



Vacancy notice for the post

Financial Assistant

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

Reference: FCHJU/AST/2012/01

Temporary Agent – AST 4

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 millions for the period 2008 – 2017, including (i) a contribution from the European Community to the FCH JU not exceeding € 470 millions from the Seventh Framework Programme of the European Community for research, technological

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

development and demonstration activities (2007-2013), and (ii) a contribution from the Industry and Research Groupings of at least € 470 millions.

For further information please consult the following website:

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

The Financial Assistant will report to the Head of Unit Finance and Administration of the FCH JU.

I. Job Description

The successful applicant will work on activities related to Finance, Budget and Administrative matters. This function may include the following tasks:

- Initiating financial transactions related to commitment and payment appropriations;
- Creating legal entity and bank account files;
- Checking and following up on invoices;
- Assisting in the issuance of recovery orders and budget transfers;
- Assisting in the follow-up of budget implementation;
- Assisting in the preparation of purchase orders and contracts
- Assisting in updates of financial procedures and checklists related to commitments and payments;
- Providing assistance in financial matters throughout the FCH JU;
- Providing general administrative and clerical support, including document archiving.

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

- (i) Have a level of post-secondary education attested by a diploma

OR

- (ii) Have a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years;

- The candidate must have acquired at least **nine years'** of professional experience
 - since obtaining the qualification required under (i) above

OR

- since obtaining the qualification and professional experience required under (ii) above;
- 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 9 years, at least 3 years should be in a field related to the duties;
- Knowledge in the field related to the duties;
- Experience in financial and project management;
- Very good knowledge of the Financial Regulation and implementing rules applicable to the general budget of the European Communities and of the rules of accountancy;
- Very good command of written and spoken English;
- Ability to use electronic office tools (word processing, spreadsheets, email, Internet, etc.) and accounting and finance packages;
- 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;
- Knowledge of ABAC
- Specific training in finance or accounting;
- 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. Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Executive Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates may be requested to undergo written tests.

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**.

After an evaluation of the post holder's performance, the Executive Director may extend the term of office once for a further period of not more than four years, as stated in the legal basis. The period of engagement will not in any case exceed the lifetime of the FCH JU.

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 4**. The basic monthly salary of a temporary agent in the first step at AST 4 level, before any deductions or allowances, is EUR 3,844.31.

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

Temporary staff members are required to serve a probationary period of six months.

Successful candidate appointed by the Executive Director will be required to be available at the shortest notice possible.

IV. Reserve list

A reserve list will be drawn up by FCH JU. The list may be used as a reserve for recruitment, should similar vacancies arise. It will be valid until **31 December 2013** and may be extended.

V. 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.

VI. 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.

VII. 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/AST/2012/01**) and your family name in the Subject line.

Closing date for the submission is **17 August 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.

VIII. Selection process

Applicants are reminded that the work of the Selection Committee is confidential. It is forbidden for applicants to make direct or indirect contact with members of the Selection Committee or for anybody to do so on their behalf.

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.

*Date of publication on the FCH JU website: **16.07.2012***



APPLICATION FORM

**FOR THE POST OF FINANCIAL ASSISTANT (AST 4)
OF THE FUEL CELL AND HYDROGEN JOINT UNDERTAKING (FCH JU)**

Reference: FCHJU/AST/2012/01

1. Surname:

2. Forename:

Title: (e.g. Mr, Ms, Dr)

3. Date of birth: dd/mm/yyyy

4. Gender: Male Female

5. Address for correspondence:

Street, n°, etc.:

Postal code:

Town:

Country:

Office Telephone N°:

Mobile N°:

Private Telephone N°:

Fax N°:

E-mail address: Professional:

E-mail address: Personal:

6. Nationality:

| | | | | | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| BE | BG | CY | CZ | DK | DE | EL | ES | ET | FR | HU | IE | IT | LT |
| LU | LV | MT | NL | AT | PL | PT | RO | FI | SE | SK | SV | UK | |

If other than the above, please specify:

7. Diploma of post secondary education or diploma giving entitlement to undertake post-secondary studies, title and date of conferral:

8. Other studies:

9. Knowledge of languages:

Place the following numbers (1, 2 or 3) in the appropriate box or boxes:

1 mother tongue or thorough knowledge;

2 very good knowledge;

3 satisfactory knowledge.

| BG | CS | DA | DE | EL | EN | ES | ET | FI | FR | GA | HU | IT | LT | LV | MT | NL | PL | PT | RO | SV | SK | SL | |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| | | | | | | | | | | | | | | | | | | | | | | | |

Other language(s), with an indication of level (1, 2, or 3):

10. Current employer (Indicate if you are self employed or unemployed):

| | |
|-----------------------|--|
| Name | |
| Address | |
| Position | |
| Total number of staff | |

11. Summarise your professional experience - Have at least 9 years' professional experience at a level to which the qualifications referred to above give admission, of which at least 3 years in a field related to the post; (200 words max.):

12. Summarise your European/international experience (200 words max.):

13. Any membership role or affiliation that you have in organisations/bodies/clubs with a potential interest in the work of FCH JU:

14. Other interests or information you consider pertinent:

15. If you have a recognised disability which necessitates any special arrangements in the context of this selection procedure, please indicate below:

16. Declaration:

1. I declare on my word of honour that the information provided above is true and complete and I am aware that any incorrect statement may invalidate my application at any point in the selection process.

2. I further declare on my word of honour that:

(i) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;

(ii) I have fulfilled any obligations imposed on me by laws concerning military service;

3. I undertake to produce on request documents to support my application and accept that failure to do so may invalidate my application;

4. I confirm that I am willing to make a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.

Date and name:

Candidates must submit with this application form:

- A letter of motivation;

- A CV in the EU official form which you will find in:

<http://www.europass.cedefop.europa.eu>