



## EUROPEAN CLIMATE, INFRASTRUCTURE AND ENVIRONMENT EXECUTIVE AGENCY (CINEA)

CINEA.A - Programme Support & Resources  
A.4 - Human Resources, IT & Logistics

### VACANCY NOTICE

#### Project Adviser for Sustainable Energy

#### Contract Agent

(Ref. CINEA/2023/CA/FGIV/15)

#### **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 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 cluster on Climate, Energy and Mobility (Cluster 5).
- The Innovation Fund: one of the world's largest climate innovation funding programmes, with a budget likely exceeding €40 billion, 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 Financing Mechanism (RENEWFM); and
- The Public Sector Loan Facility of the Just Transition Mechanism.

#### **Working environment**

CINEA is based in Brussels and has a multinational team of around 500 persons. The number of staff will grow further over the coming years with the Agency's new portfolio 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](https://cinea.ec.europa.eu/index_en)

Twitter: @cinea\_eu

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

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

## Description of the job

The project adviser will be responsible for a portfolio of projects under either (i) the energy part of the Horizon 2020 and Horizon Europe programmes; (ii) the Clean Energy Transition part of the LIFE Programme; or (iii) the energy dimension of the Connecting Europe Facility and the Renewable Energy Financing Mechanism (RENEWFM).

The projects can cover a range of development levels, from technological research and demonstration, through stimulating consumer engagement, market uptake and investments, to infrastructure feasibility studies and deployment.

There are two distinct profiles sought:

- A) **Policy, Markets and Infrastructure** – which will work principally in the LIFE and CEF or RENEWFM programmes
- B) **Research and Innovation** – which will work principally in the Horizon programmes

The project adviser will work autonomously under the authority of a team leader. They will also collaborate fully with a wider team of colleagues in the Agency and the European Commission.

The project adviser will perform tasks related to all stages of the project management cycle, from the evaluation of proposals, the preparation of grant agreements, the monitoring of projects, the assessment of technical and financial reports and reporting the feedback to policy-makers in the European Commission's Directorate-Generals.

## Functions and duties

### Programme development and approval

- Contribute to the drafting of calls for proposals/ tender specifications, when required
- Select evaluators for project proposals submitted to calls for proposals and tenders and supervise their work
- Plan and prepare documentation for evaluations
- Analyse admissibility and eligibility of proposals
- Moderate consensus meetings of evaluators
- Prepare grant agreements and / or contracts, supported by financial and legal teams.

### Programme Management and Monitoring

- Guide project coordinators on the implementation of a portfolio of projects, acting as the main contact point for beneficiaries/contractors.
- Supervise implementation of these projects, ensuring fulfilment of contractual obligations through assessing project deliverables and milestones.
- Attending periodic project reviews and/or missions as relevant, and drafting formal assessment reports on the projects' progress. Process amendments to the grant agreements / contracts, supported by financial and/or legal teams.

- Contribute to preparing and distributing communication material.

### **Knowledge Management and Sharing**

- Provide feedback to the Commission's policy Directorates-Generals on the results of the projects through reports, notes, briefings and statistics. This covers identifying and promoting synergies with projects financed by other EU programmes, as well as providing ad-hoc expertise to the Commission's policy Directorates-General.
- Act as the focal point for the unit on a theme (e.g. a technology) or process (e.g. an IT tool), as required.
- Organise events, facilitate the exchange of experiences and good practices. Feed and manage relevant IT tools, including portals and websites where applicable.
- Represent the Agency in public events and programme meetings, as required.

### **Qualifications and experience required**

#### **A. Eligibility criteria**

- Have successfully passed a CAST in the function group for which you are applying\* OR be registered in a CAST Permanent Call for Expression of Interest in function group FGIV \*\* by the deadline for application of the current vacancy;
- A level of education which corresponds to completed university studies of at least three years attested by a diploma OR, when in a member state of the European Union access to a profession of an equivalent level to function group IV is by State examination, professional training or any other equivalent procedure, the authority authorised to conclude contract of employment may agree to recognize this qualification as being equivalent to a university degree;
- Thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary to perform his/her duties.

**\* Candidates must be included in the European Personnel Selection Office (EPSO) database for contract agents in function group IV and have successfully passed the EPSO selection tests for that function group. Please note that candidates who are on a valid EPSO list published in 2010 (CAST2010) are eligible on the condition they have successfully passed the complementary tests (DB3), as an Annex to the selection procedure CAST2010. The candidates concerned are invited to consult the letter they received from EPSO for further information.**

**\*\* In the context of the calls for expression of interest EPSO/CAST/P/2017 FGIV procedures<sup>1</sup>, your application will be considered only if you have completed and validated the online application form by the deadline for application to the current vacancy<sup>2</sup>. The pre-selected candidates will be requested by the Agency to undergo the EPSO computer-based reasoning tests. Only candidates that have successfully passed an EPSO CAST selection in FGIV will be invited for an interview.**

<sup>1</sup> [https://epso.europa.eu/contact/faq/contract-agents/cast-permanent\\_en](https://epso.europa.eu/contact/faq/contract-agents/cast-permanent_en)

<sup>2</sup> Candidate's application in the EPSO database must be active during the whole duration of the procedure. Candidates are fully responsible for the creation, validation and regular update of their EPSO profile in the relevant function group, otherwise candidates' details are not or not anymore visible to the recruiting services and they cannot be invited to sit tests. Candidates whose EPSO CAST profile is blocked and therefore cannot be flagged in order to be invited by EPSO to undergo an EPSO computer-based reasoning test in the required function group will be considered as not eligible regardless of the relevance of their CV.

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/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 the Selection procedure.**

## **B. Selection criteria**

### Essential

\*Candidates must indicate in their application which one profile – either (A) or (B) they are applying for. Candidate must apply for only one of the two profiles.

For profile (A) Policy, Markets and Infrastructure

\*In addition to indicating which one of the profiles they are applying for, candidates must also indicate in their application which one of these eight areas they are most experienced in. This may then be used as a basis for questions during the interview.

- At least 3 years of relevant professional experience\* in one or more of following areas:
  - A1 Energy policy planning, implementation and enforcement at national, regional or local level;
  - A2 Energy markets, investments and financing;
  - A3 Energy poverty and consumers;
  - A4 Renewable energy generation (e.g. PV, CSP, Tidal, Wave, Geothermal, Wind, CHP, Hydro; bioenergy and renewable fuels);
  - A5 Energy use in buildings (e.g. deep renovation, smart buildings technologies, industrialisation of construction, skills) and industry (e.g. process efficiency, heat / cold utilisation);
  - A6 Energy systems (e.g. electricity transmission and distribution grids, alternative fuel infrastructure, heating and cooling (e.g. heat pumps, networks), energy storage (including batteries), materials development for electrochemical storage);
  - A7 Carbon capture, utilisation, transport and storage;
  - A8 Hydrogen generation, transport and storage.
- Very good oral and written command of English (C1)

For profile (B) **Research and Innovation**

\*In addition to indicating which one of the profiles they are applying for, candidates must also indicate in their application which one of these four areas they are most experienced in. This may then be used as a basis for questions during the interview.

- At least 3 years of relevant professional experience\* in one or more of following areas:
  - B1 Renewable energy generation (e.g. PV, CSP, Tidal, Wave, Geothermal, Wind, CHP, Hydro; bioenergy and renewable fuels);

- B2 Energy use in buildings (e.g. deep renovation, smart buildings technologies, industrialisation of construction, skills) and industry (e.g. process efficiency, heat / cold utilisation);
- B3 Energy systems (e.g. electricity transmission and distribution grids, heating and cooling (e.g. heat pumps, networks), energy storage (including batteries), materials development for electrochemical storage);
- B4 Carbon capture, utilisation, transport and storage;
- B5 Hydrogen generation, transport and storage.

- Very good oral and written command of English (C1)

### Advantageous

#### For profile (A) **Policy, Markets and Infrastructure**

- Length and pertinence of professional experience beyond 3 years.
- Programme and/or project management experience;
- Understanding of the frameworks and procedures of the CEF Energy/RENEWFM and / or LIFE Clean Energy Transition programmes

#### For profile (B) **Research and Innovation**

- A university degree in a pertinent technical field (e.g. Chemical, Energy, Environmental, Industrial or Mechanical Engineering; Chemistry; Environmental or Materials Science; Physics). Additional university degrees in a relevant field will be considered as a further advantage;
- Length and pertinence of professional experience beyond 3 years.
- Understanding of the frameworks and procedures of the Horizon 2020 and Horizon Europe programmes;
- Experience working with research and demonstration projects.

### Personal qualities essential for both profiles (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.

**After having been preselected by the Selection Committee, the Agency will invite for an interview the best candidates that have successfully passed an EPSO CAST in the relevant function group, with a maximum of 60 candidates invited to the interview. Within these 60 candidates, a maximum of 35 will be invited for each category. Candidates must indicate in their application which of the two profiles they are applying for. They can only apply for one of the two.**

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

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

The jobholder will be recruited as contract staff, in function group IV, pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities (CEOS).

The basic monthly salary within this function group will depend on the number of years of relevant professional experience at appropriate level (in function group IV, either grade 13, grade 14 or grade 16).

**The jobholder will serve a probation period of nine months.**

The initial contract will be for a duration of 1 year. Afterwards, the contract may be renewed for 1 additional year. If the contract is renewed again, it shall be concluded for an indefinite period.

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

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

For further information on the legal framework of contract 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 format<sup>3</sup>;
- a letter of motivation, including his/her views on the proposed position (2 pages maximum) **and stating which one of the two profiles they are applying for.**

Your CAST application ID number, the reference of CAST call and the name of the post must be mentioned in your CV and motivation letter.

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

Applications must be submitted through the eRecruitment system on our website at

[https://cinea.ec.europa.eu/about-us/job-opportunities\\_en](https://cinea.ec.europa.eu/about-us/job-opportunities_en)

**Closing date:** Applications must be sent no later than **27 October 2023 midnight.**

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 habilitated to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

### **Selection procedure**

#### **Oral test (30 min)**

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<sup>3</sup> EU CV format available on: <https://europa.eu/europass/eportfolio/screen/profile-wizard?lang=en>

Interview with the Selection Committee in English to assess:

- your suitability to carry out the duties of a Project Adviser,
- your knowledge and experience in the relevant areas of this procedure,
- your communication, inter-personal and problem-solving skills,
- your general knowledge about the CINEA and the relevant programmes it manages,
- your motivation and your ability to adjust to working as a Contractual Agent in a multicultural environment.

This test will be marked out of 100 (pass mark: 60).

**Applicants receiving the minimum score and above (60 out of 100), will be included in a 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. If the recruitment unit/department considers that writing skills need to be tested, a written test could be included in the procedure as part of the second interview. The test would not be scored and will be used as an additional source of information for taking the final decision on the candidate to be recruited.**

### **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 status of their application, i.e. whether they are invited for the selection phase described above or not. These notifications will be sent via 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, to the following address: [CINEA-HR-RECRUITMENT@ec.europa.eu](mailto: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](mailto: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](mailto: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](https://cinea.ec.europa.eu/about-us/job-opportunities_en)