



## **Vacancy notice**

### **Seconded National Expert in Clean Sky 2 Joint Undertaking**

#### **Ref.: 01-2016 Dissemination activities**

#### **1. Position**

Number of positions available: 1

Deadline for submission of applications: 15<sup>th</sup> April

Duration of the Secondment: 2 years

#### **2. Profile**

Successful candidates should have:

- a relevant university degree and professional experience in management of projects from definition, initiation and execution to finalisation against the success criteria of cost, scope, time and quality particularly in aspects related to scientific and technical dissemination;
- knowledge of publications in scientific journals (peer-reviews, abstract selection, etc.);
- experience in working with outsourced development projects or outsourced components;
- skills in project planning and control; project budget management; stakeholder management;
- good attitude to managing teams to deliver project outputs according to the plan;
- experience in preparation and managing of technical conferences;
- a good command of English;
- experience in working on projects where a wide variety of stakeholders are involved demonstrating team building, proven inter-disciplinary approach, systematic approach combined with an orientation on results and pragmatism.

- ability to manage and propose solutions related to the continuous review and improvement of applicable IT tools processes to maximise the outcome of the dissemination activities.

The successful candidate is expected to carry out the following tasks:

- Harmonisation of publishable outputs for the technical and scientific communities
- Support the analysis for the optimisation of the overall dissemination process
- Coordination of the planning of dissemination activities at member and JU level
- Follow-up the appropriate use of available IT tools (internal to JU and from EC services) for the purposes of dissemination and ensure this is consistently applied
- Liaise with IT professionals from other institutions and industry as required;
- Interaction with JU members and partners, for the dissemination and exploitation aspects of their projects.
- Interface with JU Communication team for the integration of the specific dissemination tools with the official JU Web
- Supervision of contractors where applicable
- Support to the procurement associated with dissemination projects, where applicable.

The successful candidate will work within the Operational Unit, reporting to the CPO (Coordinating Project Officer), in charge of the JU Dissemination activities.

### **3. Conditions**

An SNE shall be entitled, throughout the period of secondment, to a daily subsistence allowance and a monthly subsistence allowance.

The CSJU Governing Board decision ***N° CS-GB-2015-09-24 Doc10 SNE decision*** is the legal basis for this exercise (here attached).

#### **4. Deadline**

The deadline for the submission of applications is 15<sup>th</sup> April 2016 at noon (12.00 am)

#### **5. Applications**

The Permanent Representation shall send an e-mail to the address [recruitment@cleansky.eu](mailto:recruitment@cleansky.eu) with the following documents:

- A letter of motivation of the candidate highlighting the professional experience and the suitability and strengths of the candidate in relation to the post
- A Curriculum Vitae of the candidate, in the European CV format (see <http://europass.cedefop.europa.eu> )
- The letter from the public administration authorizing the candidate to lodge his/her application to the post. If this is unavailable by the closing date of this notice but underway/agreed, the JU can also accept evidence of the upcoming authorisation pending the delivery of the official letter. In any case, no appointment will be made without this official letter.

#### **6. Protection of personal data**

The JU will ensure that candidates' personal data are processed as required by Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 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. This applies in particular to the confidentiality and security of such data (Official Journal of the European Communities L8 of 12 January 2001).

The controller of the processing is Clean Sky 2 Joint Undertaking (<http://www.cleansky.eu>).

Data are processed for the purpose of organising the selection and recruitment; they are only disclosed to persons involved in the selection and/or recruitment procedures.

## **7. Right of access**

Data subjects are entitled to access their data by sending an email to the data controller (eric.dautriat@cleansky.eu).

## **8. Right of rectification**

Data subjects can request rectification of their data by sending an email to the data controller (eric.dautriat@cleansky.eu)

## **9. Time-limits for storing the data**

For recruited candidates, personal data are kept for 5 years after termination of employment.

For non-recruited candidates, personal data are kept for 2 years after expiry of the list.

For spontaneous applications, data are not kept.

## **10. Legal basis and recourse**

The legal bases for the processing of personal data are:

- Regulation (EC) 45/2001 Article 5 (a) and (d)
- Clean Sky Decisions n. 43 on the processing operations in the field of staff recruitment
- General Implementing Provisions on the procedure governing the engagement and use of contract staff at the Clean Sky Joint Undertaking (doc. CSGB/0109/002)
- General Implementing Provisions on the procedure governing the engagement and use of temporary agents at the Clean Sky Joint Undertaking (doc. CSGB/0109/002)
- General Implementing Provisions on the procedure governing the middle management at the Clean Sky Joint Undertaking (doc. CSGB/0109/002)

Recourse: data subjects have the right to have recourse to the European Data Protection Supervisor. For further information, see the EDPS website: <http://www.edps.europa.eu>