



EUROPEAN COMMISSION
CONSUMERS, HEALTH, AGRICULTURE AND FOOD EXECUTIVE AGENCY

Corporate Support and Resources Management Unit
Human Resources

CALL FOR EXPRESSION OF INTEREST (Ref.: CHAFEA/TA/AD/2018/023)

The Consumers, Health, Agriculture and Food Executive Agency is organising a call for expression of interest with a view of establishing a reserve list for Temporary Agents in grade AD 5 for the position of:

Programme Coordinator – Consumers Programme

The purpose of this call is to draw up a reserve list of a maximum of four laureates. Recruitment will be based on availability of posts and budget.

The working relationship with the European Institutions is governed by the Conditions of Employment of Other Servants of the European Union¹.

The registration period will begin on **Friday 12 January 2018** and terminate on **Monday 12 February 2018 23:00** (Luxembourg time)

THE CONSUMERS, HEALTH, AGRICULTURE AND FOOD EXECUTIVE AGENCY

The Agency:

The Consumers, Health, Agriculture and Food Executive Agency (hereinafter referred to as "Chafea" or as "the Agency") is a dynamic and multicultural body set up by the European Commission, which implements the Consumer Programme 2014-2020, the Health Programme 2014-2020, the information provision and promotion measures concerning agricultural products implemented in the internal market and in third countries (covered by Regulation (EU) No 1144/2014) as well as the Food Safety Training measures (covered by Regulation (EC) No 882/2004 and Directive 2000/29/EC). Chafea is also involved in the process of carrying out the legacy of the following programmes: the Health Programme 2008-2013, the Consumer Programme 2007-2013, the Food Safety Training measures (covered by Regulation (EC) No 882/2004, Directive 2000/29/EC), the management of the agreement with ANEC, the European consumer voice in standardisation, governed by Regulation (EU) No 1025/2012 and the Decision C(2012) 1548 and Regulation (EC) No 1905/2006.

Located in Luxembourg, Chafea has been operational since 2006; its current lifetime runs until 2024, with a possible extension in time and tasks. It is supervised by a Steering Committee composed of European Commission

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF>. (Title II, page 149)

services, in particular DG SANTE, DG JUST, DG GROW and DG AGRI.

The working language of the Agency is English.

Additional information is available on the following website:

<http://ec.europa.eu/chafea/>

JOB DESCRIPTION

Overall purpose:

Assist the Head of the Consumer Unit in managing all phases in the lifetime of projects for the Consumers Programme, from publication of calls to final Community payments and dissemination of results, and in general assist the Head of Unit in ensuring an effective planning and management of the Unit activities.

Duties:

GENERAL PROGRAMME MANAGEMENT – Programming and Planning

- Assist the Head of Unit in contributing to the parent DG the preparation of the Consumers work programme and financing decision for the following year
- Assist the Head of Unit in defining the work programme of the Unit and determining its priorities, objectives and indicators
- Assist the Head of Unit in planning the operational activities of the Unit according to an annual timeframe

GENERAL PROGRAMME MANAGEMENT - Management supervision

- Assist the Head of Unit in supervising the preparation of calls and publication of documents to ensure compliance with rules
- Ensure a sound implementation of the procedures throughout their phases, providing advice, guidelines, checklists as appropriate

PROGRAMME / PROCESS / PROJECT MANAGEMENT – Monitoring and reporting

- Assist the Head of Unit in setting up an internal reporting system to gather information from Project Officers for monitoring and reporting purposes
- Prepare quarterly reports on the operational execution of the Consumers Programme as requested
- Contribute to the Agency's Work Programme and Annual Activity Reports

AUDIT, CONTROL and INSPECTION – Audit

- Contribute to the formulation of action plans implementing the recommendations of the auditors
- Assist the Head of Unit in monitoring the implementation of the audit recommendations as foreseen in the action plans

HORIZONTAL COORDINATION – Coordination

- Assist the Head of Unit in coordinating the team of Project Officers, monitoring their individual workload, allocating tasks and back-up roles in order to ensure a balanced distribution of workload
- Assist the Head of Unit in identifying individual and group training needs and in assessing individual and team performance
- Assist the Head of Unit in the recruitment of team members
- Coordinate with the Agency Financial Team, the IT and Communication Cell and the Legal Team for issues relevant to the Unit

INTERNAL COMMUNICATION (general) – Internal procedures

- Contribute to the set up and/or harmonisation of procedures for the internal management of the Unit
- Deputise the Head of Unit in case of need to ensure continuity of business according to the internal rules of the Agency
- Contribute to other tasks entrusted to the Agency as necessary

BUDGET and FINANCE – Budget implementation

- Ensure the follow-up of the Agency's operational budget implementation
- Drafting of global commitments and de-commitments
- Liaise with the Team Leader of the Finance Officers and with the Head of the Corporate Support and Resources Management Unit
- Follow-up the administrative budget implementation

QUALIFICATIONS AND EXPERIENCE REQUIRED

A. Eligibility criteria

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. To be a national of one of the Member States of the European Union;
2. To be entitled to his or her full rights as a citizen;
3. To have fulfilled any obligations imposed by the applicable laws concerning military service;
4. To meet the character requirements for the duties involved;
5. To be physically fit to perform the duties linked to the post²;
6. Knowledge of languages:

² Before being appointed to the post, the successful candidate shall be medically examined by one of the institutions' medical officers, so that the Consumers, Health, Agriculture and Food Executive Agency can be informed that s/he fulfills the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.

Language 1:

Main language: To have a thorough³ knowledge of one of the languages of the EU;

Language 2:

A satisfactory⁴ knowledge of another EU language to the extent necessary for the performance of the duties).

7. To have a level of education which corresponds to completed university studies of at least three years attested by a diploma⁵;

B. Selection criteria

Essential

Candidates who meet the above mentioned requirements will be assessed in order to be selected to participate in written tests and an oral test on the basis of following essential criteria:

1. On the closing date for submission of applications, candidates must, after obtention of the necessary qualifications for satisfying criterion A 7, have at least three years of professional experience relevant to the duties referred to those described above.
2. Good leadership skills and capability to manage and motivate a qualified team. Team spirit is essential and empathy is an asset;
3. Good professional experience in programme planning and evaluation;
4. Good knowledge of the EU Consumers Programme or other EU related programmes;
5. Capacity to organise and supervise the work of staff, control their performance and fulfilment of the objectives;
6. Sound knowledge of project monitoring methods and techniques, rules and procedures relating to the adoption of projects and programmes;
7. Proven experience in public procurement and call for proposals procedures, acquired within a multicultural environment;
8. Good professional experience in establishing action plans and monitoring implementations of audit recommendations;
9. Good knowledge of the financial regulations and procedures (grants, public procurement and financial subsidies);
10. Good knowledge of IT tools for proposal submission, proposal evaluation and grant monitoring;
11. Very good oral and written communication skills in English

³ CEFR level C2(<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

⁴ CEFR level B1(<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

⁵ Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

Advantageous

The following will be considered as assets:

1. Post graduate studies in a field related to the profile of the post;
2. Experience with the Financial Regulation of the European Union;
3. Knowledge of European Commission standards of internal control for effective management and their implementation;
4. Good analytical and problem solving and negotiation skills;
5. Good command of French language (Independent user B2);
6. Good command of any other EU language (Independent user B2);

Depending of the number of applications received, the Selection Committee may decide to apply stricter requirements within the aforementioned selection criteria.

APPLICATION PROCEDURE

Applications not fulfilling the criteria set out in this call for expression of interest will not be considered.

The following link must be used for the **online application**:

https://ec.europa.eu/dgs/personnel_administration/open_applications/

The candidates need to complete their registration online, including a motivation letter, their e-CV and the self-assessment grid. On completion of this online registration, the applicants will receive a registration number⁶ confirming that the online application process is closed. If the applicant does not receive a number, his/her application was not submitted.

There is no obligation to submit applications in English; however documents sent in English will facilitate the work of the Selection Committee.

Deadline for applications: **Monday 12 February 2018 23:00 (Luxembourg time). (Please check the time zones)**

Candidates should take into account that it is their responsibility to complete the online registration described above before the deadline for submission of applications. The Agency strongly advises not to wait until the last few days before the deadline for applying, since heavy Internet traffic or connection difficulties could lead to technical problems.

Candidates prevented from registering online, should request (by e-mail to CHAFEA_TA_AD_2018_023@ec.europa.eu referring in the subject to the Call reference) a paper version of the application form and the self-assessment grid. These forms should be completed, signed and returned by registered mail before the closing date for applying (postmark date as evidence) to the following address:

⁶ The confirmation number needs to be kept by the candidates as it will serve as the application's reference number.

European Commission
Chafea-HR
Reference: CHAFEA/TA/AD/2018/023
DRB A3/033
LU-2920 LUXEMBOURG

These candidates will also receive an acknowledgement of receipt including a registration number.

The above mentioned e-mail address should be used for any further communication.

Candidates will be disqualified if:

- Their application was not received by the deadline.
- Their submitted application is not complete.
- All the eligibility criteria are not met.
- At any stage of the procedure, it is established that any of the information provided in the application has been knowingly falsified.

Candidates are invited to indicate in their application any special arrangements that may be required if invited to attend the tests.

Supporting documents showing evidence of the information given in the application will be requested at a later stage. No documents will be sent back to the candidates.

SELECTION PROCEDURE

The selection process will be organised as follows:

The jobholder will be appointed on the basis of a reserve list established by the Selection Committee⁷. It will be established following an open selection procedure consisting of the following steps:

The Selection Committee will check applications against the eligibility criteria;

The Selection Committee will evaluate the motivation letter, the CV's and the Eligibility and Selection Criteria Grid of eligible candidates with reference to the required criteria; On the basis of its assessment, the Committee will establish a shortlist of candidates matching best the needs of the Chafea.

The Selection Committee will organise written and oral tests for the short listed candidates which will take place in Luxembourg, whenever possible, the same day.

A-Written test:

Nature and marking:

(a) A test comprising a series of multiple-choice questions to assess:

⁷ The names of the Selection Committee members will be published on the Chafea website, <http://ec.europa.eu/chafea/about/vacancies.html>, before the deadline for submission of applications.

- the candidate's general knowledge about the Agency and related policies;
- the candidate's specific knowledge in the field of the post.

Test (a) will be marked out of 10 points.

(b) A series of open questions designed to test:

- the candidate's knowledge in the field of the profile;
- the candidate's ability to understand, analyse and summarise;
- the candidate's drafting ability.

Test (b) will be marked out of 30 points.

The written tests will be marked out of a total of 40, pass mark 24.

The written tests will be taken in English and will last approx. 60 minutes.

B-Oral test:

Nature and marking:

An interview, designed to enable the Selection Committee to complete the assessment of the candidate's

- motivation, interpersonal and problem-solving skills (10 points)
- competences, skills and knowledge with reference to the job description (25 points)
- general knowledge about the Agency and related policies(10 points)
- capacity of expression in the working language of the Agency (5 points)

The oral test will be marked out of a total of 50, pass mark 30.

The oral test will be conducted in English and will last approx. 30 minutes.

The four candidates with the highest aggregated marks in the written and oral test will be included in the reserve list.

The reserve list will be valid for one (1) year from the date of its establishment. The validity date may be extended if the Executive Agency's Appointing Authority so decides.

All the candidates will be informed by the Agency about their individual results in the selection process.

Candidates are reminded that the Selection Committee work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with their members or ask anybody else to do so, on their behalf.

Verification of original documents and eligibility:

Candidates invited to the written and oral tests shall be required to provide following documents in original format (or certified true copies). Candidates must also bring a photocopy of each of these documents:

- A document proving the candidate's citizenship (e.g. passport, identity card, which must have been obtained not later than the closing date for the submission of applications;
- A document proving that the candidate has fulfilled obligations concerning compulsory military or civilian service
- Diplomas attesting a successful completion of the required level of education
- Certificates and other relevant documents proving professional work experience clearly indicating starting and finishing dates and the nature of the duties carried out

The candidate's application will be checked against the original documents and certificates in order to confirm the accuracy and eligibility of the application. After that, the original documents will be returned to the candidate whereas the photocopies will be retained by the Agency.

Paper copies of web pages and/or references to websites do not constitute supporting documents for these purposes.

Please note that the Agency HR may request at any moment to the candidate evidence of all information declared in the motivation letter, the CV and the applicant's self-assessment.

INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

The approximate timetable for the selection procedure is as follows:

Step	When
CV sifting	Week 8 - 9/2018
Written tests and interviews	Week 14 - 15/2018
Results sent to candidates	Week 16 - 17/2018

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The successful candidate will be recruited as a temporary agent at grade AD 5, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Community. The contract will run for an initial period of two years and may be renewed.

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

The jobholder will serve a probationary period of nine months.

The place of employment will be Luxembourg, where the Agency has its premises.

If the staff member is an Official of the European Union, s/he may request leave on personal grounds or ask to be seconded under Article 37(b) and 39 of the Staff Regulations, while other staff members have to resign.

Further information is available on following link:

http://europa.eu/about-eu/working-eu-institutions/index_en.htm

EQUAL OPPORTUNITIES

The European Union institutions and bodies apply a policy of equal opportunities and accept applications without discrimination on the ground 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

A candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered by sending, within 10 calendar days of the date on the email notifying the rejection of his/her application, a request for review, quoting the number of the selection procedure concerned to the Chairman of the Selection Committee at the following address: CHAFEA_TA_AD_2018_023@ec.europa.eu, referring to the call reference in the subject.

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

Consumers, Health, Agriculture and Food Executive Agency
Ref.: CHAFEA/TA/AD/2018/023
DRB A3/041
LU-2920 Luxembourg

The complaint must be lodged within 3 months from the date on the email notifying the results. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

A candidate can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union (ex Art. 236 TEC) and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
LU-2925 Luxembourg.

Please note that the Appointing Authority does not have the power to amend the decisions of a Selection Committee. The Civil Service Tribunal has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Civil Service Tribunal unless rules which govern the proceedings of Selection Committees have clearly been infringed.

For details on how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: <http://curia.europa.eu/>

COMPLAINT TO THE EUROPEAN OMBUDSMAN

It is possible to complain to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union (ex Art.195 TEC) and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman
1 Avenue du Président Robert Schuman
CS 30403
FR-67001 Strasbourg Cedex
France

<http://www.ombudsman.europa.eu/start.faces>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

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 Chafea. The personal information requested from candidates will be processed in line with 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. Therefore, the personal data of candidates are processed solely for the purpose of personnel selection and recruitment and will be kept for no longer than necessary.

Candidates have the right to access their personal data and the right for rectification of their inaccurate or incomplete factual personal data on written request. In case of any queries concerning the processing of personal data, candidates may send their written requests to the e-mail address indicated above. For more information please refer to <http://ec.europa.eu/chafea/about/about.html>.

Candidates have the right of recourse at any time to the Data Protection Officer of the Chafea (CHAFEA-DATA-PROTECTION@ec.europa.eu) and to the European Data Protection Supervisor (EDPS@edps.europa.eu) for matters relating to the processing of their personal data.