

## **CALL FOR APPLICATIONS**

### **Seconded National Expert(s)**

### **Knowledge Triangle Good Practices**

### **EIT (Budapest) Ref.: EIT/SNE/2012/69**

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 **Seconded National Experts (SNEs) in the field of Knowledge Triangle Good Practices**.

The initial period of secondment may not be less than six months or more than two years. 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**

SNEs shall enable the EIT to benefit from the high level of their professional knowledge and experience. SNEs shall assist EIT staff members, particularly the EIT Director and the Heads of Unit KIC Operations and Intelligence in achieving strategic objectives defined by the EIT by bringing their experience to the Institute. Due to the sensitivity of the job, SNEs shall carry out their duties with a high sense of confidentiality and act in compliance with the Institute's interest.

#### **1.1 Tasks**

- Support and advise on the identification of world-class good practices at all EIT/ cross-KIC, KIC, and (inter-) Co-Location Centre (CLC) level in the implementation of the specific Knowledge Triangle agenda (i.e. activities in the area of research, education, and business creation);
- Support and advise on the codification of good practices as regards business creation, new innovation and co-operation models;
- Support the development of an inventory of tangible good practice examples in terms of education and skill formation, community-driven breakthrough innovation, born-global new business creation etc.;
- Contribute to the preparation of studies regarding good practices, added value, and synergies of integration of Knowledge Triangle components;

- Support and advise on the identification of good practices from existing EU and national initiatives in the area of innovation and entrepreneurship (such as the sectoral PPPs, the European Innovation Partnerships or Regions of Knowledge etc.);
- Support and advise on the development of quality procedures, indicators and benchmarks for monitoring (and assessment of) good practices emerging from KIC activities;
- Define and support the implementation of potential strategies to facilitate the dissemination of good practice with a view to mobilise the innovation and wider stakeholder community;
- Design and support the implementation of studies to benchmark the uptake and recognition of the EIT activities in research, education, and business creation;
- Support the organisation of High Level event on the EIT's Knowledge Triangle activities;
- Support and advise on the development of quality procedures, indicators and benchmarks for monitoring (and assessment of) the performance of KIC entrepreneurship activities;
- Support the development of EIT Knowledge Triangle activities e.g. in business creation, new innovation and co-operation models; entrepreneurship, education and innovation policy research.

## **Qualifications and experience required**

### **2 Eligibility criteria**

#### **2.1 General conditions**

Seconded National Experts (SNEs) are staff members - employed by a national, regional or local public administration, or an IGO - who are seconded so that the EIT can use their expertise in a particular field. 'Public administration' means all state administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities. The secondment of an SNE by an employer other than a national, regional or local public administration or an IGO should be authorised only on a case-by-case basis, once it has been ascertained that the SNE's employer is part of the public sector or is an independent university or research organisation that does not seek to make profits for redistribution.

By the closing date of this call candidates must:

- Be either a national of a Member State or of an EU candidate country or an EFTA country or a country with which the European Council has decided to open accession negotiations and which has concluded a specific agreement with the Commission on staff secondments<sup>1</sup>;
- enjoy their full rights as citizens<sup>2</sup>
- have fulfilled any obligations imposed by national laws concerning military service
- meet the character requirements for the duties involved

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<sup>1</sup> Candidates who do not fulfil these conditions can also apply. If, upon completion of the profiles' evaluation, a candidate who does not fulfil these conditions is among those who achieved the highest scores in the pre-selection screening (see 5.3), the EIT Director has the right (as per Article 1(3) of the attached EIT Decision) to approve a derogation to invite the candidate to an interview.

<sup>2</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

- be physically fit to perform their duties<sup>3</sup>

The Seconded National Expert must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment. **The current employer must support the candidate and must commit to pay its salary during the secondment.**

The specific and binding rules and conditions on the secondment of National Experts to the EIT are set out in the Decision of 19/05/2011 of the Governing Board of the EIT (see attached at the end of this vacancy notice).

## 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 a least three years attested by a diploma together with an additional year of relevant professional experience<sup>4</sup>

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

## 2.3 Experience

To qualify for secondment to the EIT, candidates must have, at the closing date for applications, professional experience of at least nine years<sup>4</sup> (at least ten years in the case of completed university studies of less than four years), including professional experience directly relevant to the aforementioned tasks of at least 6 years.

As part of the above professional experience, candidates must have at least three years' experience in an administrative, scientific, technical, advisory or supervisory function that can be regarded as equivalent to function groups AD or AST as defined in the Staff Regulations of the Officials of the European Communities and in the Conditions of Employment of Other Servants of the European Communities.

## 2.4 Language skills

Candidates must have a thorough knowledge of English, which is the main working language of the EIT, and a satisfactory knowledge of another language of the EU<sup>6</sup> to the extent necessary for the performance of their duties.

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<sup>3</sup> Before being engaged, an SNE shall be medically examined by one of the Institution's medical officers.

<sup>4</sup> 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).

<sup>5</sup> 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.

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

### 3 Selection criteria

#### Essential

- Suitability to perform the tasks described in Section 1.1.
- Specialist applied knowledge and experience of in one or more of the following fields: innovation models and initiatives, entrepreneurship models and initiatives, education models and initiatives, multi-level governance and co-operation models, good practices and/or case study research.
- Experience and knowledge of project- facilitation and management skills
- Excellent analytical and problem solving skills
- Excellent verbal and written communication skills in English

#### Advantageous

- Excellent interpersonal/human relations skills and networking abilities
- Skills in studies and research
- Ability to work collaboratively with staff in diverse disciplines
- Computer literacy: knowledge of various software programs and database management
- Experience of working in a multicultural environment, preferably with a multidisciplinary approach
- Ability to work well under pressure and to respond quickly to new demands
- Sound knowledge of the European Union, its institutions and its policies, in particular innovation and entrepreneurship policies as well as EU financial matters
- Qualification(s) in one of the following fields: science, engineering, law, business administration, public administration, political sciences, European affairs, innovation, entrepreneurship or education.

### **The Selection process**

#### **4 How to apply**

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

Only applications online through the EU CV Online system<sup>7</sup> will be accepted.

To apply via EU CV Online, you need to register in the EU CV Online system via the link provided in the EIT website, and follow the instructions there 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 forcing 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 requested 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: 7 August 2012 at midday (12:00 Budapest time)**

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<sup>7</sup> 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 in 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 profile - based on the highest scores in the pre-selection screening - 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 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. Candidates may also be required to sit a written test on the day of the interview. This might take the form of 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 Director of the EIT for approval. The adopted reserve list will be valid until 31 December 2013. 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. a further interview).

Inclusion on a reserve list does not imply any entitlement to secondment at the EIT. **Any secondment will be subject to budgetary availability and to the approval of the EIT Director and the SNE's employer by an exchange of letters.**

## **5.6 Information**

The specific and binding rules and conditions on the secondment of National Experts to the EIT are set out in the Decision of 19/05/2011 of the Governing Board of the EIT (see attached at the end of this vacancy notice).

Before applying, please read the text of the call and the above Decision carefully. If you have a question regarding the application process, please consult the Guide for applicants on the EIT website. If you have further questions about the conditions of the secondment, 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 Seconded National Expert, in accordance with the Decision of 19/05/2011 of the Governing Board of the EIT, for an initial period that may not be less than six months or more than two years. The secondment may be renewed once or more up to a total period not exceeding 4 years for reasons linked to the interest of the service.

The place of employment will be Budapest.

#### **6.5 Conditions of employment**

Candidates should, before applying, assure themselves that their employer will support the candidacy and pay their salary during the period of secondment.

An SNE shall be entitled, throughout the period of secondment, to a daily subsistence allowance and a monthly subsistence allowance<sup>8</sup> paid by the EIT. These subsistence allowances shall be granted under

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<sup>8</sup> These allowances are intended to cover SNE living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by the EIT. Before the secondment, the SNE's employer shall certify to the EIT Director that during the secondment it will maintain the level of remuneration the SNE was receiving at the time of his/her secondment. The SNE shall inform the EIT Director of any allowance, similar to the subsistence allowances paid by the EIT, received from other sources. This amount shall be deducted from the subsistence allowances paid by the EIT. Following a duly justified request from the employer, the EIT may decide not to make this deduction.

the same conditions as the expatriation allowance for officials<sup>9</sup> and be based on the allowances applied by the European Commission for Brussels.

The daily and monthly subsistence allowances are awarded according to the same criteria as the officials' expatriation allowance. As a reminder, these cumulative criteria are the following:

- not being and having never been a national of the state of your secondment place ;
- not habitually residing or carrying on your main occupation within that state during the five years ending six months before the beginning of the secondment (residence in that State in order to work for your state - this includes Permanent representations and diplomatic offices, but not regional representative offices - or for an international organisation is not being taken into account).

If you comply with:

- none of the two conditions: you will perceive no allowance
- none of the two conditions, but you habitually resided in another state during the 10 years ending at the date of the beginning of your secondment (residence in that state in order to work for your state or for an international organisation is not taken into account), you will perceive 100% of the allowances ;
- the first condition only (and not the second one), you will be entitled to 25% of each allowance.

On the date of publication the amounts applied by the European Commission for Brussels are:

<b>2011</b>	<b>Amount in €</b>
Daily allowance :	127,65
Monthly allowance (based on distance between place of origin* and place of secondment (km)	
0 - 150	0
> 150	82,05
> 300	145,86
> 500	237,05
> 800	382,92
> 1300	601,73
> 2000	720,27

The above amounts are weighted by applying a correction coefficient applicable to Hungary<sup>10</sup>. Payments shall be made in Hungarian Forint (HUF) applying, where necessary, the exchange rate used by the European Commission.

**\*For SNEs, the place of origin is the place where you were working for your employer at the time of your secondment.** If, six months before your secondment, this place is different from your employer's head office, the nearest place from the secondment place will be considered as your place of origin. Please note that, contrary to officials and other agents, the place of origin cannot be modified during the secondment.

In brief, two situations can arise:

- You are of the **same nationality** than the state of your secondment place: you are not entitled to any allowance (except if during the 10 years ending at the date of your entering the service you habitually resided outside the European territory of that State for reasons

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<sup>9</sup> Article 4 of Annex VII to the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis

<sup>10</sup> The correction co-efficient applicable to Hungary is currently 79,2% and it is subject to an annual adjustment, set by the Council pursuant to Article 64 of the Staff Regulations.

other than the performance of duties in the service of a state or of an international organisation.)

- You are of **another nationality** than the state of your secondment place: you are entitled to **either**:
  - the total amount of the daily allowance if you come directly from another state or if you are already in the place of secondment because you work for your state, an EU body or an intergovernmental organisation ; and
  - a monthly allowance according to the distance to your place of origin (see the above table);
- or:**
  - ¼ of the daily and monthly allowance if you have been residing in the state of the secondment place for more than five years

### **6.6 Independence and declarations of interest**

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