



VACANCY NOTICE

For the post of Seconded National Expert to the FCH 2 Joint Undertaking

Ref. FCH2JU/SNE/2017/CS

The Fuel Cells and Hydrogen 2 Joint Undertaking (FCH 2 JU) is a unique public private partnership supporting research, technological development and demonstration (RTD) activities in fuel cell and hydrogen energy technologies in Europe. Its aim is to accelerate the market introduction of these technologies, realising their potential as an instrument in achieving a carbon-lean energy system.

Fuel cells, as an efficient conversion technology, and hydrogen, as a clean energy carrier, have a great potential to help fight carbon dioxide emissions, to reduce dependence on hydrocarbons and to contribute to economic growth. The objective of the FCH 2 JU is to bring these benefits to Europeans through a concentrated effort from all sectors.

The three members of the FCH 2 JU are the European Commission, fuel cell and hydrogen industries represented by the Industry Grouping (HYDROGEN EUROPE) and the research community represented by the Research Grouping (N.ERGHY).

The FCH JU was initially established by Council Regulation (EC) 521/2008 of 30.05.2008 for a period up to 31.12.2017 to implement part of the FP 7 programme. The FCH 2 JU was later established by Council Regulation (EU) 559/2014¹ of 6 May 2014 for a period up to 31.12.2024 taking over on-going tasks under FP 7 and implementing part of Horizon 2020 programme.

The FCH 2 JU supports

- long-term and breakthrough-orientated research
- research and technological development
- demonstration and early deployment of the FCH technologies
- support actions, including pre-normative research

¹ http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:JOL_2014_169_R_0007&from=FR

following open and competitive calls for project proposals under FP7 programme (calls 2008 to 2013) and under Horizon 2020 (2014-2020).

The FCH 2 JU office is located in Brussels, Belgium.

For further information, please consult the following website:

<http://www.fch.europa.eu>

1. INTRODUCTION

The Fuel Cells and Hydrogen Joint Undertaking (FCH 2 JU) invites applications for one post of Seconded National Expert (SNE) – **Communication Support**.

The initial period of secondment is one year².

Deadline for applications: **21 May 2017** at 23:59 (CET, Central European Time, Brussels).

2. JOB PROFILE AND DUTIES

2.1 Profile

The FCH 2 JU Communication activities aim at raising the organisation's profile; engaging with various audiences through active promotion of FCH JU activities is one of the main priorities of its communication department. Reinforcing online visibility and optimising instruments in that respect is also a significant aspect of the communication portfolio.

The SNE will report to the Communication Officer, within the Operations and Communication unit of the FCH 2 JU Programme Office. He/she will reinforce the capabilities of the FCH 2 JU in the field of digital communication activities by supporting the team in web management activities and graphic design tasks.

2.2 Duties

The following tasks and activities are relevant to the duties of this post:

- Support the web-management activities and ensure smooth functioning of the website (gathering internal requests, liaising with webmaster and coordinating maintenance and updates processes);
- Support ad hoc requests for graphic design support, such as layout of corporate documents, visuals, slides;
- contribution to social media activities

² See also article 4 of the Decision of the Governing Board of the Fuel Cells and Hydrogen 2 Joint Undertaking laying down rules on the secondment of national experts to the FCH 2 JU

- production of high quality presentations and a wide variety of communication materials.

3. QUALIFICATIONS AND EXPERIENCE REQUIRED

Successful candidate should have:

- A relevant university degree (Communication, Technical and Graphic Design or Related Fields) and professional experience of minimum 3 years
- Experience in co-ordinating web teams, managing corporate website
- Knowledge of Adobe Creative Cloud (InDesign, Illustrator, Photoshop), MSOffice (Expert knowledge of PowerPoint), main social media networks essential and basic knowledge desirable
- Excellent command of written and spoken English
- Strong organisational skills and ability to manage multiple projects and deliver to tight deadlines
- Strong conceptual skills, high level sense of design, layout and typography with an ability to offer a variety of graphic design solutions
- Attention to detail and problem solving attitude

Advantageous:

- Website design and development
- Experience of developing visual identity and brands
- Experience in EU-funded programmes
- Experience and understanding of the fuel cells and hydrogen environment
- Experience and understanding of climate change and energy efficiency technologies

4. SELECTION PROCEDURE

A Selection Board, appointed by the Executive Director and consisting of two members representing both Units of the FCH 2 JU assesses / evaluates the applications in accordance with the required qualifications and experience outlined in the vacancy notice and establishes a short list of candidates invited for an interview.

5. SUBMISSION OF APPLICATIONS

Candidates should send their applications only to the Permanent Representation to the EU of their country.

The Permanent Representations shall within the dead-line fixed in this vacancy notice send an e-mail to the address applications@fch.europa.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.
- Declaration of Conflict of Interest

6. CONDITIONS OF THE SECONDMENT

The secondment will be governed by the Decision of the Governing Board of the Fuel Cells and Hydrogen 2 Joint Undertaking laying down rules on the secondment of national experts to the FCH 2 JU (SNE Decision annexed to the vacancy notice).

The SNE will remain employed and remunerated by his/her employer during the secondment. He/she will equally remain covered by the national social security. In addition, an SNE shall be entitled to daily and monthly subsistence allowances provided for in Article 16 of the SNE Decision.

Each candidate should before applying obtain the assurance of the support of his/her employer for his/her candidacy as well as the commitment of that they shall continue to pay a salary during the period of the secondment.

During the secondment, SNEs are subject to confidentiality, loyalty and absence of conflict of interest obligations.

The final stage to secure the secondment will be confirmed by an exchange of letters between the Executive Director of FCH 2 JU and the Permanent Representation of the Member State concerned.

The initial period of secondment may not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, where the interests of the service warrant it, FCH 2 JU Executive Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

The total period of engagement shall not exceed the lifetime of the Joint Undertaking.

The place of secondment is Brussels, Belgium.

7. DATA PROTECTION

The FCH 2 JU ensures that applicants' personal data are processed in accordance with Regulation (EC) No 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 (12.1.2001, OJ, L 8). Please note that FCH 2 JU will not return applications to applicants. This applies in particular to the confidentiality and security of such data.

For more explanations on data protection please see the annexed privacy statement.