

Call for applications

Head of Unit Services and Finance (AD9)

EIT (Budapest)

Ref.: EIT/TA/2016/120

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 Temporary Staff (TA) for the profile of **Head of Unit Services and Finance (SAF)**. The place of employment will be Budapest, where the EIT seat is located.

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

1 The job profile

The Head of Unit Services and Finance will report directly to the Chief Operating Officer and EIT Director and will be responsible for leading and managing the EIT Services and Finance Unit (SAF), consisting of four sections: Human Resources, Budget and Finance, Procurement and Contracts, and IT and Infrastructure. In particular, the Head of Unit will define the expected results, ensure that the Unit delivers the results required to implement its work programme in the context of the EIT's mission and objectives, while enabling staff to develop in line with their objectives and the overall EIT work programme.

1.1 Tasks

The Head of Unit Services and Finance will contribute to the EIT's work by performing the following tasks¹:

Management and Planning of the Unit and its staff

- Contribute to the definition of the Unit's strategic objectives and develop its operational work programme as well as its regular adaptation.
- Verify the conformity of decisions and operations with official regulations and procedures including the Internal Control Standards framework and ensure that the Unit meets all its obligations, including Standard Operational Procedures.
- Ensure the effective management of a multi-cultural and multi-disciplinary team, involving the definition of annual objectives and related training maps, the implementation of an annual appraisal process, the monitoring of individual objectives and accomplishments, effective distribution of duties and responsibilities, the application of strategies to motivate and incentivise staff, approval of job descriptions, and the selection of candidates to vacant jobs.
- Maintain active interaction and communication both vertical and horizontal with other Units, corporate services and members of the Management Team to ensure efficient knowledge sharing on relevant administrative, policy and strategic aspects affecting the Unit.
- Establish the budgetary requirements, decide upon the internal allocation within the Unit, and manage the implementation of annual budgetary resources allocated to the Unit.
- Provide strategic advice and support to the EIT Director in his capacity as Secretary to the Governing Board.
- Contribute to the preparation and implementation of the EIT's Strategic Innovation Agenda (SIA), the rolling Single Programming Document (SPD) of the EIT, its Annual Work Programme and Consolidated Annual Activity Report.

Human Resources Management

- Support the Director of the Institute in staff planning and people management strategies by providing advice and up-to-date HR data to ensure the effective use of human resources and alignment with organisational needs.
- Ensure an adequate framework and proper application of HR rules and regulations, as well as personnel policies and policy instruments.
- Ensure the continuous professional development of staff through talent management, training and development to foster timely availability of staff with the necessary skills and competencies.
- Approve, authorise and give an opinion on requests regarding personnel administration.

¹ The lists of tasks are indicative and may be subject to revision in case of reorganisation or other reasons in the interest of the EIT.

Finance and Budget Management

- Establish the EIT's annual budget and ensure its sound financial management.
- Ensure that the provisions of the applicable financial regulations are respected, verifying and overseeing that the necessary activities, tasks and checks have been carried out.
- Provide advice and control function for the organisation in terms of how its funds are allocated and how they are spent ensuring value for money.

Procurement and Contract Management

- Establish the Procurement Plan to procure goods, services and works for the Institute according to the Annual Work Programme.
- Monitor and report the implementation of the Procurement Plan.
- Ensure correct implementation and coordination of the procedures for the award of public works contracts, public supply contracts and public service contracts according to the provisions on procurement of the Financial Regulations.
- Conclude formal agreements in the framework of calls for proposal and calls for tenders etc.

IT and Infrastructure Management

- Ensure effective and efficient planning and implementation of the EIT's IT projects and maintenance of existing systems.
- Ensure development and maintenance of the necessary procedures, processes, IT governance and change management ensuring smooth functioning of the EIT's infrastructure and IT activities.
- Contribute to the identification, development and implementation of the EIT's knowledge management strategy.
- Maintain effective working environment providing office infrastructure suitable for the Institute's needs.

2 Eligibility criteria

2.1 General conditions

By the closing date of this call candidates must:

- be a national of an EU Member State;
- 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

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

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

- 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 with an additional year of relevant professional experience⁴.

The above qualifications must be in the following or related relevant fields: Finance, Economics, Public Administration, Business Administration, Law or Engineering.

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

2.3 Experience

Candidates must have, at the closing date for applications, professional experience of at least twelve years⁴ (at least thirteen years in the case of completed university studies of less than four years), including professional experience directly relevant to the tasks of at least six years.

Candidates must also have management experience (e.g. Head of Unit, Head of Sector, Team Leader or equivalent) of at least three 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 European 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.

2.4 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.

3 Selection criteria

Essential:

- General management skills, including:

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 considered 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.

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

- The ability to set and revise objectives for the unit within the overall strategic framework of the European Institute of Innovation and Technology.
- The ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the objectives set, in cooperation with the members of the team.
- The ability to choose co-workers suited to the efficient pursuit of the unit's objectives.
- The ability to empower members of the team while ensuring that they understand what is expected of them and how their work contributes to the unit's objectives.
- The ability to motivate members of the team to achieve the desired results and also to enable them to achieve their objectives and greatest potential.
- A demonstrated high level of communication skills, interpersonal skills and negotiation skills, including
 - Ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team.
 - Ability to deal with people effectively and courteously and to build productive and cooperative working relationships with other units and colleagues.
 - Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.
- Familiarity with administrative, financial and oversight issues
 - Good knowledge of the administrative and financial circuits within the EU institutions or bodies. Knowledge of the relevant procedures would clearly be an additional asset, including a high degree of competence in handling budgetary resources.
- Proven experience in human resources management.
- Proven experience in finance and budget management.
- Proven experience in procurement management.
- Proven experience in IT and infrastructure management.

Advantageous:

- Managerial experience in EU institutions or bodies, or international organisations.
- Relevant work experience in managing EU funds and programmes, in particular grants and procurements.
- Relevant work experience in one or preferably several of the EIT domains: namely innovation, business creation, research, and education.

4 The Selection process

4.1 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 submitted 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.

⁷The 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.

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: 14 November 2016 at midday (12:00 Budapest time)

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 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 12 most suitable 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.

Candidates will also be requested to submit a non-official translation of all supporting documents written in a language other than English. 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. 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 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).

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 European Institute of Innovation and Technology

These components can be combined.

5.4 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.

5.5 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 2017. 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 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. **Please note that due to the large volume of applications received, only candidates selected for the interviews will be contacted.**

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; 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 member of the Temporary Staff in accordance with Article 2f of the [Conditions of employment of other servants of the European Communities](#) for an initial period of 5 years. The contract may be renewed. The place of employment will be Budapest.

6.5 Conditions of employment

Successful applicants who are offered a contract of employment will, on entry into service, be placed in step 1 or 2 of grade AD 9, according to the length of their professional experience. The estimated net monthly salaries for Temporary Staff at the grades mentioned above, as on 1 January 2016 in Budapest⁸ are:

Step 1: € 3,773.01

Step 2: € 3,902.35

⁸ This estimate already includes a correction coefficient of 69%, 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 can be paid in euro or in the local currency: Hungarian Forint (HUF).

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

- Expatriation or foreign residence allowance: 16 % or 4 % of the basic salary.
- Annual travel allowance: staff entitled to expatriation or foreign residence allowance 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 geographical distance between the staff member's place of employment and place of recruitment or origin.
- Household allowance: 2% of basic salary + € 176.01
- Allowance for a dependent child or person treated as such: € 384.60 per child/person.
- Pre-school allowance: € 93.95 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 € 521.89 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 staff members 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: € 40.43 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: € 32.59 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.

Other features of working conditions applicable at the EIT are:

- Annual leave entitlement of two days per calendar month plus additional days depending on grade and age. 2,5 days' home leave per annum if you are entitled to the expatriation or foreign residence allowance.
- General and applicable technical training plus professional development opportunities.
- EU Joint Sickness 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&langue=EN