



Vacancy notice for the post

Knowledge Management and Policy Officer

to the Fuel Cells and Hydrogen Joint Undertaking (FCH JU)

Reference: FCHJU/AD8/2013/02

Temporary Agent – AD8

M/F

The Fuel Cells and Hydrogen Joint Undertaking (FCH JU) is a public-private partnership between the **European Union** and the **European Fuel Cells and Hydrogen Joint Technology Initiative Industry and Research Groupings**. The FCH JU is established in Brussels under European law¹ for a period up to 31.12.2017.

The FCH JU implements a Joint Technology Initiative aiming at placing Europe (EU Member States and States Associated to the Seventh Framework Programme), at the forefront of the fuel cells and hydrogen technologies worldwide, as well as enabling market breakthrough of these technologies, allowing commercial market forces to drive the substantial potential public benefits.

The objective of the FCH JU is to implement a programme of research, technological development and demonstration activities in Europe in a coordinated manner, in the fields of fuel cells and hydrogen, by pooling resources from the public and private sectors. This should be carried out with the cooperation and involvement of stakeholders from industry including SMEs, research centres, universities, and regional authorities. The **FCH JU organises** competitive calls for proposals in order to support these research activities.

The FCH JU activities engage € 940 million for the period 2008 – 2017, including (i) a contribution from the European Union to the FCH JU not exceeding € 470 million (of which maximum € 20 million for running costs) from the Seventh Framework Programme of the European Union for research, technological development and demonstration activities (2007-2013), and (ii) a cash contribution for running costs and in-kind contributions for operations from the Industry and Research Groupings at least matching the contributions from the European Union.

For further information please consult the following website:

<http://www.fch-ju.eu/>

¹ Council Regulation (EC) No 521/2008 of 30.05.2008 setting up the Fuel Cells and Hydrogen Joint Undertaking , OJ L 153 of 12.06.2008 and amended by the Council Regulations (EC) No 1183/2011 of 14.11.2011

The Knowledge Management and Policy Officer shall report to the Head of Programme Unit of the FCH JU.

I. Key accountabilities

Overall purpose:

The Knowledge Management and Policy Officer shall be responsible for the management of all FCH JU project results and deliverables towards a consolidated and comprehensive technical summary clarifying the progress and achievements of the FCH JU program in relation to the state of the art (planning phase MAIP and AIP) and to other geographical areas (benchmarking) and use this information to help steering existing policies and contribute to new policy initiatives. The Knowledge Management and Policy Officer shall follow up political, economic and social aspects and developments in the area of Fuel Cells and Hydrogen, including existing EU and national policies and legislation. This shall happen in close cooperation with and within the Programme Unit and the Executive Director and, as appropriate, with the FCH JU State Representative Group members.

Duties and responsibilities:

The Knowledge Management and Policy Officer shall in particular be responsible for:

- Within the Programme Unit, closely follow the projects Description of Work (DoW), intermediate and final reporting and join related meetings; follow internal and external organised specific studies,
- Follow up of European, national and international developments and trends in the field of Fuel Cell and Hydrogen from a political, economic and social perspective and join related meetings and discussions,
- Analyse, assess, compile and summarise the above information (projects, studies, developments and trends) together with other relevant data and information in order to develop, support and monitor policy-making, European and national strategies and planning decisions,
- Gather, prepare and post public FCH JU project reports and deliverables on the related section of the FCH JU website,
- Use the provided IT tool (TEMONAS, ...) for continuous monitoring of technical progress and extract the appropriate reporting documents,
- Produce policy advice guidelines and (annual) policy strategy papers and position papers with systematic consultation of key stakeholders (IG, RG & EC); timely submit input to public consultations, hearings and specific inquiries,
- In cooperation with the Projects Officers, the Application Area Leaders and the Scientific Committee, define and follow up on KPI's at project and program level, plan and organize the annual FCH JU Program Review Days and draft and update the

related comprehensive analysis report; contribute to the FCH JU Annual Activity Report and the Annual Implementation Plan; draft ad hoc replies or synthesis reports, briefings and specific (general public) inquiries,

- Define and implement the appropriate high level communication approach towards key stakeholders, decision makers and European and National Officials,
- Manage the creation and utilisation of appropriate social media communication tools (Facebook, Twitter, ...); ensure the presence of the FCH JU at key events: European or International conferences, seminars, workshops, ... ; manage the preparation of related high quality slide packs and speeches; manage public articles in written or internet press,
- Execute related travel requirements; deputise for other staff during their absences; perform other duties as requested by the hierarchical superior.

II. Qualifications and experience required

Eligibility criteria:

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

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years²;
- At least 9 years of professional experience³ (following the award of the diploma);
- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties;
- Be a national of one of the Member States of the European Union;
- Enjoy his/her full rights as a citizen;
- Have fulfilled any obligations imposed on him/her by the laws on military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform his/her duties.

² Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration

³ Compulsory military service is always taken into consideration.

Selection criteria:

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria:

Essential

- Proven experience and profound knowledge in the areas mentioned above under “key accountabilities”;
- Within the minimum professional experience of 9 years, at least 4 years should be in a field related to the area: fuel cell and hydrogen;
- Proven experience and track record of fluent technical and policy writing style;
- Perfect command of both oral and written English;
- Computer literacy in the use of standard MS Office applications, email, internet and social media such as Facebook and Twitter;
- Proven ability to work in a team and in a multicultural environment;
- Ability to work under pressure and to meet tight deadlines;
- Ability to multi-task;
- A strong sense of responsibility, initiative and self-motivation;
- Good analytical ability, problem-solving and organisational skills;
- Good social skills and ability to communicate effectively.

Advantageous

- Professional experience of more than 3 years in a field relevant to the position (Knowledge Management), acquired after the completion of studies referred to in the eligibility criteria;
- Knowledge of the scope and aims of the FCH JU;
- Professional experience acquired in liaison with EU funding schemes;
- Familiar with the EU procedures, rules and regulations;
- Any other qualifications in addition to the minimum requirements mentioned under the eligibility criteria.

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

III. Selection phase

A Selection Board, appointed by the Appointing Authority of the FCH JU assesses / evaluates the applications in accordance with the eligibility and selection criteria outlined in the vacancy notice and establishes a short list of applicants invited for an interview.

The selection procedure consists of an interview with the Selection Board in order to evaluate the capacities of the candidates to perform the key accountabilities.

Following the interviews, the Selection Board draws up of a list in raking order of suitable applicants and list of unsuitable applicants.

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

IV. Appointment and Reserve list

The list of suitable and unsuitable candidates is submitted to the Appointing Authority, who decides on the appointment of the successful candidate and on the establishment of a reserve list. The Executive Director may decide to interview the candidates before appointment or establishment of the reserve list.

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

The reserve list may be used in order to fulfil the same or similar positions within the FCH JU.

The reserve list for this post will be valid until **31 December 2014** and may be extended at the discretion of the Appointing Authority of the FCH JU.

V. Contractual conditions

A contract offer will be made as a temporary agent, pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities, to which he/she will be subject, for a period **3 years**.

The successful candidate will undergo an initial probationary period of 6 months.

The contract may be renewed in accordance with the FCH JU legal basis.

Remuneration will be based on the Union scale of salaries. Pay is subject to Union tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

The grade for this position is: **AD 8**. The basic monthly salary of a temporary agent in the first step at AD 8 level, before any deductions or allowances, is EUR 6.299,95.

The place of employment is Brussels, Belgium, where the FCH JU has its official seat.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials of the European Communities and its Conditions of Employment of Other Servants of the European Communities, which is available on the following web page:

http://ec.europa.eu/dgs/personnel_administration/statut/tocen100.pdf

For reasons related to the FCH JU's operational requirements, the candidate will be required to be available at short notice.

VI. Declaration of commitment to serve public interest independently

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

VII. Equal opportunity

The FCH JU applies a policy of equal opportunity for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions or opinions, financial situation, disability, age, sexual orientation, marital status or family situation.

VIII. Application procedure

In order to facilitate the selection process, all communication from and to candidates concerning this vacancy will be in English.

For application to be valid, you must submit all of the following documents by e-mail:

- **A duly completed application form**, which is attached to this vacancy note;
- **A letter of motivation**; and
- **A detailed Curriculum-Vitae (CV) in European format** (available on <http://europass.cedefop.europa.eu>) – any other formats will render your application ineligible.

Candidates should assess and check before submitting their application whether they fulfil all the requirements as specified in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

Should candidates be invited for an interview, in order for the application to be considered complete, they **must bring with them on the day of interview originals or certified photocopies of the supporting documents for their education qualifications and employment (diplomas, working certificates, etc.)**. All documentary evidence of professional experience must indicate both start and end dated of previous positions and the start date of the position held currently, full time or part time work has to be also indicated. Freelance or self-employed candidates must provide either a copy of the entry in the relevant trade register, or any official document (for example a tax revenue) showing clearly the length of the relevant professional experience

The FCH JU has the right to disqualify candidates who fail to submit all the required documents on the date of interview.

As a candidate you are to be informed that in a later stage of the recruitment process a mandatory medical analysis and physical check-up is done with a selected medical service.

Candidates are asked to report any potential change of contact details in writing, without delay, to the email address below.

Applications must be sent by e-mail in Word or PDF format to applications@fch.europa.eu clearly indicating the vacancy reference (**FCHJU/AD8/2013/02**) and your family name in the subject line.

The application form must be completed in English. All the questions on the form must be answered in full.

The application will be rejected if the file is incomplete.

Closing date for the submission is 26 May 2013 at midnight CET.

Application forms sent by fax or by postal mail **will not** be accepted.

The Human Resources will acknowledge receipt of applications. Due to large volume of applications only applicants selected for interviews will be contacted further.

Candidates are reminded not to wait until the final days before the closing date of applications' submissions. The FCH JU cannot be held responsible for any last-minute malfunction due to any overflow of the mailbox.

IX. Appeal procedure

A candidate who feels that he/she has been treated incorrectly may ask to have his/her application reconsidered by sending, within 20 calendar days of the date of notification, a request for review via e-mail to: applications@fch.europa.eu. The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Board.

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

If the 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 of Officials of the European Communities and the Conditions of employment of other servants of the European Communities (CEOS), at the following address:

**Executive Director
FCH JU
WA, TO 56-60
B-1049 Brussels
Belgium**

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see the 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 first informed of the outcome of the recruitment procedure).

If the complaint is rejected the candidate may bring a case under Article 236 of the EC treaty and Article 91 of the Staff Regulations and the CEOS before:

**The European Union Civil Service Tribunal
Postal Address:
L-2925 Luxembourg**

The Appointing Authority does not have the power to amend the assessment decisions of the Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Board is not subject to review by the Court unless rules which govern the proceedings of the Selection Board have been infringed.

It is also possible to complain to the European Ombudsman pursuant to Article 195(1) of the Treaty establishing the European Community 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 the Official Journal of the European Union L 113 of 4 May 1994:

**European Ombudsman
1 Avenue du Président Robert Schuman – BP 403
F-67001 Strasbourg Cedex**

Complaints made to the Ombudsman have no suspensive effect on the period laid down in the 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 236 of the EC Treaty.

X. Data protection

The FCH 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 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.