



## **VACANCY NOTICE**

### **Programme Management Coordinator**

**Temporary Agent 2(f)**  
(Ref. CINEA/2026/TA/AD5/11)

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

The European Climate, Environment and Infrastructure Executive Agency (CINEA), established in early 2021, is located in Brussels and has a dynamic, dedicated, multinational team of nearly 600 people who are experts in their field.

CINEA's mission is to support the European Commission to boost green growth and clean industry in Europe. To achieve this objective, we manage EU funding for projects in the areas of transport, energy, climate action, environment, maritime fisheries and aquaculture, with a budget of EUR 65 billion over the 2021-2027 period. We do this through high-quality programme management that supports European beneficiaries to achieve ground-breaking results for a cleaner and more sustainable future. Projects that are funded cover a broad range of topics including the innovative and clean technologies, greener infrastructures, and measures to improve sustainability. CINEA closely cooperates with seven Directorates-General of the European Commission (DG Mobility & Transport, DG Energy, DG Research & Innovation, DG Climate Action, DG Environment, DG Maritime Affairs and Fisheries, and DG Regional and Urban Policy) to manage the following programmes on their behalf:

- The Connecting Europe Facility (CEF): supports high-performing, sustainable and interconnected Trans-European Networks. CINEA manages the fields of Transport and Energy.
- Horizon Europe: the EU's Research and Innovation programme where CINEA manages the programme's cluster dedicated to Climate, Energy and Mobility actions and three Missions (Climate adaptation; Oceans, seas and waters; Climate-neutral and smart Cities).
- The Innovation Fund: one of the world's largest funding programmes for the demonstration of innovative low-carbon technologies. It focuses on highly innovative clean technologies and big flagship projects that can bring significant emission and greenhouse gas reductions.
- LIFE Programme: entirely dedicated to environmental, climate and clean energy objectives.
- European Maritime, Aquaculture and Fisheries Fund (EMFAF): provides funding to support the Common Fisheries Policy (CFP), the Union's Maritime Policy and the EU's agenda for international ocean governance.
- The EU Renewable Energy Mechanism: supports the achievement of the EU's renewable energy targets by increasing investments in production capacity.

- The Public Sector Loan Facility of the Just Transition Mechanism: A key tool to ensure that the transition towards a climate-neutral economy happens in a fair way, leaving no one behind.

## **Working environment**

CINEA is based in Brussels. The number of staff is expected to 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.

The Agency fosters a culture of employee empowerment and engagement, emphasising collaboration, respect, integrity, trust, equality, diversity, and inclusion. The Agency and its staff are committed to a number of core values including innovation, client focus, excellence, well-being, care, work-life balance, sustainability and working together.

Creating a sense of belonging is central to the Agency's culture, which supports skill development and well-being through various initiatives. The Agency's comprehensive onboarding programme, supported by HR, the relevant teams, managers, peers and a buddy system, ensures a smooth integration for new staff. We are excited to welcome new talent to our Agency.

## **More information on CINEA**

Website: [https://cinea.ec.europa.eu/index\\_en](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 team members implementing the Innovation Fund programme within the eGrants environment and supervise project portfolio present in the sector, as well as manage several projects directly. This will also include proposal evaluation, grant agreement preparation, project implementation and providing feedback to Department management and the Commission on the projects' and programme's results.

The Agency intends to open Programme Management Coordinator job in each of the following 2 areas, which will be placed in respective unit's sectors. Applicants should indicate the job of their choice from the following thematic areas, which the jobs will cover:

- i. Energy Intensive industries & CCU/CCS

ii. Hydrogen & net zero mobility

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

General Programme Development and Management

- Assist the Head of Sector and contribute to the planning, preparation and execution of the sector's core activities related to the development of the Innovation Fund programme.
- Deputise for the Head of Sector in his/her absence, in relation to the relevant tasks.
- Verify the work and documents drafted by a number of team members in the sector, e.g. operational verification of prepared grant agreements, verification of reports assessing payment requests and notes assessing amendment requests by project coordinators.
- Contribute during call opening and evaluation process, e.g. participation in info-days, briefing for experts, and quality check of evaluation reports drafted by panels of experts.
- Support the Head of Sector in the training on newcomers.
- Contribute to drawing up, managing, implementing and evaluating the annual work plan of the concerned Sector/Unit related to the programme and projects implementation.
- Contribute to the development of tools related to Innovation Fund programme financial projections, inputs for audits and monitoring activities for the programme.
- Lead on and coordinate the work of the team related to knowledge sharing events, exchange between programmes within CINEA and beyond. This will involve regular contacts with relevant units in CINEA, DG CLIMA, as well as other Commission entities.
- Ensure that all sector members are sufficiently aware and regularly informed on all relevant aspects affecting their work and receive appropriate feedback on their actions.
- Conduct and/or coordinate conceptual and thematic analysis and lead processes to identify, define and implement approaches for the efficient implementation of the Innovation Fund programme; keep up-to-date, further develop and continuously optimise the related procedures.
- Prepare briefings, presentations and speeches for management.
- 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.
- Draft notes and reports on the key outcomes of the working groups meetings for distribution in the unit and/or relevant staff in other units.
- Chairing meetings with stakeholders on project/programme-related issues and making public presentations on the Agency's work.

### Specific Project Management

- Contribute to the evaluation process (e.g. expert selection and management, discussion moderation).
- Manage projects (grant agreements, contracts or other types of actions). This includes grant agreement preparation, project monitoring, approval of deliverables, processing of amendments and payments, regular contacts with the coordinator, on-site reviews.
- Provide relevant technical guidance and support to team members.

### **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 their duties.

In addition, in order to be eligible candidates must:

- be a national of one of the Member States of the European Union;
- be entitled to their full rights as citizen;
- meet the appropriate character reference as to their suitability for the performance of their 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:**

- At least 3 years of practical project management experience in one or more of the thematic areas indicated above, i.e. decarbonisation of energy intensive industries (including CCS/CCU) or hydrogen production or net zero mobility.
- Very good knowledge of the Innovation fund programme.
- Direct experience in managing coordination tasks.
- Excellent knowledge of English (C2, in particular written and spoken).

##### **Advantageous:**

- Knowledge of EU energy, climate, industry or transport policy.
- Experience of working in a multi-cultural and international environment.
- Professional experience within the European Institutions.
- Good knowledge of a third working language, in particular either French or German (C1)
- Experience in procedures and project management tools, especially e-Grants used in EU programmes implementation

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 20 candidates.**

### **Appointment and conditions of employment**

The jobholder will be appointed following a recommendation of 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 (e.g. child allowance, school allowance, expatriate allowance), applicable from 1 July 2025 for grade AD5, first step is 6 152,64€

**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<sup>(1)</sup>.

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->

---

(1) The contract is concluded for an indefinite period subject to the conditions set out in Article 7 of Decision SC (2017) 6760. Therefore, without prejudice to the second paragraph of Article 7 of the employment contract, the contract will automatically expire if the Agency's lifetime is not extended.

## 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, preferably in EU CV format<sup>2</sup>;
- a letter of motivation, including their views on the mission of the proposed position (2 pages maximum).
- Please merge the CV and Motivation letter in 1 single document, the file should have the following name structure **SURNAME\_CV + ML**.

Please note that both the CV and the motivation letter form an essential basis for the pre-selection decision.

Applications must only be sent through the recruitment online system.

[Job Opportunities - European Climate, Infrastructure and Environment Executive Agency](#)

Closing date: applications must be sent no later than **21 April 2026 at 12:00 (noon)**.

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.

## Selection procedure

### A - Written test (45 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:

---

<sup>2</sup> EU CV format available on: <https://europa.eu/europass/en/create-europass-cv>

- 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: 16.25).

Time allowed: 45 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 Program Management 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: 65).

Candidates who achieve the **minimum passing score of 16.25 out of 25 for the written test and 65 out of 100 for the interview, 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 organise a second interview with candidates in the reserve list before proceeding with the recruitment.**

**Please note that the use of artificial intelligence (AI) or any other external assistance during the written test and/or interview is strictly prohibited. Any candidate found to be in breach of this rule will be disqualified from the selection process and their application will not be considered further.**

### **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.

Candidates may request clarifications about the processing of their application by sending an email quoting the reference of the vacancy notice concerned, at the following address [CINEA-HR-EXTERNAL-SELECTIONS@ec.europa.eu](mailto:CINEA-HR-EXTERNAL-SELECTIONS@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 their application, indicating clearly the decision that they 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-FEEDBACK@ec.europa.eu](mailto:CINEA-HR-FEEDBACK@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-FEEDBACK@ec.europa.eu](mailto:CINEA-HR-FEEDBACK@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](https://cinea.ec.europa.eu/about-us/job-opportunities_en).