



Vacancy notice for the post

Project Manager

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

Reference: FCHJU/FGIV/2012/02

Contract Agent (FG IV)

M/F

Applications are invited for the above Contract Agent post (and also to create a reserve list for this post) at the Fuel Cells and Hydrogen Joint Undertaking (FCH JU).

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 Community to the

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

FCH JU not exceeding € 470 million from the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013), and (ii) a contribution from the Industry and Research Groupings of at least € 470 million.

For further information please consult the following website:

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

The Project Manager shall be responsible for the implementation of the Multiannual and Annual Implementation Plans; for the organisation of competitive calls and evaluations of project proposals, as well as for the management of the entire project cycle. He/she shall deal with several Community procedures. The post will also entail contacts with Industry and the Research Community.

The Project Manager will report to the Head of Programme Unit of the FCH JU.

I. Key accountabilities

Overall purpose:

The Project Manager shall be primarily responsible for projects in the following area:

– Hydrogen production, storage and distribution.

But he/she could also be requested to become (partially) involved in the following area:

- Automotive and other transportation;
- Stationary power generation;
- Codes, regulations and standards;
- Education and training;
- Portable and micro power.

Duties and responsibilities:

The Project Manager shall in particular be responsible for:

- Contributing to the (Multi) Annual Implementation Plan;
- Ensuring publishing, managing and monitoring calls for proposals, evaluating and selecting projects;
- Negotiating the grant agreements linked to the preparation and implementation of the projects with the support of financial and legal administrative staff;

- Ensuring the follow-up of project implementation and monitoring contractual obligations;
- Gathering and compiling of information related to the field in order to draft strategies;
- Executing project related travel requirements;
- Deputising for other project managers during their absences;
- Performing 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:

- Diploma and professional experience: A level of education which corresponds to completed university studies of at least five years in the field of engineering or physics or chemistry attested by a diploma followed by proven professional experience of at least 6 years;
- To have a thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties.
- To be a national of one of the Member States of the Communities;
- To be entitled to his or her full rights as a citizen;
- To have fulfilled any obligations imposed on him/her by the laws on military service;
- To meet the character requirements for the duties involved;
- To be physically fit to perform his/her duties.

Selection criteria:

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

Essential

- Knowledge in the areas mentioned above under "key accountabilities";
- Within the minimum professional experience of 6 years, at least 3 years should be in a field related to the duties;
- Experience in project negotiation and management in the field of research and development
- Solid command of both oral and written English which is the vehicular language at the FCH JU;
- Computer literacy in the use of standard MS Office applications, email and Internet;
- 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

- Knowledge of the scope and aims of the FCH JU;
- Professional experience acquired in liaison with EU funding schemes;
- Familiarity with the EU procedures, rules and regulations;
- Familiarity with the IT tools used for FP 7 (NEF, CPM, PDM, FORCE, SESAM...)
- 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, nominated 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 decides - from among the eligible applicants - who is 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.

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 2013** 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 **contract staff** member, pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities, to which he/she will be subject, for a period **until 31 December 2013**.

The successful candidate will undergo an initial probationary period is of 9 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 successful candidate will be engaged in Function Group IV, grade 13 (EUR **3 145, 45**), grade 14 (EUR **3 558, 90**) or grade 16 (EUR **4 555, 99**) subject to year of professional experience.

In line with applicable implementing rules the professional experience gained after the education required for the grades above is as follows:

Grade	Proven professional experience
13	Up to 7 years
14	More than 7 years
16	More than 20 years

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. When a position has been part-time, please indicate the exact percentage of time worked, since the formal requirements for professional experience, will be calculated on this basis;

At a later stage you will be requested to supply documentary evidence in original in support of the statement you make for this application. 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 should be sent by e-mail in Word or PDF format to **applications@fch.europa.eu** clearly indicating the vacancy reference **(FCHJU/FGIV/2012/02)** and your family name in the Subject line.

Closing date for the submission is **23 October 2012, at 24:00 CET.**

The application will be rejected if the file is incomplete.

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

Due to large volume of applications only applicants selected for interviews will be notified.

IX. Protection of personal data

All personal data collected for any selection procedure to be handled by the FCH JU will only be used for its purposes and will in no case be transmitted to any third party (as required by Regulation EC no 45/2001 of the European Parliament and of the Council of 18.12.2000 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. The purpose of processing your personal data is to support the selection procedure at the FCH JU. This processing may involve the distribution of this data to other Union institutions. All documents provided to the FCH JU during any selection procedure will be kept in the FCH JU's files and will not be returned to applicants. Applicants' documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the FCH JU.

For further information or exercise of your rights (such as the right to access or right to correct your data), contact can be taken with the Human Resources of the FCH JU.