

CINEA/2024/TA/AD5/16-280 Programme Coordination Manager

General information

Organisation details	<p>The European Climate, Environment and Infrastructure Executive Agency (CINEA) has been established by the European Commission 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 with strong focus on contributing to the European Commission's Green Deal priority.</p> <p>The main programmes managed are:</p> <ul style="list-style-type: none">•The Connecting Europe Facility (CEF);• Horizon Europe: the EU's Research and Innovation programme for which CINEA manages the areas of transport and energy;•The Innovation Fund;•LIFE Programme;•European Maritime, Aquaculture and Fisheries Fund;•The EU Renewable Energy Mechanism;•The Public Sector Loan Facility of the Just Transition Mechanism. <p>The budget managed by CINEA in 2021-2027 period is ca. € 65 billion</p> <p>CINEA is based in Brussels with a multinational team of nearly 600 persons. 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 Agencies.</p> <p>More info on: https://cinea.ec.europa.eu/index_en, X (https://twitter.com/cinea_eu), LinkedIn and our YouTube channel.</p>
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Position description

Country	Belgium
Publication start date	02/08/2024
Publication end date	23/08/2024
Profile	Project Management - Senior Project Manager
Position title	Programme Coordination Manager
Contract	Temporary agent
Grade	AD5
Mission description	The Programme Coordination Manager will manage and/or support the implementation of actions and projects on environment financed by the LIFE programme. The job holder will coordinate several horizontal activities within the Unit, with a particular focus on strategies for monitoring and communication.
Tasks	<p>More specifically, the jobholder will be responsible and/or contribute to the following tasks:</p> <p>GENERAL PROGRAMME MANAGEMENT</p> <ul style="list-style-type: none">• Assist the Head of Unit in developing strategies related to project monitoring and communications.• Oversee the management of external contractors for communication and monitoring, including coordination between the corresponding LIFE external contractors.• Contribute to drawing up, managing, implementing and evaluating the annual work plan of the Unit upon request.• Contribute to the Unit's financial planning for procurement, contributing to ensuring efficiency, effectiveness and economy of the operation by verifying the respect of the Financial Regulation and compliance with the applicable rules.• Contribute to the timely and comprehensive set-up, implementation, supervision, monitoring and evaluation of the relevant planning and resources related to the unit's procurement activities.• Contribute to the annual, monthly and quarterly activity reports with data related to procurement activities. <p>PROGRAMME / PROCESS MANAGEMENT</p> <ul style="list-style-type: none">• Contribute to the development, follow-up and improvement of processes, procedures and planning tools for Unit activities where applicable; contribute to the development of guidelines/orientations, conceptual reflections and new approaches relating to the proper implementation of the Programme.• Conduct and/or coordinate conceptual reflections and lead processes to identify and define new approaches, in particular in relation to project monitoring and communication activities. <p>COMMUNICATION and PUBLICATION</p> <ul style="list-style-type: none">• Represent the Unit in relevant working groups and contribute to efficient collaboration with the LIFE – Climate and CET unit (D1) and the horizontal communication team in the Agency, as well as partner DGs where appropriate, and facilitate the exchange of experiences and

good practices.

- Prepare briefings, presentations and speeches for management upon request.
- Contribute to training activities of the Unit, and where appropriate to other services of the agency.
- Ensure that CINEA LIFE staff are sufficiently aware and regularly informed on aspects/novelties of the communication and monitoring external contractors of relevance to their daily tasks.
- Promote the Unit activities with relevant stakeholders; give presentations on key aspects of programme implementation, activity and results, upon request.

PORTFOLIO MANAGEMENT

- Act as focal point for one or more specific thematic areas within the Circular Economy sector.
- Manage a portfolio of grant agreements and/or Programme actions in the area of Circular Economy.
- Analyse clusters of projects in order to extract lessons learned and policy feedback relevant information.
- Provide advice, support, and feedback within the Agency and to the partner DG and develop links between the Programmes managed by the Agency and other Agencies as well.

Salary range > 50 K€

Interview period - from : 16/09/2024

Interview period : to 31/10/2024

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 Programme Coordination Manager
- 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.

Application procedure The Agency may organise a second interview with candidates in the reserve list before proceeding with the recruitment.

For applications to be valid, candidates must submit:

- a detailed curriculum vitae, in EU CV format (1);
- a letter of motivation, including his/her views on the mission of the proposed position (2 pages maximum).

Please note that both CV and motivation letter form 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 23 August 2024 midnight.

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.

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 this instruction.

Appointment and conditions of employment	<p>(1) EU CV format available on: https://europa.eu/europass/en/create-europass-cv</p> <p>The jobholder will be appointed on the basis of a shortlist proposed by the selection committee.</p> <p>Prior to the engagement of the staff the Agency may request references from former employers and reserves the right to contact them.</p> <p>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 (e.g. child allowance, school allowance, expatriate allowance), at 1 January 2024 for grade AD5, first step is € 5 672,78.</p> <p>The jobholder will serve a probation period of nine months.</p> <p>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.</p> <p>The place of employment will be Brussels where the Agency has its activities.</p> <p>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</p>
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Candidate criteria

Eligibility criteria	<p>A. Eligibility criteria</p> <ul style="list-style-type: none"> - 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. <p>In addition, in order to be eligible a candidate must:</p> <ul style="list-style-type: none"> - 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 their 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. <p>Please note that only candidates that comply with the Eligibility criteria will be considered for further steps of this Selection procedure.</p>
Selection criteria	<p>B. Selection Criteria</p> <p>Essential:</p> <ul style="list-style-type: none"> • At least 3 years of project management experience • Good knowledge of the LIFE programme and its relationship to EU environment policy • Experience in management of large procurement contracts • Excellent knowledge of English (C1, in particular written and spoken). • High degree of organisational skills and ability to work effectively with other people under pressure; <p>Advantageous:</p> <ul style="list-style-type: none"> • Experience in the conception, establishment and optimisation of processes and resources for the execution of tasks and attaining objectives in the field of competence • Experience in coordination tasks • More than 3 years of project management experience <p>Personal qualities essential for the position (evaluated during the interview):</p> <ul style="list-style-type: none"> • 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. <p>The Agency will invite to an interview and written test phase the best candidates, with a maximum of 10 candidates.</p>
Languages	<p>English (Proficient C1)</p>
Updates on the application process	<p>An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.</p> <p>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</p>

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

Equal opportunities, appeal procedure & data protection

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.

Appeal procedure: for complete list of means of redress please browse the following link: https://cinea.ec.europa.eu/about-us/job-opportunities/means-redress_en

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