

## VACANCY NOTICE FOR THE POST

### **Project Officer**

to the Bio-Based Industries Joint Undertaking (BBI JU)

**Reference (to be quoted in all your communication regarding this post):**

**BBI/2018/1/FGIV/PO**

**Contract Agent – FGIV**

**M/F**

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 Bio-based Industries 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.

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](http://www.bbi-europe.eu).

### **1. OVERALL PURPOSE**

The Project Officer shall, under the supervision of the Head of Programme Unit of the BBI JU, be responsible for the implementation of the Multiannual and Annual Work Plans, for the organisation of competitive calls and evaluations of project proposals, as well as for the management of the entire project cycle. He/she shall deal with several European Union procedures. The post will also entail contacts with Industry and Research Communities.

### **DUTIES AND RESPONSIBILITIES**

The Project Officer shall in particular be responsible for:

- Ensuring timely preparation of the Grant Agreements with the support of financial and legal staff, leading to Grant Agreement signature in accordance with H2020 rules;
- Following-up project implementation, monitoring contractual obligations via the supervision of reporting activities, conducting checks and reviews, attending project meetings and dealing with amendment requests;
- Ensuring the timely delivery of project results as well as their communication and dissemination;
- Contributing to the promotion of BBI JU activities through active participation to info sessions, to networking events and other communication events;

- Ensuring that calls for proposals are published, coordinate and moderate the evaluation of proposals;
- Contributing to the Call Coordination process, if needed;
- Contributing to the BBI JU annual activity report drafting in areas under his/her direct responsibility;
- Undertaking additional tasks as required in the interests of the service.

## **2. ELIGIBILITY CRITERIA**

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the closing date for applications.

### **2.1. General conditions**

- Be a national of a Member State of the European Union;
- Be entitled to his or her full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV any language certificates they have obtained which can demonstrate their language skills);
- Be physically fit to perform the duties linked to the post<sup>1</sup>;
- Be registered in the EPSO/CAST/P/2017/Project/Programme Management/FGIV.

### **2.2. Education<sup>2</sup>**

- Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

## **3. SELECTION CRITERIA**

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

### **3.1 Essential**

- Proven professional experience of at least three years in project management following the award of the diploma;
- Experience in managing research programs at EU, national or international level;
- Proven knowledge of project/program management processes;
- Excellent written and oral communication skills in English (native English speakers will be required to demonstrate the ability to work in a second language at the interview stage);
- Proven ability to work in a team in a multicultural, international and multidisciplinary environment;
- Excellent analytical, problem solving and organizational skills;
- Strong sense of responsibility, commitment and co-operation;
- Ability to establish and develop good inter-personal relations with a broad range of stakeholders in cross-cultural environments;
- Excellent negotiation, presentation and networking skills;
- Ability to multitask, to prioritise and to meet tight deadlines;
- Good social skills and ability to communicate effectively;

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<sup>1</sup> 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.

<sup>2</sup> 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.

- Excellent knowledge of standard computer applications (Word, Excel, Outlook, PowerPoint Access, Internet, etc).

### **3.2 Asset**

- Professional experience acquired in liaison with EU funding schemes in particular FP7 and H2020;
- Familiar with EU procedures, rules and regulations;
- Knowledge and experience about the European institutions.

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

## **4. 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.

## **5. SELECTION PROCEDURE**

A Selection Board is nominated by the Appointing Authority of the BBI JU.

BBI JU will recruit via the EPSO permanent CAST for this selection procedure.

As a recruiter BBI JU has access to the database of CVs and is able to shortlist a number of candidates whose profiles best suit the vacant post.

Already tested candidates can be directly invited for an interview whilst those who are not tested or only partially tested can be invited to take tests organised by EPSO.

- After selecting all relevant CVs in the EPSO Recruiter Portal, each CV will be checked in order to verify that it meets the eligibility criteria;
- All eligible applications will be evaluated by a Selection Board based on the selection criteria defined in this vacancy notice and a short-list will be draw up;
- The best-qualified candidates, those who obtained the highest number of points within the evaluation, will be short-listed for an interview. Only candidates who successfully passed the EPSO test will be invited for an interview and may also be required to undertake an additional written test;
- During the interview, the Selection Board will examine each candidate's profile and will assess their relevancy to the post.
- Candidates will be requested to bring with them on the day of the interview and written test photocopies of all the supporting documents for their educational qualifications and employment necessary to prove that they meet the eligibility criteria. BBI JU has the right to disqualify applicants who fails to submit all the required documents;
- Following the written tests and the interviews, the Selection Board will recommend to the Appointing Authority the most suitable candidate(s) for the post to be placed on a reserve list. The minimum threshold to be placed on the reserve list is 70% of the total points.
- The reserve list will be presented to the Appointing Authority who may decide to convene the candidates for a second interview and ultimately will appoint the successful candidate(s) to the post(s).

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

## 6. 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 fulfil 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 2019** and may be extended at the discretion of the Appointing Authority of the BBI JU.

## 7. 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 Regulations<sup>3</sup>.

## 8. CONDITIONS OF EMPLOYMENT

The successful candidate will be appointed by the Executive Director of the BBI JU as a contractual agent at FGIV pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities for a period of 3 years, which may be renewed.

Candidates should note the requirement under the Conditions of Employment of Other Servants for all new staff to complete successfully a probationary period.

The conditions of employment of contract staff under the terms of Article 3a can be consulted at the following address: [http://europa.eu/epso/doc/rules\\_ca\\_comm\\_en.pdf](http://europa.eu/epso/doc/rules_ca_comm_en.pdf)

The pay of staff members consists of a basic salary supplemented with specific allowances, including expatriation or family allowances.

The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants available at the following address: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Salaries are exempted from national tax, instead a Community tax at source is paid.

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

## 9. APPLICATION PROCEDURE

For applications to be valid, candidates must submit an online application via the BBI vacancies portal: <https://cloud.bbi.europa.eu/web/vacancies/>

### Candidates are requested to:

- complete the online application form - to access the right form, candidates should select the vacancy for which they wish to apply;
- upload a motivation letter . Please note that the motivation letter forms an essential basis for the pre-selection decision.
- upload a Curriculum Vitae (CV) which should include at least 3 references, preferably in the European CV format (see <http://europass.cedefop.europa.eu>).

Please note that your EPSO ID number and the reference CAST EPSO/CAST/P/2017/Project/Programme Management/FGIV must be mentioned in your CV and motivation letter.

For the letter of motivation and the CV, only Word documents (.doc or .docx) or PDF documents (.pdf) will be accepted. The maximum file size is 2 MB.

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<sup>3</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

**IMPORTANT:** When applying for more than one position, any new application made by a candidate with the same e-mail address will automatically erase and replace the previous application for that position.

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 if requested.

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

Application forms sent by e-mail, fax or post will not be accepted.

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

## 10. CLOSING DATE

Applications must be submitted by **28 February 2018, 23:59 CET** (Central European Time / Brussels time).

The closing date of this vacancy may be prolonged.

Candidates are reminded 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.

## 11. 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](mailto: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 you wish 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.

**12. PROTECTION OF PERSONAL DATA**

The BBI JU will ensure the candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18.12.2000 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data (Official Journal of the European Community L8 of 12.01.2001). Please note that BBI JU will not return applications to applicants. For more explanations on data protection, please see the annexed privacy statement.