

Call for Applications

Seconded National Expert(s)

EIT (Budapest)

Ref.: EIT/SNE/2020/143

The European Institute of Innovation and Technology (EIT) is an independent EU body set up in 2008. We enhance Europe's ability to innovate by nurturing entrepreneurial talent and supporting new ideas. Our mission is to:

- Contribute to the competitiveness of Europe, its sustainable economic growth and job creation by promoting and strengthening synergies and cooperation among businesses, education institutions and research organisations.
- Create favourable environments for creative thoughts, to enable world-class innovation and entrepreneurship to thrive in Europe.

The EIT is an integral part of Horizon 2020, the EU's Framework Programme for Research and Innovation. Horizon 2020 is a key pillar of the Innovation Union – a Europe 2020 flagship initiative that aims to enhance Europe's global competitiveness.

The EIT is now organising a call for expressions of interest with a view to establishing a reserve list for Seconded National Experts (SNEs) supporting the EIT in relation to the management of its Innovation Communities and contributing to the development and coordination of Innovation Communities' horizontal initiatives run by the EIT.

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 Headquarters are located.

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

1. The Job Profile

Working under the supervision of the Head of Unit, the Seconded National Expert (SNE) will be part of the Communications and Stakeholder Relations Unit. As part of their tasks, the SNE may



also be required to work in close co-operation with other EIT units, the EIT Directorate and Governing Board as well as other EIT stakeholders.

The Communications and Stakeholder Relations Unit is responsible for the EIT's external communications activities, engagement with EIT external Stakeholders and for providing policy and strategic advice to the EIT Director in developing and implementing the EIT's communication and stakeholder engagement strategy.

It is responsible for further developing and implementing a strategy for increased visibility of the EIT and the EIT Community as a whole, including through stakeholder-specific collaboration activities. It furthermore supports the analysis of potential synergies of and complementarities with other EU/ national/ regional innovation support mechanisms offering scope for alignment at EIT and/or Innovation Community level. Moreover, it provides the interface for relations with Third Countries and international organisations.

Tasks

The SNE will support the EIT's in achieving its objectives by contributing to the following tasks:

EIT communications plan

- Contribute to drawing up, implementing and evaluating the EIT's annual communications strategy and/or plan.
- Organise and analyse studies, surveys, assessments and other feedback tools to monitor and revise the communications work strategy and/or plan.

EIT external communications tools and channels

- Contribute to the digital communications activities, including updating, developing and editing of the EIT website and other online channels in co-operation with colleagues.
- Gather information and data to produce and distribute information through digital channels.
- Draft and edit compelling messages, articles, speaking notes and texts for external audiences, including traditional and social media.
- Organise, run and evaluate large-scale events and meetings.

Procurements and contract management

- Manage public procurements, contracts and projects to provide external communication services and products (such as website or online tool developments, audio-visual productions, publications or visuals) by external service providers.



- Deliver communication projects on budget and time: Draw up contract specifications, negotiate offers, prepare contract files, supervise service providers, monitor the delivery and use of results, and evaluate external services.

Internal advice, support and control

- Provide colleagues with communications expertise and support, developing and harnessing their external communications skills.
- Contribute to in-house trainings, workshops and presentations related to external communications.
- Draw up and improve external communications processes and encourage their correct application.

Other tasks

- In co-operation with colleagues, contribute to other communications activities where such contribution is deemed necessary.
- In the interest of the EIT and in case of suitable candidates, the Seconded National Expert may also be assigned to other tasks or units of the EIT.

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, of an EU candidate country, 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;
- enjoy their full rights as citizens¹;
- 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 duties².

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, maintain his/her administrative status and must commit to pay his/her salary during the secondment. The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

The specific and binding rules and conditions on the secondment of National Experts to the EIT are set out in Decision 20/2015 of the Governing Board of the EIT.

2.2 Education

Candidates are required to have

- a level of education which corresponds to completed university studies of a least three years attested by a diploma.

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.³

2.3 Experience

To qualify for secondment to the EIT, candidates must have, at the closing date for applications, professional experience of at least three years⁴.

¹ Prior to the appointment, the successful candidate will be asked to provide a certificate clean criminal record.

² Before being engaged, an SNE shall be medically examined by one of the European Commission's medical officers.

³ 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.

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

As part of the above professional experience, candidates must have at least three years of experience in a communication advisory or supervisory function/s that can be regarded as equivalent to function groups AD 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 Communities⁵.

2.4 Language Skills

As the predominant working language of the EIT is English, candidates must therefore have a thorough knowledge of English.

Note: Native English speakers will be required to demonstrate the ability to work in a second EU language at interview stage.

Candidates must also have satisfactory knowledge of another official language of the European Union⁶. An SNE from a non-EU Member State must produce evidence of a thorough knowledge of one EU language necessary for the performance of his/her duties⁷.

3. Selection criteria

3.1 Assessment on paper at application screening stage

Applications will be assessed on the basis of the following essential and advantageous criteria:

Essential criteria⁸:

- At least 2 years' experience of managing digital communications tools such as corporate social media accounts and websites;

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 OJ L 287, 29.10.2013

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

⁷ Decision 20/2015 of the Governing Board of the EIT.

⁸ These essential criteria will account for 70% of total score attributed during the application screening stage.

- Experience in writing engaging communications material for a wide range of audiences and communication channels.

Advantageous criteria⁹:

- At least 2 years' experience with EU policy development, analysis or implementation.
- Experience in contract management and public procurement.

3.2 Assessment at interview/written test stage

The following criteria will be assessed during either the interview and/or the written test:

- Motivation for the advertised position;
- Ability to develop and update websites and online platforms;
- Ability to draft and edit messages, articles, speaking notes and texts for external audiences, using traditional and social media;
- Knowledge of EU financial workflows, public procurement and contract management;
- Knowledge of EU policy development, analysis or implementation;
- Analytical, organisational and problem-solving skills;
- Strong time and project management skills with the ability to prioritise, meet deadlines and effectively manage competing organisational demands;
- Ability to work to work in a team;
- Excellent spoken and written English;
- Communication skills;
- Excellent networking skills and proven ability to build positive co-operative working relationships with stakeholders.

⁹ The advantageous criteria will account for 30% of the total score attributed during the application screening stage.



4. The Selection process

How to apply

Please consult the **Guide for Applicants** on the EIT website at <https://eit.europa.eu/collaborate/careers> which contains detailed instructions to help you submit your application correctly.

Only applications submitted through the EU CV Online system¹⁰ 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. Candidates are kindly invited to complete their application in English in order to facilitate the selection procedure. **Before applying, you should carefully check whether you meet all the eligibility criteria.**

In the letter of motivation, please highlight the key work experience relating to each of the selection criteria listed in section 3.1 of this vacancy notice.

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 5.2).

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: 28 April 2020 (13:00 Budapest time)

¹⁰ 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 Screening of applications

After the deadline for online registration, the Selection Board will check the submitted applications against the eligibility criteria described in section 2. Applications satisfying these conditions will then be assessed against the selection criteria described in section 3.1.

The Selection Board 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 as per the selection criteria set out in section 3.1.

5.2 Interview

Upon completion of the profiles' evaluation, typically up to a maximum of the 12 most suitable candidates for the post - based on the highest scores in the pre-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 Board will carry out an assessment of candidates invited to an interview according to the selection criteria described in section 3.2. The interview and the written test will be conducted in English. Any other languages indicated in the application form might be tested. Note: native English speakers will be tested to prove their second language skills (as stipulated in 2.4 Language skills).

Candidates may also be required to sit a written test in English on the day of the interview.

5.3 Verification of documents and scrutiny

The application of candidates invited to the interview 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.

5.4 Reserve list

The Selection Board will place the most suitable eligible candidates on a reserve list which is submitted to the Appointing Authority of the EIT for approval. The adopted reserve list will be valid until **31 December 2020**. 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.

5.5 Information

The text of this Call for applications 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 jobs@eit.europa.eu, clearly mentioning the reference of the vacancy notice, your registration number and the nature of your request.

Candidates will be notified as to the outcome of their candidature. Further information can be found in the Guide for Applicants at <https://eit.europa.eu/collaborate/careers>.



6. Additional Important Information

6.1 Equal opportunities

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

6.2 Selection Board

A Selection Board will be appointed to carry out the evaluation of applications submitted in relation to this vacancy. Please note that the Selection Board'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; further information about the status of the procedure will be published on the EIT website.

6.4 Recruitment conditions / Career

Successful candidates may be offered a contract as a Seconded National Expert, in accordance with Decision 20/2015 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 four years for reasons linked to the interest of the service.

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:

- a daily subsistence allowance shall be based on the amount applied by the European Commission for Brussels, taking into account the correction co-efficient applicable to Hungary which is set by the Council pursuant to Article 64 of the Staff Regulations, and
- a monthly subsistence allowance shall be based on the amounts applied by the European Commission for Brussels, taking into account the correction co-efficient applicable to Hungary which is set by the Council pursuant to Article 64 of the Staff Regulations.

These subsistence allowances shall be granted under the same conditions¹¹ as the expatriation allowance for temporary staff employed by the EIT.

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

Daily subsistence allowance: €143.30

Monthly subsistence allowance:

Distance between the place of origin/of recruitment and the place of secondment in km	Amount in euros
0-150	0
> 150	92.11
> 300	163.75
> 500	266.12
> 800	429.89
> 1300	675.54
> 2000	808.62

The above amounts are weighted by applying a correction coefficient applicable to Hungary¹².

Payment shall be made to each SNE at the place and in the currency of the country where the SNE carries out his duties or, at the request of the SNE, in euros in a bank within the European Union.

¹¹ Article 4 of Annex VII to the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis.

¹² The correction co-efficient applicable to Hungary is currently 74.5% and it is subject to an annual adjustment, set by the Council pursuant to Article 64 of the Staff Regulations.



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 Means of Redress

Candidates considering that their interests have been prejudiced in the selection process by a particular decision may request a review or launch an appeal against the decision adversely affecting them. More detailed information about the means of redress can be found in the Guide for Applicants on the EIT website¹³.

6.8 Protection of personal data

7. As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, offices and agencies and on the free movement of such data (Official Journal of the European Union, L 295/39 of 21 November 2018). This applies in particular to the confidentiality and security of such data. For more information please consult the privacy statement on the EIT website.

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&langue=EN

¹³ https://eit.europa.eu/sites/default/files/eit_guide_for_applicants.pdf