



PUBLIC HEALTH EXECUTIVE AGENCY

Administrative Sector  
Human Resources Cell

## VACANCY NOTICE

### Project Officer - Consumer programme

**PHEA/CA/IV/2008/010**

THE EXECUTIVE AGENCY FOR THE PUBLIC HEALTH PROGRAMME (PHEA) INVITES APPLICATIONS FOR PROJECT OFFICER – CONSUMER PROGRAMME PROFILE FOR THIS POSITION LOCATED IN LUXEMBOURG.

#### THE PUBLIC HEALTH EXECUTIVE AGENCY

The Executive Agency for the Public Health programme has been established with a view to undertake responsibility for implementing tasks concerning the programme of Community action in the field of public health, adopted by Decision No 1786/2002/EC of the European Parliament and of the Council of 23 September 2002.

The Public Health Executive Agency is one of a number of new Executive Agencies created by the European Commission to put policies into action more efficiently and with improved results.

Located in Luxembourg, the PHEA is operational since 2006 and its official lifetime runs until 2010. (<http://ec.europa.eu/phea>)

#### THE EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

In the coming weeks, the European Commission intends to modify the current mandate of the PHEA both in time and scope. The current executive agency would become "Executive Agency for Health and Consumers" and would still be located in Luxembourg. Its official lifetime would run until 2015.

#### PROGRAMMES TO BE MANAGED BY THE EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

##### Health Programme

([http://ec.europa.eu/health/ph\\_programme/pgm2008\\_2013\\_en.htm](http://ec.europa.eu/health/ph_programme/pgm2008_2013_en.htm))

##### Consumer Programme

[http://ec.europa.eu/consumers/strategy/programmes\\_en.htm](http://ec.europa.eu/consumers/strategy/programmes_en.htm)

"Better Training for Safer Food" action

([http://ec.europa.eu/food/training\\_strategy/index\\_en.htm](http://ec.europa.eu/food/training_strategy/index_en.htm))

## **Job Description**

The jobholder will report to the Head of Unit responsible for the Consumer projects of the future Executive Agency for Health and Consumers. He/she will be mainly responsible for managing all phases in the lifetime of specific projects or contracts, from the publication of calls to final Community payments and the dissemination of results.

These projects will concern actions covered by the consumer programme aiming to ensure a high level of consumer protection and the effective application of consumer protection rules.

The jobholder will in particular:

- Contribute to the publication and publicity of the calls;
- Answer questions from interested parties;
- Participate in the opening, evaluation and negotiation of proposals;
- Finalise the contracts in collaboration with financial officers;
- Follow up the implementation of projects, liaise with contractors, approve their reports;
- Prepare contract amendments;
- Disseminate project results;
- Prepare monthly progress reports;
- Gather, analyse and pass on all the information needed to guide the implementation of the Consumer programme

## **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. Completed university studies of at least three years, in law, economics or any other discipline related to the Consumer programme, attested by a diploma and appropriate professional experience of at least one year. (Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.)
2. To have a thorough knowledge of at least two official languages of the European Union;

3. To be a national of a member state of the European Union
4. To be entitled to his or her full rights as a citizen;
5. To have fulfilled any obligations imposed by the applicable laws concerning military service;
6. To meet the character requirements for the duties involved;
7. To be physically fit to perform the duties linked to the post<sup>1</sup>.

## **B. Selection criteria**

### **Essential**

1. At least 3 years of proven professional experience (after the award of the education requirements to be eligible) on issues related to the job description;
2. Proven knowledge of EU policy issues concerning Consumer protection
3. Very good written and oral command of the English language;
4. Capacity to work in a team as well as independently;
5. Ability to work under pressure and manage his/her responsibilities within tight deadlines;
6. Proficiency with electronic office equipment (word processing, spread sheets, presentations, electronic communication, use of internet, etc.).

### **Advantageous**

1. Post graduate studies in a field related to the profile of the post;
2. Experience in management of trans-national projects;
3. Knowledge of the organisation, structure, working procedures and policies of Commission services and agencies;
4. Familiarity with the European Union and its institutions;
5. Previous experience within an international and multicultural environment;
6. Excellent communication skills.

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<sup>1</sup> Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that the Executive Agency for Health and Consumer may be satisfied that he fulfils the requirement of article 28(e) of the Staff Regulation of the Officials of the European Communities.

7. Motivated, dynamic personality with strong aptitude for team work.

## **EQUAL OPPORTUNITIES**

The European Union institutions 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.

## **APPOINTMENT AND CONDITIONS OF EMPLOYMENT**

The jobholders will be appointed on the basis of a reserve lists established by the Appointing Authority following proposals by the selection committee. The present notice is the basis for the establishment of the selection committee's proposals. Only the most suitable applications will be admitted to the next stage of the selection procedure. The reserve lists will be established following an open selection procedure organized in four steps as follows:

1. The selection committee will check applications against eligibility and formal criteria;
2. The selection committee will analyse the motivation letter and CVs of eligible applicants with reference to the selection criteria; it will establish a shortlist for those matching best the needs of the Executive Agency;
3. The selection committee will interview the short listed candidates and, where necessary, organise written tests. On the basis of the interview and test results, the selection committee will establish a list of suitable candidates;
4. Using the list of suitable candidates as a basis, the Agency Director will decide who to place on the reserve list. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

Jobholders will be recruited as members of the contract staff, in function group IV, pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities and for a maximum period of 5 years, with the possibility of renewal within the limits of the determined life of the Agency. The precise classification in grade will depend on the number of years of professional experience acquired after the degree giving access to the post. For further information on working conditions of contract staff see the web site of the European Personnel Selection Office (EPSO) at: <http://europa.eu/epso/>

The reserve lists will be valid for 12 months from the date of their establishment and may be used for other positions with similar requirements to those of the present selection procedure. The validity of the reserve lists could be extended if the Agency Director so decides.

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

## APPLICATION PROCEDURE

Applications not fulfilling the criteria set out in this vacancy notice will not be considered.

It is the responsibility of applicants to complete their online registration 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 problems. Candidates should note that it will no longer be possible to register applications after the deadline for submission.

On completion of their online registrations, applicants will receive a confirmation number. This number confirms that the Agency registered the application and should be kept by candidates as it will serve as the application's reference number. Receipt of the confirmation number closes the online application process and confirms that the Agency registered the data entered by the applicant. If you do not receive a number, your application was not registered! You can update your application until the closing date without modifying the data in your e-CV.

Candidates prevented from registering online, should request (by e-mail to: PHEA-HR@ec.europa.eu) a paper version of the application form. This form should be completed, signed and returned by registered mail before the closing date for applying (postmark date as evidence). Candidates are invited to indicate in their on-line application any special arrangements that may be required if invited to attend an interview.

Deadline for applications: 12 noon, 31 July 2008 (Luxembourg time)

**If at any stage in the procedure it is established that any of the information a candidate provided is incorrect, the candidate in question will be disqualified.**

To continue and apply online:

[https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/CV\\_Cand/index.cfm](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm)

Where there is a problem with the above link, candidates should try to copy and paste the link into their Web application and try connecting again.

## APPEAL PROCEDURE

A candidate who feels that a mistake has been made regarding eligibility of his/her application may ask to have it reconsidered by sending, within 20 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 Board at the following address: PHEA-HR@ec.europa.eu

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

## **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 Executive Agency for Health and Consumer. 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