



Vacancy notice for the post

Secretary

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

Reference: FCHJU/AST3/2013/01

Temporary Agent – AST3

M/F

Applications are invited for the above Temporary Agent 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 Union to the FCH JU not exceeding € 467 million from the Seventh Framework Programme of

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 European Community for research, technological development and demonstration activities (2007-2013), and (ii) a contribution from the Industry and Research Groupings of at least € 473 million.

For further information please consult the following website:
<http://www.fch-ju.eu/>

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

I. Key accountabilities

Overall purpose

The successful applicant will be responsible for providing overall administrative and logistical support to the Head of Programme Unit and his team.

Duties and responsibilities

The secretary shall in particular be responsible for:

- Assisting the Project Managers in calls for proposals and evaluation: management of the expert contracts and payments, organisation of the expert panel meetings; support for projects management.
- Managing standard secretariat tasks:
 - Internal and external mail administration;
 - Keeping diaries up to date;
 - Answering and redirecting phone calls;
 - Reception of visitors;
 - Taking notes and minutes;
 - Preparing presentation sheets;
 - Drafting of routine correspondence.
- Organising meeting, seminars and conferences, including invitations to participants, room reservations, logistics, and reimbursement of expenses to experts;
- Preparing missions, including orders, booking travels and hotels, expenses claims:

- Checking and calculating mission claims;
- Dealing with relevant queries;
- Following up on incomplete notifications and reimbursement requests;
- Filing of mission documents;
- Providing travel advice to the Programme Unit' staff members;
- Liaising with the travel agency regarding any ticketing-related issues;
- Deputising for other secretary during his/her absences;
- Performing other administrative duties as requested.

II. Qualification and experience required

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

A-Eligibility criteria

- Diploma and professional experience: a level of secondary education attested by a diploma giving access to post-secondary education followed by proven professional experience of at least 6 years;
- Thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

Furthermore, in order to be eligible, a candidate must:

- Be a national of one of the Member States of the 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.

B-Selection criteria

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

Essential

- Within the minimum professional experience of 6 years, at least 3 years should be in a field related to the duties;
- Knowledge in the field related to the duties;
- Solid command of both oral and written English which is the vehicular language at the FCH JU;
- Ability to use standard MS Office tools (word processing, spread sheets, email, Internet, etc.);
- Ability to work in a team and in a multicultural environment;
- Ability to work under pressure and to meet tight deadlines;
- Good analytical ability, communication, problem solving and organisational skills;
- Excellent sense of responsibility and initiative.

Advantageous

The following characteristics will be considered as additional assets:

- Knowledge of the scope and aims of the FCH JU;
- Experience in using FP7 IT tools and ABAC;
- Specific secretarial training;
- Familiarity with the EU procedures, rules and regulations;
- Professional experience gained in a European Institution/Agency or an International Organisation and/or abroad;
- 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

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 are 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 2014** and may be extended at the discretion of the Appointing Authority of the FCH JU.

V. Contractual conditions

The successful candidate will be recruited 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 of **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: **AST 3**. The basic monthly salary of a temporary agent in the first step at AST 3 level, before any deductions or allowances, is EUR 3.397,73.

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 opportunities

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**](mailto:applications@fch.europa.eu) clearly indicating the vacancy reference **(FCHJU/AST3/2013/01)** and your family name in the Subject line.

Closing date for the submission is **15 February 2013, 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

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.