



VACANCY NOTICE

GHG Emissions Specialist - Coordinator

Temporary Agent 2(f)
(Ref. CINEA/2023/TA/AD5/20)

The European Climate, Infrastructure and Environment Executive Agency (CINEA)

The European Climate, Environment and Infrastructure Executive Agency (CINEA) is the successor organization of the Innovation and Networks Executive Agency (INEA) and it started its activities on 1 April 2021. Its mission is to support stakeholders in delivering the European Green Deal through high-quality programme management that helps to implement projects contributing to decarbonisation and sustainable growth. CINEA implements parts of EU funding programmes for transport, energy, environment, and climate action: for the financial perspectives 2021-2027 the Agency has expanded its portfolio of programmes with strong focus on contributing to the European Commission's Green Deal priority.

The main programmes managed by CINEA are:

- The Connecting Europe Facility (CEF): supports high-performing, sustainable and interconnected Trans-European Networks.
- Horizon Europe: the EU's Research and Innovation programme for which CINEA manages the areas of cluster on Climate, Energy and Mobility (Cluster 5).
- The Innovation Fund: one of the world's largest climate innovation funding programmes supporting the deployment of innovative low-carbon technologies between 2020-2030.
- LIFE Programme: entirely dedicated to environmental, climate and clean energy objectives.
- European Maritime, Aquaculture and Fisheries Fund: targets public support for the Common Fisheries Policy (CFP), the Union's Maritime Policy and the EU's agenda for international ocean governance.
- The EU Renewable Energy Mechanism; and
- The Public Sector Loan Facility of the Just Transition Mechanism.

The budget managed by CINEA in 2021-2027 period is ca. € 65 billion.

Working environment

CINEA is based in Brussels and has a multinational team of around 550 people. The number of staff will grow further over the coming years and the purpose of this publication is therefore to set up a reserve list, which will be used to cover the growing needs of the Agency. The reserve list may also be used by other Executive Agency upon agreement between the respective Appointing Authorities (AECES).

More information on CINEA

Website: https://cinea.ec.europa.eu/index_en

X(Twitter): @cinea_eu

LinkedIn: <https://bit.ly/3wtAjwd>

YouTube channel:

<https://www.youtube.com/channel/UCDic9AVxO1PP1SqoKbHMwrA>

Description of the job

Working in the Innovation Fund Unit of the Agency's Green Research and Innovation Department and under the supervision of a Head of Sector and the Head of Unit, the jobholder will lead on and coordinate the work of the Greenhouse Gas (GHG) emissions avoidance team related to the development and implementation of the GHG emissions methodology under the Innovation Fund. The Jobholder may also manage a limited number of projects. The job assignment will also include close cooperation with DG CLIMA, DG JRC and external consultants on further development of the GHG emissions avoidance methodology and its implementation; coordination of the GHG team members, namely during application phase, proposal evaluation, grant agreement preparation, project implementation and monitoring; providing feedback to the Unit management and the Commission on GHG emissions avoidance planned or achieved by the project and the programme as a whole.

The job will be placed in the thematic sector Energy Intensive Industries, however the jobholder's work will be closely linked with all sectors of the Unit.

The jobholder will also work closely and collaborate with a wider team of colleagues of the Agency, and the European Commission, namely DG CLIMA and DG JRC.

General Programme Development and Management:

- Assist the Head of Sector and contribute to the planning, preparation and execution of the unit's core activities related to the development of the GHG emission avoidance aspects of the Innovation Fund programme.

- Under the supervision of a Head of Sector and the Head of Unit, coordination of the GHG team members and their tasks in the different phases of the projects life-cycle.
- Coordinate and supervise the development, implementation, monitoring and evaluation of the GHG emissions avoidance methodology applied in the context of the Innovation Fund programme and projects.
- Ensure that all Innovation Fund Unit members are sufficiently aware and regularly informed on all relevant aspects of the GHG emission avoidance methodology affecting their work and receive appropriate training and feedback on relevant tasks.
- Conduct and/or coordinate conceptual and thematic reflections and lead processes to identify, define and implement approaches for possible improvements and the efficient implementation of the GHG emissions avoidance methodology in practice.
- Prepare briefings, presentations and speeches for management in relation to GHG emissions avoidance planned or achieved under the programme.
- Represent the Unit in relevant working groups and contribute to efficient collaboration with the other sectors of the unit, other relevant units in CINEA and the parent DGs, as appropriate, and facilitate the exchange of experiences and good practices.

Specific tasks related to the GHG emission avoidance methodology:

- Lead on, supervise and contribute to the development and implementation of the GHG emission avoidance methodology under the Innovation Fund in close collaboration with DG CLIMA, DG JRC and external consultants.
- Overall coordination of the GHG emissions helpdesk implemented under the IF calls (during application phase and evaluation).
- Provide relevant technical and scientific guidance and support to the GHG emission team members and the Unit members.
- Contribute to and supervise effective monitoring of GHG emissions planned and achieved by the programme/projects.

Qualifications and experience required

A. Eligibility criteria

- A level of education which corresponds to completed university studies of at least three years attested by a diploma;
- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another EU language to the extent necessary to perform his/her duties.

In addition, in order to be eligible a candidate must:

- be a national of one of the Member States of the European Union;
- be entitled to his or her full rights as citizen;
- meet the appropriate character reference as to his/her suitability for the performance of his/her duties;
- have fulfilled any obligations imposed by the applicable laws concerning military service, and;
- be physically fit to perform the duties linked to the post.

Please note that only candidates that comply with the Eligibility criteria will be considered for further steps of this Selection procedure.

B. Selection Criteria

Essential:

- Experience in coordination of tasks in relation to this vacancy
- Very good knowledge of the Innovation Fund Programme
- Excellent knowledge and proven experience of at least 3 years with development and implementation of GHG emission lifecycle analysis methodologies in the context of low-carbon innovation
- Excellent knowledge of related EU policies such as the EU ETS Directive and Renewable Energy Directive
- Excellent knowledge of English (C2, in particular written and spoken).

Advantageous:

- Project management experience in the areas of energy and industrial decarbonisation
- Experience of working in a multi-cultural and international environment.
- Professional experience within the European Institutions and experience with the commonly used procedures and IT systems such as eGrants.
- Good knowledge of a third working language, in particular either French or German (C1)

Personal qualities essential for the position (evaluated during the interview):

- High degree of organisational skills and ability to work under pressure;
- Good interpersonal and communication skills;
- Proven ability to work as a team member;
- Ability to appreciate and follow priorities.

The Agency will invite to an interview and written test phase the best candidates, with a maximum of 10 candidates.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the selection committee.

Prior to the engagement of the staff the Agency may request references from former employers and reserves the right to contact them.

The jobholder will be recruited as temporary agent, in function group AD5, pursuant to Article 2f of the Conditions of Employment of Other Servants of the European Communities (CEOS). The salaries of temporary agents are subject to a community tax deducted at source. They are exempt from national tax. The European institutions have their own social security and pension scheme. The basic monthly salary, before any deductions or allowances, at 1 January 2023 for grade AD5, first step is € 5.453,02.

The jobholder will serve a probation period of nine months.

The initial contract will be for a duration of 2 years and may be renewed for one additional year. The contract may be renewed again, and in this case it shall be concluded for an indefinite period.

The place of employment will be Brussels where the Agency has its activities.

For further information on the legal framework of temporary agents see the web site of the Directorate-General for Human Resources and Security (DG HR) on the internet at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Equal opportunities

The European Union institutions apply a 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 belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Application procedure

For applications to be valid, candidates must submit:

- a detailed curriculum vitae, in EU CV format¹;
- a letter of motivation, including his/her views on the mission of the proposed position (2 pages maximum).

Please note that the motivation letter forms an essential basis for the pre-selection decision.

Applications must only be sent through the recruitment online system.

Closing date: applications must be sent no later than 1st December 2023 at midnight.

¹ EU CV format available on: <https://europa.eu/europass/en/create-europass-cv>

Supporting documents showing evidence of the provided information may be requested at a later stage. No document will be sent back to candidates.

Candidates are invited to apply in English to facilitate the selection process.

In no circumstances should candidates approach the selection committee themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

Selection procedure

A - Written test (30 min)

All pre-selected candidates will be invited to sit the written test at the same time, in general one week ahead of the interview period. In order to ensure the integrity of the tests, there will only be one sitting of the tests. Failure to sit this test will result in the candidate being excluded from the selection procedure.

The test will consist of a case study in English designed to test:

- your knowledge in the field of the profile;
- your ability to understand, analyse and summarise;
- your drafting ability.

This test will be marked out of 25 (pass mark: 12.5).

Time allowed: 30 minutes

Only candidates that pass the written test will be invited for the oral test.

B – Oral test (30 min)

Interview with a selection board in English to assess:

- your suitability to carry out the duties of a GHG Emissions Specialist - Coordinator
- Your specialist knowledge in the field
- Your communication, inter-personal and problem-solving skills
- Your general knowledge about the CINEA and related policies

This test will be marked out of 100 (pass mark: 50).

Both the oral and written tests will be combined on a total of 125. Pass mark: 81,25 out of 125.

Candidates receiving at least the pass mark (81,25 out of 125), all tests combined, will be included in the reserve list of suitable candidates. Please note that inclusion in the reserve list does not guarantee recruitment.

The Agency may have a second interview with the candidates in the reserve list.

Information to candidates

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent by email only.

A candidate may request clarifications about the processing of his/her application by sending an email quoting the reference of the vacancy notice concerned, at the following address CINEA-HR-RECRUITMENT@ec.europa.eu

Means of Redress

A. Request for review

Candidates may request a review of any decision taken by the Selection Committee that establishes their results and/or determines whether they can proceed to the next stage of the selection procedure or are excluded. Requests for review may be based on:

- a material irregularity in the selection process; and/or
- non-compliance, by the Selection Committee, with the Staff Regulations, the vacancy notice of the selection procedure, its annexes and/or case law.

Candidates are not allowed to challenge the validity of the Selection Committee's assessment of the quality of their performance in a test or the relevance of qualifications and professional experience. This assessment is a value judgment made by the Selection Committee and disagreement with the Selection Committee's evaluation of tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Candidates may ask for a request for review within 15 calendar days of the date on the email notifying the rejection of his/her application, indicating clearly the decision that he/she wish to contest and on what grounds. The request should be addressed to the Chairman of the Selection Committee, quoting the number of the selection procedure concerned at the following address: CINEA-HR-RECRUITMENT@ec.europa.eu . Requests received after the deadline will not be taken into account.

Candidates who asked for a request for review will receive an acknowledgment of receipt within 15 working days. The Selection Committee will analyse and decide on the request and candidates will receive a reasoned reply as soon as possible.

B. Other forms of contestation

1. Administrative complaints

Candidates may address an administrative complaint under Article 90(2) of the Staff Regulations to the Director of CINEA acting as the appointing authority.

Candidates may submit a complaint against a decision, or lack thereof, that directly and immediately affects their legal status as a candidate, only if the rules

governing the selection procedure have clearly been infringed. The Director of CINEA cannot overturn a value judgment made by a Selection Committee.

Candidates may submit their administrative complaint by contacting CINEA within three months of notification of the contested decision or of the date by which a decision should have been made.

The request, indicating clearly the decision that the candidate wish to contest and on what grounds and quoting the number of the selection procedure concerned, should be sent to the following address: CINEA-HR-RECRUITMENT@ec.europa.eu. Requests received after the deadline will not be taken into account.

2. Judicial appeals

Candidates may submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by CINEA's appointing authority rather than by the Selection Committee will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section B.1 Administrative complaints).

For the arrangements for judicial appeals please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

3. European Ombudsman

Candidates, like all EU citizens and residents, may submit a complaint to the Ombudsman. Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see section B.1 Administrative complaints).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

For the arrangements for complaints to the Ombudsman please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

Data protection

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the CINEA. The personal information requested from candidates will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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. Candidates are invited to carefully read the relevant Data Protection Notice available on the dedicated page of CINEA's website: https://cinea.ec.europa.eu/about-us/job-opportunities_en