



Bio-based Industries
Joint Undertaking

**Vacancy Notice for the post of
Head of Programme and establishment of a reserve list**

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1. Who we are

The Bio-based Industries Joint Undertaking (BBI JU) is a public-private partnership between the European Commission and the Bio-based Industry Consortium (BIC). The BBI JU is established in Brussels under European Union law for a period up to 31.12.2024. The BBI JU implements a Joint Technology Initiative aimed at promoting investment in the development of a sustainable bio-based industry sector in Europe.

The objective of the Joint Technology Initiative on Bio-based industries is to implement a research and innovation programme in Europe that assesses the feasibility of the establishment of sustainable and competitive bio-based value chains. These activities will be carried out through collaboration between stakeholders from the research community along entire bio-based value chains, including primary production, processing industries and end-users. The BBI JU encourages the participation of SMEs to ensure their full involvement in the programme.

Bio-based Industries Joint Undertaking

Postal address: BBI JU, TO 56, 1049 Brussels, Belgium

Visiting address: Avenue de la Toison d'Or 56-60, 1060 Brussels, Belgium

www.bbi-europe.eu

The BBI JU will organise competitive calls for proposals to support and facilitate research, innovation and deployment activities, which will play an essential role in achieving its objectives. Close synergies with other European Union policies in areas such as industrial competitiveness and SMEs, agriculture, energy and environment, and with the European Structural and Investment Funds or Rural Development related actions will be developed.

The Joint Technology Initiative will engage up to € 3.7 billion for the period 2014 – 2024.

The working language of the BBI JU is English.

For further information, please consult the following website: www.bbi-europe.eu.

2. Overall purpose

In his/her role as a manager, The Head of Programme ensures that the programme and the project management team under his/her supervision delivers professional and efficient services to the BBI JU. He/she reports directly to the Executive Director of the BBI JU.

DUTIES AND RESPONSIBILITIES

The position will entail the following tasks:

Programme management and planning

- Member of the management team for day to day operation management, reporting and strategic discussions;
- Represent the BBI JU programme office at events and meetings related to the implementation of Horizon 2020. Liaise with different stakeholders in relation to the extension of the BBI JU's mandate within Horizon Europe in the context of the European Green Deal.
- Lead the implementation of the activities according to BBI JU's priorities as set out in the Annual Work Plan;
- Lead and supervise the overall planning, management and monitoring of calls for proposals, and evaluations leading to projects/grant agreements;
- Supervise and coordinate reporting activities (e.g. the annual activity report) and oversee the BBI JU programme and related activities;
- Coordinate the monitoring of Key Performance Indicators (KPI's) and associated targets;
- Supervise and coordinate projects' reporting, monitoring and follow up;
- Provide support to maximize the impact of the BBI JU programme implementation and projects' outputs, outcomes and impact;
- Organise the functioning of the Programme Unit and ensure that expertise and capacity for executing and completing activities is available;

- Promote a collaborative working environment among BBI stakeholders, seeking opportunities for knowledge and practice-sharing between key stakeholders, internally and externally;
- Set quality standards, anticipate and resolve organisational issues;
- Provide necessary input to the corporate communication and outreach strategy in relation to BBI JU's core business activities;
- Coordinate the input on the communication and dissemination of project results;
- Support and advise the Executive Director in decision-making and strategic files;
- Support the work of BBI JU advisory bodies;
- Represent BBI JU in networking aspects of the research programme;
- Undertake additional tasks as required in the interests of the service.

People management

- Manage a dynamic multicultural team of approximately 9 people (performance management, career progression, motivation, etc.);
- Provide coaching and support to staff;
- Provide advice and guidance on the future requirements of the organisation, allocate resources in an efficient manner so that the team is empowered and enabled to deliver the expected results;
- Develop and support career development and learning opportunities for the members of the team, strengthening the knowledge and talent of individuals across the unit;
- Support an organisational culture that fosters innovation and continuous improvement, adaptive to change.

Financial management

- Ensure budget resources allocated to the Programme Unit are used in the most efficient, effective and economic manner;
- Act as Authorising Officer in particular for the financial and budgetary aspects (commitments and payments) of activities carried out within the Programme Unit.

3. Eligibility criteria

Candidates will be considered for the selection phase based on the following criteria to be fulfilled by the closing date for applications:

- Have a level of education which corresponds to completed university studies of at least 4 years attested by a diploma¹ and, after having obtained the diploma, at least 15 years full-time of appropriate professional experience;

OR

¹ Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

- Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the diploma, at least 16 years full-time of appropriate professional experience;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level or equivalent) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their application form any diplomas or certificates they have obtained which demonstrate their language skills);
- Be a national of a Member State of the European Union²;
- To be entitled to his or her full rights as a citizen;
- To have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved;
- To be physically fit to perform the duties linked to the post³.

4. Selection criteria

Candidates selected based on the above eligibility criteria will then be evaluated according to the following selection criteria:

4.1 Essential qualification and experience

- Professional experience of at least 5 years directly linked to the tasks listed under duties and responsibilities;
- Professional experience of at least 5 years in management positions with budget responsibility (e.g. Head of Unit, Deputy Head of Unit, Head of Sector or equivalent). Please indicate (1) title and role of management positions held; (2) numbers of staff under responsibility in these positions; (3) the size of budgets managed; and (4) numbers of hierarchical layers above and number of peers;
- Suitability to build, manage and motivate teams;
- Experience in interacting with industry and knowledge of regulatory policy and practice relevant to the JU's fields of action;
- Experience in managing research programmes at EU, national or international level;
- Very good knowledge of project/programme management;
- Excellent command of written and spoken English language, at least C1 level in all categories according to the Common European Framework of Reference for Language;

² It should be noted that due to the withdrawal of the United Kingdom from the European Union on the 31/01/2020, candidates from the United Kingdom who do not hold the nationality of another European Union member state, are not eligible for calls for applications at the BBI JU due to the fact that they do not fulfil the requirements of Article 12.2 of the Conditions of Employment of Other Servants, namely that they do not hold the nationality of a EU Member State.

³ Before his/her appointment, the candidate shall be medically examined in line with the requirement of Article 12(2)(d) of the Conditions of employment of other servants of the European Communities.

- Professional experience in working in a multicultural, international and multidisciplinary environment;
- Ability to use office IT tools (Word, Excel, PowerPoint, Outlook, Internet, etc.).

4.2 Behavioural competences

- Ability to demonstrate a professional conduct in line with the BBI JU corporate values, i.e. professionalism, commitment, team spirit, care and towards excellence;
- Proven communication and interpersonal skills, with a demonstrable ability to establish and maintain effective working relationships in a multicultural environment;
- Capacity to promote a compelling strategic vision to staff and stakeholders;
- Ability to identify and incorporate trends to help shape future strategy and seek stakeholder buy-in;
- Ability to communicate clearly and present complex subjects in a simple manner, both orally and in writing, including to the members of the team;
- Ability to solicit input from and listen to staff, partners and stakeholders;
- Strong sense of responsibility, commitment and co-operation;
- Excellent negotiation, networking, problem-solving and analytical skills;
- Service-oriented and results-driven attitude;
- High level of both resilience and confidentiality.

4.3 Assets

- Professional experience in a similar position in a European Institution;
- Knowledge of ABAC and/or H2020 dedicated IT tools (SYGMA, COMPASS, etc.);
- Experience in EU Research Funding instruments (in particular H2020);
- Professional experience in working in a multicultural, international and multidisciplinary environment;
- Familiarity with the scope and aims of the BBI JU and the Bio-based industries;
- Master degree and or PhD in a field linked to the bio-economy;
- Expertise in the Bio-based industry sector.

Failure to comply with the eligibility and essential selection criteria will result in a disqualification of the applicant concerned.

5. Independence and declaration of interests

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

6. Selection procedure

The Appointing Authority of the BBI JU nominates a pre selection committee. The pre selection committee decides on those candidates who are admitted to the pre selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the pre selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria. The pre selection committee will invite for an interview candidates that they deem best qualified. The interviews will be held in English and the candidate's knowledge of other languages will also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in the area of expertise required for the post. The test and the interview will take place in Brussels.

Following this, the pre selection committee will establish a list of suitable candidates to be interviewed by the Executive Director and two additional members. All candidates invited by the Executive Director shall take part in an assessment centre, unless they have already taken part in such an assessment centre in the course of two years preceding the closing date for the receipt of applications at the requisite level. If an applicant has taken part in an assessment centre within this 2-year period, but not within the 18 months preceding the closing date for the receipt of applications, he/she may at his/her request be admitted to the assessment centre.

Candidates are reminded that the work of the different selection committees is strictly confidential. It is forbidden for candidates to make direct or indirect contact with their members or to ask anybody else to do so on their behalf.

Please refer to Article 9 and Article 15 of the [Decision of the BBI Governing Board](#) laying down implementing rules on middle management for further information regarding the selection process.

7. Appointment and reserve list

The Executive Director of the Joint Undertaking will select the successful candidate and offer the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Executive Director.

The reserve list may be used in order to fill vacant positions within the BBI JU.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until 31 December 2021 and may be extended at the discretion of the Appointing Authority of the BBI JU.

8. Equal opportunities

The BBI JU, as a Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations⁴.

9. Conditions of employment

The successful candidate will be appointed by the Executive Director of the BBI JU as a temporary agent at grade AD 11 for a period of 3 years.

The successful candidate will be asked to perform 9 months of probationary and managerial trial period.

Please refer to section 6 of the [Decision of the BBI Governing Board](#) laying down implementing rules on middle management in Annex for further information.

After an evaluation of the post holder's performance, the contract may be renewed in accordance with the BBI JU legal basis.

The period of engagement will in any case not exceed the lifetime of the BBI JU.

Remuneration will be based on the Union scale of salaries. Pay is subject to Union tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

The successful applicant who is offered a contract of employment will be graded on entry into service at step 1 or step 2 of the relevant grade, according to the length of his/her professional experience. The indicative basic monthly salaries of AD 11 are:

Step 1: 10.244,12 €

Step 2: 10.674,58 €

The place of employment is Brussels, where the JU premises are located.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials of the European Communities and its Conditions of Employment of Other Servants of the European Communities, which is available on the following web page:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

10. Application procedure

For applications to be valid, candidates must submit the [enclosed application form](#) by the closing date of application to vacancy-notices@bbi.europa.eu. Applications, in English, should be sent by email quoting the post reference **BBI/2020/1/AD/HoP** and your family name.

⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

IMPORTANT: If a candidate does not receive an acknowledgement of receipt for their application within 10 minutes of submitting it, s/he should check their junk mail folder and contact **recruitment@bbi.europa.eu** if no Acknowledgement of Receipt mail was found.

The application will be rejected if the dossier is incomplete.

Candidates are advised to apply using an e-mail address that will remain valid for several months: candidates that will leave their job in the coming months are advised not to use their professional e-mail address.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure.

In order to facilitate the selection process, application documents as well as all communications to candidates concerning this vacancy will be in English.

Candidates are asked to report any potential change of contact details in writing, without delay, to the following e-mail address: recruitment@bbi.europa.eu. Please remember to quote the reference of the vacancy(ies) for which you have applied in all correspondence.

11. Closing date

Applications must be submitted by **17 April 2020, 23:59 CET** (Central European Time / Brussels time).

The closing date of this vacancy may be prolonged.

Candidates are recommended not to wait until the final days before the closing date of applications' submission. The BBI JU cannot be held responsible for any last-minute malfunction due to an overflow of the application system.

12. Review and appeal procedure

Review procedure

A candidate who feels that he/she has been treated incorrectly may ask to have his/her application reconsidered by sending, within 20 calendar days of the date of notification, a request for review via email to: recruitment@bbi.europa.eu. The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Board.

The Selection Board will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

Appeal procedure

If the candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities (CEOS), at the following address:

Executive Director
BBI Joint Undertaking
White Atrium Building
TO 56
1049 Brussels
Belgium

The complaint must be lodged within 3 months counting from the notification of the decision the candidate wishes to contest.

If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the functioning of the European Union and Article 91 of the Staff Regulations and the CEOS before:

The European Union Civil Service Tribunal
Postal address:
L-2925 Luxemburg

The Appointing Authority does not have the power to amend the assessment decisions of the Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Boards is not subject to review by the Court unless rules which govern the proceedings of the Selection Board have been infringed. It is also possible to complain to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman – BP 403
F-67001 Strasbourg Cedex

Complaints made to the Ombudsman have no suspensive effect on the period laid down in the Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty.

13. Protection of personal data

The personal information the BBI JU requests from candidates will be processed pursuant to 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. Personal data shall be processed solely for the purpose of the performance, management and follow-up of information in view of a possible appointment at the BBI JU. In case of any query concerning the processing of personal data, a request shall be addressed to the BBI JU Data Protection Officer (DPO@BBI.europa.eu).