



EUROPEAN COMMISSION
EXECUTIVE AGENCY FOR SMALL AND MEDIUM-SIZED ENTERPRISES (EASME)

Department C – Finance and Administration
Unit C.2 – Administration

Executive Agency for Small and Medium-sized Enterprises (EASME)

CALL FOR EXPRESSION OF INTEREST

The Executive Agency for Small and Medium-sized Enterprises (EASME) is organising a Call for Expression of Interest in view of establishing a Reserve List for

Project Adviser EMFF
(Ref.: EASME/IV/2019/035)

Type of contract	Contract Agent ¹
Function group and grade	FG IV
Duration of contract	1 year (with the possibility of extension)
Estimated number of candidates to be placed on the Reserve List	15
Unit	A.3
Place of employment	Brussels, Belgium
Deadline for application	06/09/2019 at noon, Brussels time

¹ According to Article 3a of the Conditions of Employment of Other Servants of the European Union (CEOS).

1. ABOUT US

The Executive Agency for Small and Medium-sized Enterprises (EASME) was established by Commission Decision No. 2013/771/EU of 17 December 2013. Our role is to manage programmes on behalf of the European Commission.

Located in Brussels, EASME has been operational since 2005 (under different mandates) and its official lifetime currently runs until 2024 (with a possible extension of the Agency's mandate and programmes in the future). We are international experts and specialists in business support, innovation, energy, the environment, communication, and finance. Our Agency has 3 departments and 8 units. Our colleagues are both European Commission officials and professionals from the private sector.

The Agency reports to seven Directorates-General of the European Commission – Internal Market, Industry, Entrepreneurship and SMEs (GROWTH), Research and Innovation (RTD), Energy (ENER), Environment (ENV), Climate Action (CLIMA), Communication Networks, Content and Technologies (CONNECT), Maritime Affairs and Fisheries (MARE) – which remain responsible for programming and evaluation.

The Agency has a team-based culture with staff participation on all levels and an open and transparent way of communication. EASME staff is committed to the public service principles for EU civil servants: commitment, integrity, objectivity, respect for others, transparency.

EASME is a working place where employees feel proud of belonging to it and where staff is encouraged to keep their skills up-to-date and develop additional competencies. Several well-being initiatives in the areas of physical, mental and organisational health aim at supporting staff to improve its resilience to cope with the increased demands in a world of constant change.

EASME has an induction scheme in preparing the new staff's arrival to the Agency. With the support of the HR Sector, the teams, the line managers and the buddies (more experienced colleagues assigned to support them), newcomers can easily integrate and settle in.

For more information on EASME, please visit <http://ec.europa.eu/easme>.

2. PROGRAMMES MANAGED BY EASME

EASME has been set-up by the European Commission to manage on its behalf:

- Most of [COSME](#), the EU programme for the Competitiveness of Enterprises and Small and Medium-sized Enterprises (SMEs), including Enterprise Europe Network ([EEN](#)) and [Your Europe Business](#).
- Part of Horizon 2020, the EU Framework Programme for Research and Innovation, and in particular:
 - o Part II 'Industrial leadership'
 - [Innovation in SMEs](#) (including the [European IPR Helpdesks](#), [INNOVACCESS](#) and [Peer learning for innovation agencies](#))
 - The Sustainable Industry Low Carbon Scheme ([SILC II](#))
 - Part of the [Leadership in Enabling and Industrial Technologies](#)
 - [INNOSUP](#)
 - o Part III 'Societal challenges'
 - The Energy Efficiency calls for proposals under the challenge '[Secure, Clean and Efficient Energy](#)'
 - The Societal challenge 5 '[Climate action, Environment, Resource Efficiency and Raw Materials](#)'
 - o [The SME instrument](#).
 - o EIC Fast Track to Innovation ([FTI](#)).
- Part of the EU programme for the Environment and Climate action ([LIFE](#)).
- Part of the European Maritime and Fisheries Fund ([EMFF](#)).
- The legacy of the [Intelligent Energy – Europe](#) programme and the [Eco-innovation](#) initiative.

EASME also organises the EU Sustainable Energy Week ([EUSEW](#)).

The Agency reports to seven Directorates-General of the European Commission – Internal Market, Industry, Entrepreneurship and SMEs (GROWTH), Research and Innovation (RTD), Energy (ENER), Environment (ENV), Climate Action (CLIMA), Communication Networks, Content and Technologies (CONNECT), Maritime Affairs and Fisheries (MARE) – which remain responsible for programming and evaluation.

3. JOB DESCRIPTION

The Executive Agency for Small and Medium-sized Enterprises (EASME) is organising a Call for Expression of Interest in view of establishing a Reserve List for Project Adviser in Unit A.3 EMFF – European Maritime and Fisheries Fund.

Overall purpose

Working under the direct supervision of the Head of Sector/Deputy-Head of Unit/Head of Unit, the jobholder is responsible for the implementation of a number of European Maritime and Fisheries Fund (EMFF) actions, including the management of all the stages of the project life cycle in collaboration with other services within EASME and in liaison with the Directorate-General for Maritime Affairs and Fisheries (DG MARE), as partner DG.

Functions and duties

Programme/project management - general

- Manage Calls for Proposals, Call for Tenders, Ah-hoc Grants, including projects launch and monitoring, related to the specific Programme.
- For call for proposals:
 - Prepare the submission tools, forms and documents and lead selection of external evaluators if applicable.
 - Prepare the evaluation phase of the call, participate in the design of evaluation procedures, methods and documents, participate in evaluation panels and organise and monitor the work of external evaluators if applicable.
 - Analyse and present the evaluation results, provide input for future improvements and provide feedback to applicants.
 - Conduct the grant agreement preparation with project coordinators and ensure the technical and financial consistency of the projects to be funded if applicable.
- With regard to Call for Tenders:
 - Work on the technical specifications in cooperation with the partner DG and prepare publication.
 - Act as member of the Evaluation Committee and participate in contract preparation as appropriate.
 - Liaise with the central support team for public procurement procedures (ProCell) and Financial Officers in all steps of the procedure.

Programme/project management - specific

- Monitor the implementation of projects, in particular the performance of project coordinators and partners, and the fulfilment of contractual obligations by means of periodic reviews and assessment of deliverables and project reports.
- Act as the principal interlocutor of the beneficiaries or contractors throughout the implementation of the grant agreement / contract, handle in-coming correspondence, including legal or financial matters, in close liaison with Financial Officers.

- Manage requests for grant/contract amendments in collaboration with Financial Officers, depending on the nature of the project.
- Assess and approve project reports and control the eligibility of the expenditures, their regularity and their adequacy with the contractual provisions.
- Participate in project meetings and possible monitoring visits to monitor the technical implementation of the projects, to explain and clarify relevant procedures and EU policies, and to encourage networking; if applicable.
- Fulfil the role of Initiating Agent for the operational aspects of financial transactions related to grant/contract management (including approval of reports and deliverables and visa for “certified correct” of operations) whenever applicable.
- Contribute to the evaluation of the programme.

Communication

- Write reports/briefings/provide statistics on project results upon request.
- Regularly update the project's database, feed and manage IT tools related to various actions, including portals and websites if applicable. Contribute to the preparation of communication materials.
- Ensure the dissemination and promotion of project results and present the Programme(s) and projects at workshops, seminars, conferences and other public events.
- Participate in the organization of conferences, workshops, experts meetings and similar events; facilitate the exchange of experiences and good practices.
- Provide advice, support, and feedback within EASME and to the partner DG and develop links between the Programme's action and other programmes / networks to facilitate synergies; if applicable.

4. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria²

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. Have successfully passed an EPSO verbal, numerical, reasoning and competency tests for contract agents valid for Executive Agencies³ in the function group of the present call for expression of interest;

Candidates without a valid CAST at the time of submitting their application can still apply for this call for expression of interest if they have completed and validated⁴ the online application form of the Call for Expressions of Interest in function group IV (EPSO/CAST/P1-17/2017) launched by EPSO on 5 January 2017 in view to create a

² Articles 82 to 84 of the CEOS and Decision of EASME Steering Committee of 14 December 2017 on the application by analogy of Commission Decision C(2017)6760 final of 16 October 2017 on the engagement of contract staff.

³ Candidates on COM/3/2013/FGIV contract agents pool are not considered eligible for this post.

⁴ Candidates are fully responsible for the creation, validation and update of the EPSO profile in the function group of the present call (please refer to [the Call for Expression of Interest](#)). Otherwise candidates' details are not or no more visible to the recruiting services and they cannot be invited to sit a series of computer-based multiple choice question (MCQ) tests.

pool of candidates from which the Executive Agencies can recruit.

These candidates, if pre-selected, will be invited by EPSO to sit a series of computer-based multiple choice question (MCQ) tests in one of its accredited centres.

2. Have a level of education which corresponds to completed university studies of at least three years attested by a diploma.
(only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration);
3. Produce evidence of thorough knowledge of one of the languages of the European Union and of a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties;
4. Be a national of a member state of the European Union;
5. Be entitled to his or her full rights as a citizen;
6. Have fulfilled any obligations imposed by the applicable laws concerning military service;
7. Meet the character requirements for the duties involved;
8. Be physically fit to perform the duties linked to the post⁵.

B. Selection criteria

Essential

1. After obtaining the qualifications mentioned in point A.2 here above, candidates must have acquired at least 2 years of professional experience in the fields of marine/maritime policies or programmes, or at least 2 years of professional experience in the field of scientific advice or conservation of fisheries⁶.
2. Very good oral and written command of English⁷. Spoken and written skills

⁵ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that the Executive Agency for Small and Medium-sized Enterprises may be satisfied that (s)he fulfils the requirement of Article 82(d) of the CEOS.

⁶ Professional experience is counted only from the time you obtained the diploma and qualifications for being eligible (see point A(2) here above). At a later stage, you will be asked to provide supporting documents confirming the length and the level of your professional experience.

⁷ The language options for this selection procedure have been defined in line with the interests of the service, which require newly recruited Contract Agents to be immediately operational and capable of communicating effectively in their daily work. Accordingly, given that newly recruited staff need to be able to assume their duties immediately without receiving additional language training, the newly recruited Contract Agents must be able to communicate with the already operating staff in EASME and services in the Commission in at least one of the limited number of vehicular languages most commonly used within the services where they will be recruited, otherwise this selection procedure would lose its purpose and, ultimately potentially severely impair the efficient functioning of the institutions. It has long been standard practice to use mainly these languages for internal communication purposes in the EU institutions and these are also the languages most often used when communicating inside the institutions and with the outside world. Consequently, considering the nature of the duties performed by Contract Agents, in light of the principle of proportionality, in balancing the interests and needs of the service and the abilities of candidates, and given the particular fields covered by this selection procedure, it is legitimate to make this choice of languages so as to ensure that all candidates are able to work in them, whatever their first official language. Indeed, since the execution of professional duties is linked to the specific linguistic context of the institutions, professional vocabulary is required in at least one of the most common vehicular languages. Assessing specific competencies in this way allows the institutions to evaluate candidates' ability to be immediately operational in an environment that closely matches the reality they would face on the job.

equivalent to level C1 or higher level for working purposes⁸.

Advantageous

1. Educational background in a field related to the profile of the post (such as oceanology, marine biology, ocean energy, maritime economy, marine environment and resources, blue technologies, innovation, investment and business development in the blue economy);
2. Good knowledge of the Integrated Maritime Policy and the Common Fisheries Policy and of the programmes/projects run under these policies;
3. Practical experience in direct management of EU funds, in particular procurement and/or grants;
4. Professional experience acquired in an international and multicultural environment.

Candidates need to describe explicitly to what extent they meet the above-mentioned selection criteria (both essential and advantageous). In particular, they need to (i) explain in their applications how their professional experience and knowledge relates to this specific vacancy, and (ii) specify how long and where the professional experience and knowledge was acquired during their career.

5. SELECTION PROCEDURE

A. Admission to the selection procedure

First, the submitted applications will be checked against the eligibility criteria (section 4.A). Only eligible applications will be assessed further.

B. Assessment of eligible applications

The Selection Committee will analyse the motivation letters and CVs of eligible applicants with reference to:

- The selection criteria ("Professional qualifications and other requirements" - section 4.B, under points "Essential" and "Advantageous"),
- The overall assessment of the quality and suitability of the application based on the requirements of the post.

Applications which do not meet one or more of the essential selection criteria (see section 4.B) will not be evaluated further.

Upon completion of the assessment, the Selection Committee will establish a shortlist of candidates matching best the needs of the Agency for the functions and duties mentioned in this Call.

⁸ Please refer to the Common European Framework of Reference for Languages.

C. Invitation to computer-based tests

Shortlisted candidates having applied to the Call for Expressions of Interest in function group IV (EPSO/CAST/P1-17/2017) will be invited by EPSO to sit a series of computer-based multiple choice question (MCQ) tests in one of its accredited centres. Only candidates who have successfully passed these tests⁹ will be invited to the interview.

Shortlisted candidates who have a valid CAST already will not have to sit the EPSO tests again and will be directly invited to the interview.

D. Interview

Shortlisted candidates who have successfully passed the CAST selection valid for Executive Agencies will be invited for an interview (duration: 45 minutes, language of the interview: English¹⁰).

The interview will assess following skills and competences of the applicants:

- Knowledge and skills relevant to the duties described in the Job Description and Selection Criteria above;
- Motivation, aptitude for team work and capacity to work autonomously;
- Ability to work under pressure and manage responsibilities within tight deadlines;
- Interpersonal, communication and problem solving skills;
- Excellent communication and negotiating skills to work efficiently within the Agency, with partner DGs as well as with external stakeholders;
- Experience in monitoring of projects and good knowledge and experience on calls for proposals, in particular of the procedures for evaluation;
- Self-responsibility and accountability.

Candidates are invited to indicate in their online application any special arrangements that may be required if invited to attend an interview.

E. Reserve list

It is estimated that 15 candidates with the highest marks achieved in the interview will be proposed to the Director of the Agency for inclusion on the reserve list.

The reserve list will be valid until 31 December 2021 and may be used for other positions with similar duties in the same function group. The validity of the reserve list may be extended by decision of the Director.

⁹ See the [Call for Expression of Interest](#) (EPSO/CAST/P1-17/2017) for the minimum pass marks.

¹⁰ See footnote 7.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment in the Agency.

A second round of interviews may be organized before the offer of an employment.

6. SELECTION COMMITTEE

A Selection Committee will be appointed for this selection procedure and will be composed of at least four members, including a member designated by the Staff Committee of the Agency.

The names of the Selection Committee members will be communicated to candidates upon notification of the outcome of the assessment of eligible applications (see section 5. Selection Procedure, B - Assessment of eligible applications).

Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning this recruitment. The Agency's Director reserves the right to disqualify any candidate who disregards these instructions.

7. APPLICATION PROCEDURE

To apply for this position, candidates must submit an online application via the [EU CV online database](#) (candidates must first create an account or sign in to their active account).

After a correct submission of an application, candidates will receive an automated acknowledgement of receipt to the email account indicated in their application.

There is no obligation to submit applications in English, however documents sent in English will greatly facilitate the work of the Selection Committee.

The Agency strongly advises not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to problems.

It is the sole responsibility of each applicant to complete ALL relevant fields of his/her online application and to send it before the deadline for submission. Any information or documentation provided after the deadline will not be taken into account.

The candidate will be disqualified if:

- (s)he does not complete online registration by the deadline;
- at any stage in the procedure it is established that information a candidate provided is incorrect or false;
- (s)he failed to inform the HR service of the Agency of a possible conflict of interest with a Selection Committee member;
- (s)he attempted to contact a member of the Selection Committee either directly or indirectly concerning this recruitment procedure.

Candidates are invited to indicate in their online application any special arrangements that may be required if invited to attend an interview/written tests.

8. EQUAL OPPORTUNITIES

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the ground of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

9. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selected candidate(s) will need to have a valid CAST in order to be hired (see section 4.A).

Any offer of employment shall be made by Director on the basis of the reserve list. A contract offer will be made as a contract staff member, in function group IV, in accordance with the Agency's Implementing Provisions on the employment of contract staff under Article 3a of the Conditions of Employment of Other Servants of the European Union¹¹, for a duration of one year, with the possibility of renewal (a second renewal of the contract will lead to a contract of indefinite duration).

The classification in grade will be done in accordance with EASME general implementing provisions on conditions of employment of contract staff¹² and will depend on the assessment of the qualification and professional experience of the selected candidate. At the request of EASME, the selected candidates will have to evidence with supporting documents the information contained in their application.

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

For further information on working conditions of contract staff, see the Agency's website ([Working for EASME](#)) or the web site of the European Personnel Selection Office ([EPSO](#)).

The place of employment will be Brussels, Belgium where the Agency has its premises.

10. REQUEST FOR REVIEW

If the candidate believes a mistake has been made, (s)he may request a review of the Agency's decision. This must be made within 10 working days of the date of the e-mail notifying the candidate of the outcome of the selection procedure. The request must quote the reference number of the selection procedure concerned and the candidate must substantiate the reasons for requesting a review. It must be for the attention of the Chairperson of the Selection Committee and sent to the following address: [EASME-HR-](#)

¹¹ Decision of EASME Steering Committee of 14 December 2017 on the application by analogy of Commission Decision C(2017)6760 final of 16 October 2017 on the engagement of contract staff.

¹² See footnote 11.

Recruitment@ec.europa.eu. The Selection Committee will review the request and notify the candidate of its decision within 15 working days of receipt of the request.

11. APPEAL PROCEDURE

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Communities ("Staff Regulations"), any candidate may submit to the Agency a complaint against an act adversely affecting him/her. Any such complaint should be sent for the attention of the Director of EASME to the following address: EASME-HR-APPEALS@ec.europa.eu. The complaint should quote the reference number of the selection procedure concerned and it must be lodged within 3 months from the date on which the candidate is notified of the act adversely affecting him/her.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the General Court at <http://curia.europa.eu/jcms/>.

The candidate can make a complaint to the European Ombudsman. Before submitting such complaint, the candidate must first make the appropriate administrative approaches to the institutions and bodies concerned (see above). Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.

Please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>) for further information on the arrangements for complaints to the Ombudsman.

12. DATA PROTECTION

The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at the Agency. The personal information requested by the Agency from candidates will be processed in accordance with 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. In this regard, please see the [Data Protection Notice](#).