

CALL FOR APPLICATIONS

Director's Office Assistant (AST 3) EIT (Budapest)

Ref.: EIT/TA/2013/75

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 upcoming period will see a transformation of today's EIT into an organisation meaning an evolution from the early start-up phase characterised by a limited number of three KICs and corporate EIT processes in the making to a 2014-2020 scenario. This scenario will be characterised by an increased number of KICs, a much higher budget to manage, a portfolio approach to impact investments coupled with the ambition of the EIT to effectively work not only for the KICs but for Europe at large, fully deploying its role as an Institute and reference model for novel practices regarding Knowledge Triangle integration, identification, and dissemination.

The EIT is committed to strive for an organisational culture which contributes to generating increased value and levels of performance through continual process improvement (planning, programming and reporting) and by harnessing the knowledge and creativity of both internal and external stakeholders (through information, communication, and knowledge sharing). Furthermore, the EIT is committed to creating a strong leadership and a culture of empowerment for the achievement of both organisational and personal goals.

To this end, the EIT will continue to recruit the talent, expertise and experience it needs to facilitate not only managing grants but also shaping new approaches.

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 position of Director's Office Assistant. 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>.

1 The job

The jobholder will report to the Director and form part of the Director's Office team. The jobholder will work in the Director's Office, but must have the ability and willingness to contribute to other areas of the EIT work programme as and when required. Allocation of tasks is based on an internal work plan developed by the Institute.

S/he will be responsible for performing the following tasks:

1.1 Tasks

- Provide pro-active support to the organization and flow of information between the EIT and its constituencies (such as Governing Board (GB), Executive Committee, EIT-KIC Forum, EU Institutions and other bodies);
- Contribute to the drafting of relevant documents (e.g. letters, notes) and background files (such as presentations and briefings) for the GB, the Director and senior staff;
- Provide accurate and reliable information via desk top research for e.g. scientific publications and articles in the fields of the Knowledge Triangle;
- Provide general assistance to the activities of the Director's Office;
- Draft and coordinate correspondence and facilitate in general communication between the Director and the EIT Governing Board, the KICs as well as with external parties;
- Regularly update EIT corporate planning tools such as calendar of events and activities, action lists, presence lists, contact databases and alike;
- Provide support in the conceptualization of ideas and their transmission to the relevant internal units;
- Coordinate and support the preparation of internal/external meetings and corporate events with different stakeholders in terms of financial and budgetary management, logistics, including the preparation of documentation, on-site support and follow-up thereafter;
- Keep up-to-date and retrieve documents and data in the files or electronic archives;
- Provide back-up functions for other team members in the Director's Office;
- Provide minutes of meetings;
- Any other tasks, corresponding to profile and grade, as deemed necessary in the interest of the service

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

- a level of post-secondary education attested by a diploma, **or**
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years⁴

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted⁵.

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. 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).

2.3 Experience

Candidates must have, at the closing date for applications, professional experience of at least 6 years (at least 9 years in the case of completed secondary education attested by a diploma giving access to post-secondary education), including professional experience directly relevant to the tasks of at least 2 years.

2.4 Languages 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. The working language of the EIT is English.

3 Selection criteria

Essential:

- Suitability and proven experience to perform the tasks as described in Section 1.1
- Proven experience in drafting documents (e.g. letters, notes) and background files (such as presentations and briefings)
- Excellent understanding of the EIT and its working mechanisms and EIT's stakeholder structures
- Service-minded, pro-active and dynamic working attitude with a commitment to deliver on excellence and detail
- Proven experience of working within international and multicultural teams
- Excellent organizational and problem-solving skills
- Excellent written and oral communication skills in English
- Computer literacy: ability to produce presentations with strong PowerPoint and Excel skills and familiarity with search tools on internet

Advantageous:

- Working experience at corporate level
- Experience of working for the European Institutions and a very good knowledge of EU decision-making process and Institutions
- Excellent interpersonal skills and a motivated, dynamic and positive personality
- Ability to work well under pressure and to respond quickly to new demands
- Knowledge of other languages of the European Union
- Ability to work both independently and in a team
- Degree obtained in Social Sciences, preferably in one the following fields: Public Administration, Business Administration, Business Management, Economics or European Studies

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.

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.

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

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: 25 March 2013 at midday (12:00 Budapest time)

1 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 described in 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 8 most suitable and eligible candidates for the post - based on the highest scores in the pre-selection screening - will be invited to an interview, which will be organised in Budapest. Details of the time, date and address of the interview will be communicated to the candidates in due time.

Candidates invited to an interview will be requested to submit by email, prior to 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.

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.

Candidates may also be required to sit a written test - in English - on the day of the interview. This might take the form of a case study, multiple-choice questionnaire and/or oral presentation.

The written tests may consist of the following components, in accordance with the level and profile of the position advertised:

- Specific competencies with reference to the profile,
- General aptitudes and language abilities to the extent necessary for the performance of the duties,
- Knowledge of European integration and Institutions.

The above-mentioned components can be combined.

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 reserve list, which will be in order of merit, will be valid until 31 December 2013. Reserve lists may be extended by decision of the Appointing Authority 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. Nevertheless, if you 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 a few 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 AST 3, according to the length of their professional experience. The estimated net monthly salaries for grade AST 3 Assistant, as at 1 January 2013 in Budapest⁸, are:

- Step 1: € 2,149.34
- Step 2: € 2,237.34

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
- Allowance for a dependent child or person treated as such: €372.61 per child/person
- Pre-school allowance: € 91.02 per month, for each dependent child who is less than five years old or is not yet in regular full-time attendance at a primary school (until the child reaches the age of eight).
- Education allowance: The EIT will 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.
- Reimbursement of transport costs to school: For children attending primary or secondary school, staff may receive reimbursement of the transport costs up to a maximum of € 252.81 per month for each dependent child, starting from the first year of primary school.
- Installation allowance: equivalent to two months' basic salary for staff entitled to the household allowance; and one month's basic salary for officials who are not entitled to the household allowance. This allowance is paid upon successful completion of the probationary period
- Reimbursement of removal costs
- 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. This allowance is not paid beyond the date on which staff members effectively remove their belongings to Budapest.
- Annual travel allowance: Staff are entitled to be paid each calendar year a sum equivalent to the cost of travel from the place of employment to the place of origin for themselves and, if they are entitled to the household allowance, for their spouse and dependant(s). This is a flat-rate payment, based on an allowance per kilometre of distance between the official's place of employment and place of recruitment or origin

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 and age
- General and applicable technical training plus professional development opportunities

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).

- 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