



PUBLIC HEALTH EXECUTIVE AGENCY

Administrative Sector  
Human Resources Cell

## VACANCY NOTICE

### PROGRAMME COORDINATORS

### TEMPORARY AGENTS AD5

**PHEA/TA/AD5/2008/002**

THE EXECUTIVE AGENCY FOR THE PUBLIC HEALTH PROGRAMME (PHEA) INVITES APPLICATIONS FOR POSTS OF **PROGRAMME COORDINATORS – HEALTH AND CONSUMERS**, TO CONSTITUTE A RESERVE LIST OF MAXIMUM 6 CANDIDATES 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.

Excluding tasks related to programme evaluation, monitoring of legislation, or any other action which could come under the exclusive competence of the Commission, the PHEA is entrusted with the following tasks:

- Managing all the phases in the lifetime of specific projects, in the context of implementing the programme on public health, on the basis of Decision No 1786/2002/EC and of the work plan provided for in that Decision and adopted by the Commission, and the necessary checks to that end, taking the relevant decisions where the Commission has empowered it to do so;
- Adopting the instruments of budget execution for revenue and expenditure and carrying out, where the Commission has empowered it to do so, all the operations necessary for the management of the Community programme and, in particular, those linked to the award of contracts and grants;(c) providing logistical, scientific and technical support, in particular by organising technical meetings (management of expert working groups), preparatory studies, seminars or conferences.

In the near future, the European Commission intends to delegate the management of activities related to the new Health programme ([http://ec.europa.eu/health/ph\\_programme/pgm2008\\_2013\\_en.htm](http://ec.europa.eu/health/ph_programme/pgm2008_2013_en.htm)), the Consumer programme ([http://ec.europa.eu/consumers/strategy/programmes\\_en.htm](http://ec.europa.eu/consumers/strategy/programmes_en.htm)) and the "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)) to the Agency. The current executive agency would become "Executive Agency for Health and Consumers", its lifetime would be extended until December 31<sup>st</sup> 2015 and its staff increased to around 50 members.

The selection procedure is launched subject to the availability of appropriations in the Agency budget and of the relevant post in its establishment plan.

For further information on PHEA please refer to our website: <http://ec.europa.eu/phea/>

## **Job Description**

### **Overall purpose:**

Supervise a team of project assistants and assist the head of unit in managing all the phases in the lifetime of Health or Consumers projects, from the publication of calls to final Community payments and the dissemination of results.

### **Main Duties:**

- Write and publish the call for proposals or calls for tenders and all supporting documents
- Coordinate the organisation of the information days
- Set up and ensure a sound implementation of the evaluation process;
- Set up and ensure a sound implementation of the negotiation process for the proposals awarded.
- Ensure efficiency, effectiveness and economy of the operation by verifying the respect of the Financial Regulation and compliance with the applicable rules.
- Monitor the implementation of the contracts to ensure that the work is proceeding according to plan.
- Contribute to other tasks entrusted to the Agency

## **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:

A1: A level of education corresponding to completed university studies attested by a diploma, when the normal period of university education is four years or more.

OR

A2: A level of education which corresponds to completed university studies attested by a diploma followed by at least one year full-time professional experience, when the normal period of university education is at least three years.

In addition to above, in order to be eligible the candidate must:

- Have at least 3 years of proven professional experience, acquired after the university degree in similar functions;
- Have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language to the extent necessary for the performance of the duties pertaining to the post;
- Be a national of a member state of the European Union;
- Enjoy his or her full rights as citizen<sup>1</sup>;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Be physically fit to perform the duties linked to the post<sup>2</sup>.

### **B. SELECTION CRITERIA**

#### **Essential**

- Experience of project management, acquired within an international environment;
- Knowledge of European Union programmes in the field of Health or Consumers;
- The performance of the duties pertaining to the post requires an excellent command of English in writing and a good understanding of oral English;
- Competence in the use of electronic office equipment (word processing, spread sheets, presentations, electronic communication, internet, etc.).

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<sup>1</sup> Prior to appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

<sup>2</sup> Before the appointment, a successful candidate shall be medically examined by the medical services of the Commission in order that the Education, Audiovisual and Culture Executive Agency may be satisfied that s/he fulfils the requirement of article 28(e) of the Staff Regulation of the Officials of the European Communities.

### Advantageous

- Professional experience of at least 2 years in a position related to the functions;
- Familiarity with the European Union procedures and terminology, relevant to the position of programme manager;
- Excellent communication skills;
- Sound knowledge of project monitoring methods and techniques
- Strong interpersonal skills and the ability to work well in a team.
- Ability to be proactive and work independently.
- Good knowledge of the Commission budgetary and administrative procedures.
- Good analytical and problem solving skills.
- Be dynamic, motivated and capable of working according to priorities and keeping deadlines.

### **Equal opportunities**

As a legal entity of Community Public Law, the PHEA applies a policy of equal opportunities and takes care to avoid any form of discrimination in its recruitment procedures.

### **Given information**

Supporting documents showing evidence of the information given in the application documents will be requested at a later stage. No documents will be sent back to candidates. **If at any stage in the procedure it is established that any of the information a candidate provided is incorrect, this candidate will be disqualified.**

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

The selection will be organised in four steps:

1. The selection committee will check the receivability (see below) and eligibility criteria of all applications;
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 hold interviews of the short listed. Interviews will be conducted principally in English. Please note that written tests will be organised. These could assess:

- the applicants' general and linguistic abilities;
- the knowledge of the European Union, its institutions and programmes managed by the agency;
- the specific competences requested for the post.

On that basis, the selection committee will establish a reserve list of candidates;

4. From this list, suitable candidates will be recruited upon decision of the Executive Agency appointing authority. Candidates should note that inclusion on the reserve list of candidates does not guarantee recruitment.

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

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

A contract offer, will be made as a temporary staff member pursuant the Article 2(a) of the Conditions of Employment of Other Servants of the European Communities for a determined duration of 4 years, with possibility of renewal, in relation to the determined duration of the agency.

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

**The successful candidate will be recruited in the grade AD 5.** The basic monthly salary for AD 5 (step 1) is 4068.16 € or 4239.11 € for AD 5 (step 2). In addition to the basic salary, staff members may be entitled to various allowances, in particular household allowance, expatriation allowance (16% of the basic salary and household allowance), dependent child allowance and education allowance. The salary is subject to a reasonable Community tax deducted at source and staff members are exempt of national taxation.

Also, PHEA offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

If the member of staff selected is an official of the EC, s/he may resign, request leave on personal grounds or ask to be seconded under Art.37 (b) and 39 of the Staff Regulations, while other staff members of the EC have to resign. Expected period for taking up duties is the second half of 2008 depending on budget availability.

For further information:

[http://ec.europa.eu/dgs/personnel\\_administration/publications\\_en.htm](http://ec.europa.eu/dgs/personnel_administration/publications_en.htm)

## **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 the 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 (GMT-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 postmarked on the letter of notification of 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](mailto: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 you submit is to manage your application(s) in view of a possible pre-selection and recruitment at the PHEA.

The personal information we request from you 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.