

CALL FOR APPLICATIONS

Head of Unit KIC Operations (AD 9) EIT (Budapest)

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The European Institute of Innovation and Technology (EIT), established on 11 March 2008 by the European Parliament and the Council, aims to become a flagship for excellence in European innovation. The EIT is the first European initiative to integrate fully the three sides of the 'Knowledge Triangle' (higher education, research, business-innovation) and will seek to stand out as a world-class innovation-oriented reference model, inspiring and driving change in existing education and research institutions. Conceived with a clear market-driven focus, the EIT will favour sustainable economic growth and job creation throughout the Union by generating new skills, products, services and business responding both to public demand and to the needs of the knowledge economy.

The EIT is now organising a call for expressions of interest with a view to establishing a reserve list for Temporary Agents (5 years renewable contract) for the profile of **Head of Unit KIC Operations (AD 9)**. The place of employment will be Budapest, where the EIT seat is located.

More information about the EIT, its structure and activities can be found at: <http://eit.europa.eu>.

The job

1 Profile

The **Head of Unit KIC Operations** will lead and manage the EIT financial operations and related services by defining the expected results, and ensuring its staff delivers the work required to implement the Unit's work programme in the context of the EIT's mission and objectives, while enabling the staff to develop their potential in core operational business processes.

1.1 Tasks

The Head of Unit coordinates effectively all grants of the EIT. S/he will support the EIT in the development and implementation of the grant management policy and provide support to beneficiaries. S/he will develop and maintain tools, systems and methods that will improve the quality and effectiveness of grant management and the implementation of related budget.

Strengthening the capacity of the EIT in grant management

- Lead the implementation of the grant management policy, guidelines and tools at the EIT
- Lead the development of systems and methods that will improve the quality and effectiveness of grant management, in close cooperation with relevant stakeholders
- Identify, develop and implement performance measurements (i.e., KPIs), necessary to establish a continuous and systematic evaluation system
- Assure effective planning and management of the ex-post control function; select the auditees, prioritise risk and develop the annual work plan on the basis of the priorities of the EIT
- Supervise contracts with external auditors providing audit services
- Provide support in risk assessments

Effective coordination of business operations

- Collect accurate information on all grants within the EIT and monitor the grants on compliance issues
- Share all required and relevant information on grant management within the Unit
- Maintain relevant grant management systems and databases
- Ensure the financial management of the EIT's grants including reporting, invoicing, and disbursement
- Plan, co-ordinate and steer audit missions to examine the use of EIT resources by beneficiaries
- Report directly to the Director on audit results, quality assurance and monitoring
- Provide support to develop future innovative support funding instruments

Support beneficiaries in the management process

- Support the fulfilment of grant compliance issues
- Review grant agreements and provide advice to the Director on potential improvements
- Ensure that the registration with beneficiaries is up-to-date and coordinate the registration processes for new beneficiaries
- Deliver presentations for external and internal fora
- Develop tools and methodologies for social capital management

Support in monitoring and reporting

- Keep up-to-date with developments in grant management, including capacity building opportunities
- Provide accurate and timely reports on progress against targets, including grant agreement targets
- Keep track of overall earmarked funding for reporting

Apart from the grant management, the job holder will in particular perform the following tasks:

Management and planning of the Unit and its staff

- Contribute to the definition of the Unit's strategic objectives and adopt its operational work programme as well as its regular adaptation
- Establish and follow up the Unit's organisation and ensure effective distribution of duties and responsibilities to the Unit staff
- Evaluate fulfilment of objectives and report to the hierarchy on results achieved
- Verify the conformity of decisions and operations with official regulations and procedures, such as Internal Control Standards and Staff Regulations, to ensure that the Unit meets all its obligations.
- Ensure effective People Management within the Unit. This involves in particular the approval of job descriptions, the establishment of an annual appraisal process, the monitoring of individual objectives accomplishments, the approval of participation in training actions and the selection of candidates to vacant jobs
- Maintain interactive communication with her/his team, so that staff is informed on all relevant policy and strategic aspects affecting the Unit work and get appropriate feedback on their actions.
- Approve, authorise and/ or give an opinion on requests regarding personnel administration (i.e. leave, part-time work, external activities, etc.)
- Contribute to enrich internal communication and knowledge sharing within the EIT
- Contribute to the EIT work programme
- Represent the Unit and / or the EIT within the Institutions on issues of relevance to the work of the Unit or the EIT
- Provide advice to the hierarchy
- Execute any other tasks as deemed necessary

Qualifications and experience required

2 Eligibility criteria

2.1 General conditions

By the closing date of this call candidates must:

- be nationals of a Member State of the European Union or an EFTA State¹;
- enjoy their full rights as citizens²;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties³

2.2 Education

- Candidates are required to have a level of education which corresponds to completed university studies of at least four years attested by a diploma, or;
- a level of education which corresponds to completed university studies of at least three years attested by a diploma together with an additional year of relevant professional experience⁴.

The above qualifications must be in the following fields: Accounting, Economics, Finance, Public Administration, Science, or Engineering.

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.⁵

2.3 Experience

Candidates must have, at the closing date for applications, professional experience of at least 12 years⁴ (at least 13 years in the case of completed university studies of less than 4 years), including professional experience directly relevant to the tasks of at least 6 years.

Newly appointed Heads of Unit shall be required to follow a management preparation course before or within three months of taking up their duties. Management courses listed in the Commission's training catalogue and followed by an applicant during the five years prior to publication of the post may be validated by the appointing authority as management preparation courses.

2.3.1 Language skills

Candidates must have a thorough knowledge of one of the languages of the EU and a satisfactory knowledge of another language of the EU⁶ to the extent necessary for the performance of her/his duties.

¹ Iceland, Norway, Switzerland, and Liechtenstein.

² Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

³ Before being engaged, a member of staff shall be medically examined by one of the Institution's medical officers.

⁴ Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question (University degree for AD posts). Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

⁵ In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under 'Additional information'. In case of invitation to an interview, the above proof must be provided.

3 Selection criteria

Essential:

- Suitability to perform the tasks described in Section 1.1
- Specialist knowledge in the field of grant management and other funding instruments
- Knowledge of EU R&D and innovation policies
- Managerial experience of at least 3 years
- Excellent communication skills in English, both oral and written
- Very good negotiation skills
- Excellent organizational, administrative and problem-solving skills

Advantageous:

- Experience of working in a multicultural and multidisciplinary environment
- Ability to work well under pressure and to respond quickly to new demands
- Knowledge of the Financial Regulations of the European Union
- A degree in Business Administration or a double degree in Economics and Engineering
- Experience in innovation support
- Knowledge and experience in venture capital

The Selection process

4 How to apply

Please consult the Guide for Applicants on the [EIT](#) website. It contains detailed instructions to help you submit your application correctly.

Only applications online through the EU CV Online system⁷ will be accepted.

To apply, you must register in the EU CV Online system via the link provided on the EIT website, and follow all instructions concerning the various stages of the procedure. Applications shall be made in English. **Before applying, you should carefully check whether you meet all the eligibility criteria.**

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to an interview (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. Please note that if you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

Deadline for applications: 29 September 2011 at midday (12:00 Budapest time)

⁶ Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

⁷ The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.

5 Steps of the selection procedure

5.1 Admission to the selection procedure

After the deadline for online registration, the selection committee will check the submitted applications against the general and specific conditions described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria under Section 3.

5.2 Initial assessment of the applications

The selection committee will assess each eligible application according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

5.3 Interview

Upon completion of the profiles' evaluation, the most suitable candidates for the post will be invited to an interview which will be held in Budapest.

Details of the time, date and address of the interview will be communicated to candidates in due time. Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out. Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

The selection committee will carry out an assessment of candidates invited to an interview according to the selection criteria described in Section 3.

The interview will be conducted in English.

Candidates may also be required to sit a written test on the day of the interview. Further details will be communicated in the letter of invitation to the interview.

5.4 Verification of documents and scrutiny

The candidates' application will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

5.5 Reserve list

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Appointing Authority of the EIT for approval. The adopted, unranked reserve list, which will be in alphabetical order, will be valid until end of 2012. Reserve lists may be extended by decision of the EIT. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the EIT (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the EIT. Moreover, recruitment will be subject to budgetary availability.

5.6 Information

The text of this Call for Expressions of Interest contains all the information required. If you should nevertheless have a question, please consult the Guide for applicants on the EIT website. If you have further questions, please contact the EIT via the [Contact](#) page on the EIT website, clearly mentioning the reference of the vacancy notice, your registration number and the nature of your request.

Other important information

6 General information

6.1 Equal opportunities

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

6.2 Selection committee

A selection committee will be appointed to carry out the evaluation of applications to this vacancy. Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden, and may lead to disqualification from the selection process.

6.3 Approximate timetable

The selection process may take some months to be completed; no information will be released during this period.

6.4 Recruitment conditions / Career

Successful candidates may be offered a contract as a temporary agent in accordance with Article 2a of the [Conditions of employment of other servants of the European Communities](#) for an initial period of 5 years. The place of employment will be Budapest.

The contract may be renewed for a further period of up to 5 years.

6.5 Conditions of employment

Successful applicants who are offered a contract of employment will be placed on entry into service in step 1 or 2 of grade AD 9, according to the length of their professional experience. The estimated net monthly salaries for grade AD 9 Administrators, as at 1 January 2011 in Budapest⁸, are:

- Step 1: € 4 267,07
- Step 2: € 4 412,59

Depending on the individual family situation and the place of origin, staff members may be in addition entitled to:

- Expatriation or foreign residence allowance (16 % or 4 % of the basic salary)
- Household allowance (2% of basic salary + €170.52)
- Dependent child allowance (€372.61 / child)
- Education allowance (The EIT shall cover schooling fees for children of EIT staff members attending or applying to international schools that have signed a cooperation agreement with the EIT. Covered under these provisions are staff member`s children from the age of 5, and attending, regularly or on full time basis, or applying for primary or secondary education in an international school, after having been considered eligible by the EIT)
- Installation allowance (one or two basic salaries if the period of service is three years or more)
- Reimbursement of removal costs

⁸ This estimate already includes a correction coefficient of 79,2%, currently applied to salary and allowances paid in Budapest. Deductions for the community tax and contributions for medical insurance, pension and unemployment insurance are already included in this estimate. Salaries are exempted from national tax. The salary will be paid in the local currency: Hungarian Forint (HUF).

- Initial temporary daily subsistence allowance (Staff entitled to the household allowance: €39.17 per day for a period of 180 days; if you are a probationer, the daily subsistence allowance is granted for the period of probation plus one month; Staff not entitled to the household allowance: €31.58 per day for a period of 120 days)

Other features of working conditions applicable at the EIT are:

- Annual leave entitlement of two days per calendar month plus additional days depending on distance from the place of origin, grade, age
- General and applicable technical training plus professional development opportunities
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance
- After 10 years of service, staff members are eligible to receive pension from the European Union Pension Scheme

6.6 Independence and declarations of interest

The job holder will be required to enter into 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 his or her independence.

6.7 Appeal procedure

Candidates considering that their interests have been prejudiced in the selection process by a particular decision may request a review of, or launch an appeal against the decision adversely affecting them. Further information about the appeal procedures can be found in the Guide for Applicants on the EIT website.

6.8 Protection of personal data

As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by 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 (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

[Continue here for the application form](#)

If you have difficulties to connect to the above link, you may copy and paste the following link into your Web application.

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionId=f4306b041d5468642323TR&language=EN