

Vacancy Notice for the position of Human Resources Officer AD6

Publication: External Temporary Agent AD6
Title of Function: Human Resources Officer
Type of Post: Administrator

Number of persons to be selected for the reserve list: 3
Number of Persons to be recruited: 1

Reference: GHEDCTP3/2022/TA/005

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1. Introduction

The Global Health EDCTP3 Joint Undertaking (GH EDCTP3 JU) is a partnership between the European Union and the European and Developing Countries Clinical Trials Partnership (EDCTP) Association whose members are several European and African countries. The GH EDCTP3 JU is established by Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe¹. It aims at supporting clinical research to deliver solutions to reduce the burden of infectious diseases in sub-Saharan Africa and strengthen research capacities to prepare and respond to emerging infectious diseases.

¹ Council Regulation (EU)2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe and repealing Regulations (EC) No 219/2007, (EU) No 557/2014, (EU) No 558/2014, (EU) No 559/2014, (EU) No 560/2014, (EU) No 561/2014 and (EU) No 642/2014 (OJ L 427 of 30/11/2021, p. 17–119) <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021R2085>

Since 2003, the first and second European and Developing Countries Clinical Trials Partnership (EDCTP) programmes^{2,3} represent a flagship for conducting sound multi-country clinical trials in sub-Saharan Africa, building a true partnership between Europe and Africa, and fostering African leadership in scientific research. These programmes have also contributed to improving linkages between African research organisations, which resulted in the launch of four African Regional Networks of Excellence for clinical trials. Moreover, these programmes have strengthened the ethics review capacity and national regulatory authorities in many African countries and contributed to establish relevant organisations in the region.

Building on the positive experience of the previous EDCTP programmes, GH EDCTP3 intends to:

- Reduce the socio-economic burden of infectious diseases in sub-Saharan Africa by promoting the development and uptake of new or improved health technologies;
- Increase health security in sub-Saharan Africa and globally by strengthening the research and innovation-based capacities for preparedness and response to control infectious diseases.

GH EDCTP3 JU will implement a budget of approximately EUR 1.6 billion for the period 2021-2027 and will have a programme office of around 34 highly qualified, scientific, clinical and administrative professionals from multi-cultural backgrounds from Europe and Africa, operating in a multilingual context. The budget comes from the European Union Horizon Europe Framework Programme of Research and Innovation, the EDCTP Association member countries and additional contributing partners, such as philanthropic organisations and industry, which will contribute on an ad-hoc basis. More information can be found in the mentioned Council Regulation establishing the Joint Undertakings under Horizon Europe, notably in its Articles 99-114.

GH EDCTP3 JU is established until 31 December 2031 and is located in Brussels.

2. Job description

2.1 Profile

The Human Resources Officer will play a key role in the Administration and Finance team. (S)he will be responsible for the recruitment of new staff and management of all staff-related matters. During the set-up phase of the GH EDCTP3 JU, the Human Resources Officer will report directly to the ad interim Executive Director. As the organisation is being built up, in future the Human Resources Officer will report to the Head of Administration and Finance and will have the following high-level objectives:

- Recruit, retain and motivate staff;
- Provide a place for development and career growth;
- Ensure support for corporate culture and positive team spirit;
- Provide sustainable support to staff members;
- Provide strategic expertise to GH EDCTP3 JU's management towards achieving the JU's mission and objectives;
- Contribute to providing a safe working environment.

² Decision 556/2014/EU of the European Parliament and of the Council of 15 May 2014 on the participation of the Union in a second European and Developing Countries Clinical Trials Partnership Programme (EDCTP2) jointly undertaken by several Member States [EUR-Lex - 32014D0556 - EN - EUR-Lex \(europa.eu\)](https://eur-lex.europa.eu/lex.europa.eu/legal-content/HR/TXT/?uri=CELEX:32014D0556)

³ Decision No 1209/2003/EC of the European Parliament and of the Council of 16 June 2003 on Community participation in a research and development programme aimed at developing new clinical interventions to combat HIV/AIDS, malaria and tuberculosis through a long-term partnership between Europe and developing countries, undertaken by several Member States <https://eur-lex.europa.eu/legal-content/HR/TXT/?uri=CELEX:32003D1209>

2.2 Tasks

The tasks of the Human Resources Officer will include, among others, the following:

Selection and recruitment:

- Define and implement the annual recruitment plan for the JU, identifying the profiles needed and devising appropriate recruitment strategies;
- Coordinate timely recruitment of new staff, in accordance with internal procedures and EU rules and standards;
- Organise and manage selections for all types of positions including production of required documentation and communication with candidates;
- Provide advice and guidance on selection and recruitment procedures and participate in selection boards.

Learning and development:

- Manage the design, implementation, and monitoring of general learning and development activities and coordinate them;
- Administer individual learning and development activities and databases and provide the administrative follow-up of training requests;
- Monitor contracts and liaise with relevant training providers;
- Provide feedback reports and data analysis on training needs and achievements and provide guidance in designing learning activities;
- Organise, monitor and support performance management ensuring its timely execution (annual appraisal exercise, objectives set-up, reclassification exercises).
- Manage the induction training scheme for newcomers.

Personnel administration and services:

- Organise and manage administrative procedures for staff entering or leaving the Joint Undertaking;
- Coordinate the establishment and follow up on staff individual rights, benefits, obligations and contractual conditions;
- Ensure timely payment of staff salaries and allowances and sound financial management of the JU's HR-related budget;
- Manage absences and working conditions.

General responsibilities:

- Ensure the correct application of the EU Staff Regulations and Conditions of Employment of Other Servants of the European Communities (CEOS) as well as relevant implementing rules;
- Develop, review and update the JU's HR implementing rules, policies and procedures, and ensure their implementation;
- Provide support to management and staff in the interpretation of rules, as well as guidance, information and advice on the implementation of HR policies and procedures;
- Prepare public procurement and tender procedures and manage HR-related contracts;
- Organise and manage HR Archives (electronic & paper);
- Liaise with relevant services in the European Commission and other EU Institutions and Agencies on HR-related issues, as well as the other Joint Undertakings in view of synergies and efficiencies in back office arrangements;

- Promote a good working culture and team spirit within GH EDCTP3 JU, whilst looking after well-being of staff.
- Ensure and promote compliance of HR-related data protection rules, in close liaison with the Data Protection Officer.

The successful candidate may be required to undertake other tasks and activities as necessary under the responsibility of the Executive Director/Head of the Administration and Finance according to the evolution and development of the GH EDCTP3 JU's structure or activities. Duties may evolve depending on the needs of the GH EDCTP3 JU.

3. Eligibility, qualifications and experience required

3.1 Eligibility criteria

At the closing date of applications, candidates must

- Be a national of a member state of the European Union;
- Be entitled to his or her full rights as a citizen;
- Have the appropriate character references as to suitability for the performance of the duties⁴;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post⁵.

Moreover, in order to be eligible, candidates must

- Have a level of education which corresponds to completed university studies of at least four (4) years attested by a diploma⁶; and, after having obtained the diploma, at least three (3) years full-time of appropriate professional experience;

OR

- Have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma⁶; and, after having obtained the diploma, at least four (4) years full-time of appropriate professional experience;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV possible language certificates they have obtained, which can demonstrate their language skills).

Eligibility criteria must be fulfilled by the deadline for applications, and maintained throughout the selection procedure and appointment.

⁴ Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

⁵ Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers in order that the GH EDCTP3 JU may be satisfied that the candidate fulfils the requirement of Article 28(e) of the Staff Regulation of the Officials of the European Communities.

⁶ Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

4. Selection criteria

Candidates will be considered for the selection phase on the basis of the following criteria, to be fulfilled by the closing date for applications:

4.1 Essential criteria

- Suitability to perform the tasks described in point 2.2;
- Knowledge and demonstrated professional experience of at least three (3) years in the HR areas indicated in point 2.2;
- Knowledge and/or experience in dealing with the European Union Staff Regulations and CEOS, their implementing rules, policies and procedures;
- Experience in HR-related project management.

Failure to comply with the eligibility and essential selection criteria will result in the disqualification of the applicant concerned.

4.2 Advantageous criteria

- Demonstrated professional experience in following the budgetary/administrative procedures to enable the HR-related procurement and budgetary matters;
- Experience and/or knowledge of HR IT applications, tools and/or databases;
- Demonstrated professional experience of working at least two (2) years with EU-institutions and procedures;
- Experience working in an international environment.

4.3 Specific skills

Candidates invited to the interview process will also be assessed on the following criteria that are essential to the post:

- A very good command of both written and spoken English;
- Motivation to work in the Human Resources field and to contribute to the achievement of the JU's mission and objectives;
- Strong sense of confidentiality and integrity;
- Strong service culture;
- Excellent interpersonal, communication and collaboration skills and empathy;
- Ability to work effectively under tight deadlines in a highly dynamic work environment;
- Excellent analytical capabilities and problem-solving skills;
- Self-control under pressure in demanding situations and ability to handle many tasks simultaneously;
- Strong organisation skills.

Candidates are invited to be as detailed and as clear as possible when describing their professional experience and specific skills and competences in their application. In order to be evaluated in the best possible way, candidates are advised to give **evidence of their knowledge and detailed professional experience with specific examples and detailed professional experience.**

5. Independence and declaration of interest

The successful candidate will be required to make a declaration of their commitment to act independently in the public interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

6. Selection and appointment procedure

6.1 Assessment of the application

For each selection process, a Selection Committee is nominated by the Executive Director of the GH EDCTP3 JU.

After applications are screened, the Selection Committee, based on the vacancy notice and on elements of the application, will draw up a list of suitable candidates to be invited for an interview, which will be held in Brussels or remotely. The candidates not invited to the interview and the written test will be informed that they were not selected.

The interview will consist of a written test and an oral interview in order to assess

- The candidate's motivation and understanding of the position;
- The candidate's skills with reference to the job description;
- The candidate's knowledge of the field in which the Joint Undertaking operates;
- The candidate's general aptitudes and language abilities as necessary for the performance of their duties.

The Selection Committee may also decide to include additional tests.

6.2 Appointment and reserve list

On the basis of the above procedure, the Selection Committee will establish a reserve list of suitable candidates.

The Appointing Authority of the GH EDCTP3 JU will select a successful candidate from the reserve list and offer them the post. A binding commitment can only be made after the verification of all conditions⁷ and will take the form of a contract signed by the Appointing Authority of the GH EDCTP3 JU.

The applicants on the reserve list may be invited for an interview with the Executive Director. The recruitment will take place upon a decision of the GH EDCTP3 JU Executive Director (the Appointing Authority).

The reserve list could be used to fulfil other positions within the GH EDCTP3 JU.

The reserve list will be valid until **31 December 2023** and may be extended at the discretion of the Appointing Authority.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on the availability of posts and budget.

The GH EDCTP3 JU may decide at any time during the procedure not to pursue the recruitment.

⁷ Before the appointment, a successful candidate shall undergo a medical examination by one of the medical services of the EU institutions in order that the GH EDCTP3 JU may be satisfied that she/he fulfils the requirement of Article 28(e) of the Staff Regulation of the Officials of the European Communities.

7. Equal opportunities

The GH EDCTP3 JU, as a European Union body, applies the principles of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations⁸.

8. Conditions of Employment

The successful candidate will be appointed as a **Temporary Agent AD 6**, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities, for a period of three years, with a probation period of 9 months. After an evaluation of the post holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of the GH EDCTP3 JU.

The place of employment will be Brussels, where the Joint Undertaking premises are located.

Remuneration

The successful candidate who is offered a contract of employment will be graded on entry into service in the relevant step (1 or 2), according to the length of his/her professional experience.

The indicative basic monthly salary for a Temporary Agent AD 6, step 1 is **EUR 5.805,35**. In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance.

The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

9. Application procedure

Important information for candidates

For applications to be valid, candidates must submit an application consisting of a motivation letter and a curriculum vitae to the functional mailbox EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu. Candidates are required to clearly indicate the vacancy notice they are applying for.

When filling in their application, candidates are requested to **provide examples** of their **professional experience** and **competences**.

When submitting more than one application for a position, any new application made by a candidate with the same e-mail address will automatically erase and replace the previous application for that position.

Candidates are advised to apply using an e-mail address that will remain valid for several months.

⁸ [Consolidated text of Regulation No 31 \(EEC\), 11 \(EAEC\), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20220101](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20220101)

Candidates are asked to report any potential change of contact details in writing, without delay, to the following e-mail address: EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu. Please remember to quote the reference of the vacancy (or vacancies) for which you have applied in all correspondence.

Candidates are advised not to wait until the last few days before applying as heavy internet traffic or a problem with the internet connection could lead to your application being interrupted. After the closing date, applications will no longer be accepted.

Applications sent by post will not be accepted.

In order to facilitate the selection process, the application as well as all communications to candidates concerning this vacancy will be in English.

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

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

Closing date

Applications must be completed and submitted by **9 January 2023, 23:59 CET** (Central European Time / Brussels time).

10. Protection of personal data

The personal information that the GH EDCTP3 JU requests from applicants 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 natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter referred to as the EU Data Protection Regulation)⁹.

Types of personal data

The following details are collected in the context of staff selection procedures:

- Personal details: names, gender, date and place of birth, nationality, civil status, family situation and related supporting certificates, residence certificate, ID format photos;
- Contact details;
- Passport number/ ID number; financial identification form, bank account; legal entity form;
- Degrees, diplomas or educational certificates concerning knowledge of languages, professional experience, current and previous employment contracts, recommendation letters, motivation letters;
- Moral conduct - recent criminal record;
- Declaration concerning conflicts of interest.

⁹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>

Purpose and technical means of personal data processing

The main purpose of the collection of the data above is to prepare selected candidates' files and to finalise the recruitment procedure to permit entry into service.

Recruitment files are stored electronically and access is protected by the management of access rights. Paper documents are archived in physical files and stored in a locked cabinet until their destruction.

Legal basis

- Articles 12 - 15 of the Conditions of Employment of Other Servants of the European Union;
- General implementing provisions on the procedure governing the engagement and the use of temporary agents at the Global Health EDCTP3 JU.

Who has access to your personal data and to whom is it disclosed?

For the purposes detailed above, access to your personal data is given to the following people, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

Only authorised GH EDCTP3 JU staff have access to your personal data for the purposes of screening, interviewing and recruiting candidates. The people to whom your data is disclosed include:

- Members of the Selection Committee;
- GH EDCTP3 JU staff dealing with human resources matters;
- European Commission staff supporting the setting up and implementation of the GH EDCTP3 JU in the period prior to autonomy of the GH EDCTP3 JU.

Erasure

You may make a request for the erasure of your personal data under the conditions laid down by Article 19 of Regulation (EU) 2018/1725. In this case, you should send a written request to the e-mail address mentioned under "Access".

We will respond to your request without undue delay and at the latest within one month.

You could further request cancellation of your application and deletion of all linked personal data by making use of the contact information mentioned above.

Restriction of processing

You may make a request for restricting the processing of your personal data under the conditions laid down by Article 20 of Regulation (EU) 2018/1725 for the following reasons: you would like to contest the accuracy of the personal data; you consider that the processing is unlawful and you would oppose the erasure of the personal data and request the restriction of the use of the personal data instead; when the GH EDCTP3 JU as controller no longer needs your personal data for the purposes of the processing, but it is required by you as data subject for the establishment, exercise or defence of legal claims; or when you have objected to processing pursuant to Article 23(1) of Regulation (EU) 2018/1725, pending the verification of legitimate grounds.

In this case, you should send a written request to the e-mail address mentioned under "Access".

Right to data portability

You have the right to receive the personal data, which you have provided to us in a structured, commonly used, and machine-readable format, and you may also request us to transmit this data to any other controller

under the conditions of Article 22 of Regulation 2018/1725. In this case, you should send a written request to the e-mail address mentioned under “Access”.

Right to object

You may object at any time to processing of your personal data under the conditions laid down by Article 23 of Regulation (EU) 2018/1725, on grounds relating to your particular situation. In this case, you should send a written request to the e-mail address mentioned under “Access”.

What are your rights and how can you exercise them?

Access

In case you wish to access your personal information, you can contact the GH EDCTP3 JU’s Data Protection Controller at EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu.

The European Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

Rectification

You can, if need be, rectify any inaccurate personal data throughout the entire selection process by sending a written request to the above-mentioned e-mail address.

You cannot, however, send us any changes of your personal data related to the admissibility criteria after the application deadline.

How long do we keep your personal data?

Recruitment files of successful candidates are stored for a period of 10 years as of the termination of employment.

The files of non-recruited applicants are retained for up to 2 years following the recruitment procedure.

The retention of files of non-recruited applicants on reserve lists is fixed in terms of the validity and the actual extension of the respective reserve lists.

The periods indicated above may be extended in the event of audits initiated prior to the applicable expiry dates.

Contact information

For any questions related to your rights, feel free to contact the Data Controller at EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu indicating ‘Data Protection’ in the subject and explicitly specifying your request.

Recourse to the European Data Protection Supervisor

You have the right to submit a complaint at any time directly to the European Data Protection Supervisor:

Rue Wiertz 60 – MO 63

B-1047 Bruxelles

Belgium

Tel: +32 2 283 19 00

Fax: +32 2 283 19 50

E-mail: edps@edps.europa.eu

11. Appeal procedure

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

11.1 Request for review of the decision taken by the Selection Committee

After receiving the letter notifying the candidate of the decision taken by the Selection Committee, he/she may submit a written request for a review of such a decision, setting out the reasons for the request to the following e-mail address: EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu

11.2 Appeals

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations within the time limits provided for at the following address:

Global Health EDCTP3 Joint Undertaking

For the attention of the ad interim Executive Director
European Commission
CDMA 00/178
1049 Brussels
Belgium

The complaint must be lodged within three months, starting from the time the GH EDCTP3 JU informs the candidate by e-mail.

Should the complaint be rejected, the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union before:

The Court of Justice of the European Union
Rue du Fort Niedergruenewald
L-2925 Luxembourg
https://curia.europa.eu/jcms/jcms/T5_6308

11.3 Complaint to the European Ombudsman

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the statute of the Ombudsman and the implementing provisions adopted by the Ombudsman. Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to the GH EDCTP3 JU. Any complaint to the Ombudsman must be made within two years of receiving the Joint Undertaking's final position on the matter. (<http://www.ombudsman.europa.eu>).