

Vacancy Notice for the position of Information System and Technology Officer

Reference: GHEDCTP3/2025/TA/03

Type of contract	Temporary Agent 2f
Type of publication	External
Grade for external publication	AD5
Duration of contract	3 years (renewable)
Place of employment	Brussels, Belgium
Date of publication	15 April 2025
Deadline for applications	29 April 2025 at 23:59 CET (Central European Time / Brussels time)
Reserve list valid until	31 December 2026

Number of persons to be selected for the reserve list: 3

Number of persons to be recruited: 1

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1. Introduction

The Global Health EDCTP3 Joint Undertaking (Global Health EDCTP3) is a partnership between the European Union and the European & Developing Countries Clinical Trials Partnership (EDCTP) Association whose members are several European and African countries. Global Health EDCTP3 is established by Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe¹. It aims at supporting clinical research to deliver solutions to reduce the burden of infectious diseases in sub-Saharan Africa and strengthen research capacities to prepare and respond to emerging infectious diseases.

Since 2003, the first and second EDCTP programmes^{2,3} represent a flagship for conducting sound multi-country clinical trials in sub-Saharan Africa, building a true partnership between Europe and Africa, and fostering African leadership in scientific research. These programmes have also contributed to improving linkages between African research organisations, which resulted in the launch of four African Regional Networks of Excellence for clinical trials and more than 200 multi-country clinical trials and clinical studies. Moreover, these programmes have strengthened the ethics review capacity and national regulatory authorities in many African countries and contributed to establish relevant organisations in the region.

Building on the positive experience of the previous EDCTP programmes, Global Health EDCTP3 intends to:

- Reduce the socio-economic burden of infectious diseases in sub-Saharan Africa by promoting the development and uptake of new or improved health technologies.
- Increase health security in sub-Saharan Africa and globally by strengthening the research and innovation-based capacities for preparedness and response to control infectious diseases.

Global Health EDCTP3 is implementing a budget of approximately EUR 1.86 billion for the period 2021-2027 and consolidating a programme office of around 34 highly qualified, scientific, clinical and administrative professionals from multi-cultural backgrounds from Europe and Africa, operating in a multilingual context. The budget comes from the European Union Horizon Europe Framework Programme of Research and Innovation, the EDCTP Association member countries and additional contributing partners, such as philanthropic organisations and industry, which contribute on an ad-hoc basis. More information can be found in the mentioned Council Regulation establishing the Joint Undertakings under Horizon Europe, notably in its Articles 99-114.

Global Health EDCTP3 is established until 31 December 2031 and is located in Brussels, Belgium.

For more information, please visit the Global Health EDCTP3 website at: https://www.global-health-edctp3.europa.eu/index_en

¹ Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe and repealing Regulations (EC) No 219/2007, (EU) No 557/2014, (EU) No 558/2014, (EU) No 559/2014, (EU) No 560/2014, (EU) No 561/2014 and (EU) No 642/2014 (OJ L 427 of 30/11/2021, p. 17–119) <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021R2085>.

² Decision 556/2014/EU of the European Parliament and of the Council of 15 May 2014 on the participation of the Union in a second European and Developing Countries Clinical Trials Partnership Programme (EDCTP2) jointly undertaken by several Member States [EUR-Lex - 32014D0556 - EN - EUR-Lex \(europa.eu\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014D0556).

³ Decision No 1209/2003/EC of the European Parliament and of the Council of 16 June 2003 on Community participation in a research and development programme aimed at developing new clinical interventions to combat HIV/AIDS, malaria and tuberculosis through a long-term partnership between Europe and developing countries, undertaken by several Member States <https://eur-lex.europa.eu/legal-content/HR/TXT/?uri=CELEX:32003D1209>.

2. Job description

Global Health EDCTP3 is organising a call for expressions of interest with a view to recruiting and establishing a reserve list of Temporary agents (2f) for the position of Information System and Technology Officer.

2.1 Profile

Under the supervision of the Head of Administration and Finance, the Information System and Technology Officer will play a vital role in integrating the information systems of Global Health EDCTP3 JU. He/she will be responsible for planning and coordinating the organisation's IT requirements, overseeing all elements of the internal IT infrastructure. Additionally, the role involves managing all IT-related aspects of the grant management cycle — including the setup of calls for proposals, liaising with relevant services, and extracting and compiling data to meet various reporting needs.

2.2 Tasks

Duties and responsibilities

The Information System and Technology Officer main duties and responsibilities will include, but not be limited to the following:

Information Systems (IS) Management Contribute to the implementation of the information strategy and planning:

- Provide expertise on the integration of information systems to Global Health EDCTP3 Joint Undertaking;
- Contribute to correct operation of the systems and application of the procedures;
- Assist in the development and implementation of procedures and the elaboration and updating of model documents;
- Ensure that IT systems monitored by the Joint Undertakings Back Office Arrangement for IT services (BOA IT) respond to business needs;
- Coordinate and review the JU strategy on Cyber Security and Artificial Intelligence (AI).

Information Technologies: Operational IT Management

- Coordinate the IT infrastructure for the Global Health EDCTP3 JU in terms of hardware and software in particular:
 - ✓ Implementation of the O365 (or other relevant) services modernisation and digitalisation processes in accordance with the Global Health EDCTP3 IS management strategy and planning;
 - ✓ Support for the integration of the JU Monitoring and Evaluation tool.
- Ensure that the BOA IT is correctly implementing:
 - ✓ the operation of the systems by running technical, functional and integration testing and carrying out capacity analysis and system evaluation;
 - ✓ the information security requirements;
 - ✓ the IT quality plans in adequation with the agreed annual work plans;
 - ✓ the improvement and maintenance of IT tools, products, projects, services through technical watch.

IT Support in service management

- Ensure that the BOA IT is efficiently and successfully implementing:
 - ✓ the coordination of the IT subcontractors, including the in-house helpdesk;
 - ✓ the IT support to the JU when needed and efficiently;
 - ✓ the production or revision of technical, management and user-oriented documentation.
- Support to the call for proposals and for tenders preparation, including topic development, call publication, and tender documentation publication in the relevant IT tools;
- Support to the organisation and management of the calls for proposals;
- Interact with the European Commission, other Joint Undertakings and relevant agencies as regards the IT aspects of corporate tools about document management, accounting, procurement and the grant cycle management systems (such as ARES, ABAC, SUMMA, Sygma/Compass, ECS, SEP, etc.).

Logistic support / Reporting

- Manage annual inventories and monitor the location of equipment (including IT hardware, software, and furniture), goods, and work crews, while also recording and maintaining files and records of requests, services performed, inventory, and other dispatch information.
- Act as Single Point of Contact for the management of access rights authorisations of the ABAC/SUMMA and Horizon Europe IT tools such as Sygma, Compass, ECS, etc.
- Help in the IS induction process of new staff members and ensure that they receive the necessary trainings where applicable.
- Manage the participation of the Global Health EDCTP3 JU in existing framework contracts (FWC) and contribute to launching new framework contracts in the area of IT hardware and services, as well as managing the inventory of FWC participations of the JU;
- Provide data and statistical input for Global Health EDCTP3 papers, communications or other documents concerning the evaluation activities;
- Assist in the collection of the documentation for audit and control by European Commission services (Internal Audit Service) or the European Court of Auditors;
- Contribute to the development of Standard Operating Procedures and harmonised processes for collaboration with external partners.

The successful candidate may be required to undertake other tasks and activities as necessary according to the evolution and development of the Global Health EDCTP3 JU's structure or activities. Duties may evolve depending on the needs of the Global Health EDCTP3 JU.

3. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following requirements, to be fulfilled by the closing date for applications and maintained throughout the selection procedure and appointment:

3.1 Nationality

- Be a national of a member state of the European Union.

3.2 Education and professional experience

- Have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma⁴;

3.3 Languages

- Have a thorough knowledge of one of the official EU languages⁵ and a satisfactory knowledge (at least B2 level) 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, which can demonstrate their language skills).

Candidates should clearly specify each criterion (nationality, diploma, and languages) in their CV.

Failure to comply with any of the eligibility criteria or failure to mention them in the applicant's CV will result in the disqualification of the applicant.

4. Selection criteria

Eligible candidates will be considered for the selection phase on the basis of the following criteria, to be fulfilled by the closing date of applications:

4.1 Essential qualifications and experience

- Suitability to perform the tasks described in point 2.2.
- University degree in IT-related studies.

4.2 Advantageous criteria

- Experience in the development of an IT project management and governance framework ;
- Experience in the management of ICT Corporate tools and softwares O365, ARES,

⁴ Only qualifications issued by EU Member State and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

⁵ Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

- ABAC/SUMMA, Sygma/Compass ;
- Experience in managing budget.

4.3 Behavioural competences

- Organisation skills: ability to balance multiple high-priority projects simultaneously in a highly dynamic work environment;
- Analytical capabilities;
- Customer service-oriented approach: comfortable with dealing with people at all levels within and outside of the organisation;
- Interpersonal and collaboration skills: ability to listen, create goodwill and support with management, staff and stakeholders.

Candidates are invited to be as detailed and as clear as possible when describing their professional experience and specific skills and competences in their application. In order to be evaluated in the best possible way, candidates are advised to give evidence of their knowledge and detailed professional experience with specific examples and detailed professional experience.

5. Conditions of Employment

The successful candidate will be appointed as a **Temporary Agent, AD5**, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union, for a period of three years, with a probation period of 9 months. After an evaluation of the post holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of the Global Health EDCTP3 JU.

Remuneration

The successful candidate who is offered a contract of employment will be graded on entry into service in the step 1, according to the length of his/her professional experience.

The basic monthly salaries for a Temporary Agent, AD5, as of 1 April 2025 in Brussels, are:
AD5, step 1: EUR 5.973,44 (for less than 3 years of professional experience before obtention of diploma)
AD5, step 2: EUR 6.224,44 (for more than 3 years of professional experience after obtention of diploma)

In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation or foreign residence allowance, family allowances including household allowance, dependent child allowance, pre-school allowance and an education allowance.

The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS) of the European Union, which is available on the following web page:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

6. Important note

Candidates are invited to read the ANNEX that represents an integral part of this vacancy and provides information on how to complete the application, the steps of the selection process and appeal procedures.