2018, 12.00** (Brussels time).

## **SELECTION PROCEDURE:**

### ***1. Assessment of applications by the Selection Board***

A Selection Board is nominated by the Appointing Authority of the ECSEL JU. After applications are screened the Selection Board will, based on elements of the applications, draw up a shortlist of candidates to be invited for an interview.

The suitable candidates will first be invited for a written test and an interview by the Selection Board:

- Written test on a topic linked to the job description (about 30 minutes)
- Interview with a panel (about 30 minutes)

### ***2. Invitation to the interviews with the Executive Director***

The applicants on the shortlist shall be invited to an interview with the Executive Director. The Executive Director may decide to invite also other eligible applicants.

### ***3. Assessment centre***

All applicants invited to the interviews with the Executive Director shall take part in an assessment centre, unless they have already taken part in such an assessment centre in the course of the two years preceding the closing date for the receipt of applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, he/she may at his/her request be admitted to the assessment centre.

The assessment centre shall evaluate the applicants' potential and shall provide an in-depth analysis of managerial skills, adaptability and other core competencies. It shall comprise

individual and/or group exercises as well as in-depth interviews focussed on management skills. The result of the assessment centre shall be taken into consideration by the appointing authority.

The Selection Board will establish a **reserve list** of suitable candidates to be approved by the Executive Director.

## **APPOINTMENT AND RESERVE LIST**

The recruitment will take place upon a decision of the Appointing Authority of the JU.

The Executive Director of the Joint Undertaking will select a successful candidate from the reserve list and offer the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Executive Director.

The reserve list may be used in order to fulfil positions within the ECSEL JU.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2019** and may be extended at the discretion of the Appointing Authority of the ECSEL JU.

## **EQUAL OPPORTUNITIES**

ECSEL Joint Undertaking, as a European Union body, applies a policy of equal opportunities and no discrimination in accordance with article 1d of the Staff Regulations<sup>3</sup>.

## **CONDITIONS OF EMPLOYMENT**

The successful candidate will be appointed by the Appointing Authority as a Temporary Agent pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities, for a period of 3 years, which may be renewed.

The place of employment will be Brussels, where the ECSEL Joint Undertaking is located.

### Pay and welfare benefits:

The pay of staff members consists of a basic salary supplemented with various allowances, including family allowances.

- ✓ Basic salary: There is a basic salary scale for each grade, divided into a number of steps.
- ✓ Allowances: In addition to their basic salary, staff members may be entitled to various allowances in particular an expatriation or foreign residence allowance, family allowances including household allowance, dependent child allowance, pre-school allowance and an education allowance.

Additional information can be obtained from the website of the European Commission at the following address: [http://europa.eu/epso/discover/careers/grades\\_system/index\\_en.htm](http://europa.eu/epso/discover/careers/grades_system/index_en.htm)

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<sup>3</sup> OJ L 124, 27.4.2004, p. 1; <http://eur-lex.europa.eu/en/index.htm>

## **IMPORTANT INFORMATION FOR CANDIDATES**

Candidates are reminded that the **Selection Board's works are confidential.**

It is forbidden for candidates to make direct or indirect contact with its members or anybody else that does so, on their behalf.

## **PROTECTION OF PERSONAL DATA**

ECSEL is committed to ensure that candidates' personal data are processed as required by Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

Controller, purpose of the processing, recipients of the data - The controller of the processing is ECSEL Joint Undertaking. Data are processed for the purpose of organising the selection and recruitment; they are only disclosed to persons involved in the selection and/or recruitment.

Right of access - Data subjects are entitled to access their data by sending an email to the data protection officer ([anne.salaun@ecsel.europa.eu](mailto:anne.salaun@ecsel.europa.eu)).

Right of rectification - Data subjects can request rectification of their data by sending an email to the data protection officer.

Time-limits for storing the data - For recruited candidates, personal data are kept for 10 years after termination of employment. For non-recruited candidates, personal data are kept for 2 years after expiry of the list. For spontaneous applications, data are not kept.

Legal basis and recourse - The legal bases for the processing of personal data are: Decision of ECSEL Governing Board ECSEL GB 2015.35 giving effect to Implementing Rules to the Staff Regulations, annex 11; Directive 95/46, Article 7.a.

Recourse - data subjects have the right to have recourse to the EDPS. For further information, see the EDPS website: <http://www.edps.europa.eu>

## **INDEPENDENCE AND DECLARATION OF INTEREST**

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.