



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR HEALTH AND FOOD SAFETY

CALL FOR EXPRESSION OF INTEREST for establishing a reserve list for the positions of

Financial assistant implementing the programmes delegated to the Health and Digital Executive Agency (HaDEA)

Reference : SANTE-SEL-FGIII

1. GENERAL INFORMATION

Who we are:

The Health and Digital Executive Agency (HaDEA) is being established in Brussels and will start work as soon as the Decision on the delegation of the programmes under the 2021-2027 MFF takes effect. Until the Agency is established and it has gained administrative autonomy, DG SANTE will act on its behalf.

DG SANTE is the lead parent DG together with DG CNECT, DEFIS, GROW and RTD. The Executive Agency based in Brussels will start with around 380 Staff and will grow to more than 500 FTE.

Working in HaDEA will put you at the heart of the European Commission's ambition to help rebuild a post-COVID-19 Europe, which will be greener, more digital, more resilient and better fit for the current and forthcoming challenges.

The HaDEA will contribute to above ambition by implementing the following programmes (with indicative budget):

- EU4Health programme: €4,7 billion
- Horizon Europe: Pillar II, Cluster 1: Health: €4,8 billion

- Single Market Programme: Food safety: health for humans, animals and plants along the food chain and better training for safer food: €1,3 billion;
- Digital Europe Programme: €0,8 billion;
- Connecting Europe Facility: Digital: €1,7 billion;
- Horizon Europe: Pillar II, cluster 4: Digital, Industry and Space: €5,5 billion

During the first three years additional budget amounting to €1,6 billion will also be available from the New Generation EU fund for actions part of the Digital and Health strands of the Horizon Europe programme.

The total budget managed by HaDEA will amount to over €20 billion over the 7 years period of the 2021-2027 MFF.

In addition, the Agency will take over the outstanding financial commitments and projects from the predecessor programmes (“legacy”).

What we are looking for

This call aims at establishing a reserve list, which may be used for any future vacancies in this area. The initial validity period will be 1 year but can be extended.

Position description

PROFILE

Finance

POSITION TITLE

Financial assistant– M/F

CONTRACT

Contractual Agent FG III – 3a

Mission description

HaDEA is entrusted with the implementation of non-policy related actions to help achieving the general and specific objectives of the 2021-2027 programmes delegated to it.

Tasks

On the basis of the powers delegated by the Commission and within the framework of the relevant annual work programme adopted by the Commission, the Agency shall perform programme implementation tasks.

The financial assistant working in the HaDEA’s Operational Finance Unit (C1) will be part of a team of financial officers supporting a specific set of 2021-2027 spending programmes and legacy operations, but contributing to tasks across the Unit’s supported portfolio as the needs arise.

S/he will be responsible for the administrative and financial tasks related to the preparation and implementation of grants, prizes, procurement contracts and other actions for the programmes delegated to and managed by the Agency. S/he will carry out such tasks through standardized IT and workflow tools across all programme management in strict compliance of the EU Financial Regulation, applicable legal and financial framework and internal procedures.

The financial assistant in the HaDEA will in collaboration with the Agency's dedicated programme Units execute the following tasks:

- Provide contractual and financial analysis, advice and assistance related to the full expenditure lifecycle of managed actions, emanating from the different programmes implemented by the Agency
- Prepare and support the creation of commitments, payments, forecasts of revenue and recovery orders on the Agency's operational budget lines ensuring that transactions are financially and procedurally correct.
- Support the administrative and financial preparation of grant agreements as well as prizes.
- Support the administrative and financial preparation of public procurement procedures and manage the administrative and financial aspects of the ensuing contracts.
- Provide support to audit file preparation and assist the authorizing officer to implement the ex-post audits and audit extensions.
- Provide support to the financial monitoring and the reporting of the implementation of managed actions.
- Draft contract financial support documents such as payment letters, pre-information letters, confirmation letters and correspond with internal and external stakeholders.
- Contribute to horizontal tasks in line with the unit objectives.

2. APPLICATION PROCEDURE

For applications to be valid candidates must:

(i) submit or have already submitted their application via the EPSO website to a CAST selection for contract agents of function group III (<https://epso.europa.eu/job-opportunities/en>). New CAST applicants should ideally subscribe to the Finance CAST Permanent – EPSO/CAST/P/1/2017. Please note that successful candidates to a FGIV full testing don't need to register and re-sit FGIII tests.

(ii) express their interest no later than 26/02/21 to

EC-HADEA-SELECTION@ec.europa.eu indicating the call reference SANTE-SEL-FGIII

including

- a detailed curriculum vitae, in EU CV format (PDF);
- a letter of motivation, (2 pages maximum) (PDF).

Your EPSO candidate ID number and the reference of the concerned CAST must be mentioned in your CV and motivation letter.

- a completely filled in and duly signed Application Information Grid available at: https://ec.europa.eu/health/sites/health/files/funding/docs/hadea_eu4health_financial-ast_evaluationgrid_en.pdf

Please note that the motivation letter forms an essential basis for the pre-selection decision.

Supporting documents showing evidence of the provided information may be requested at a later stage. No document will be sent back to candidates.

Candidates are invited to apply in English to facilitate the selection process.

In no circumstances should candidates approach the selection committee members themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

An automatic acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the status of their application, i.e. whether they are invited for the selection phase or not. These notifications will be sent via email only.

A candidate may request clarifications about the processing of his/her application by sending an email quoting the reference of the vacancy notice concerned, to the following address: EC-HADEA-SELECTION@ec.europa.eu.

3. SELECTION PROCEDURE

Selection of candidates to be invited to the interview

The selection board will assess the applications against the eligibility and selection criteria in order to identify a number of candidates who best match the job requirements in question.

Shortlisted candidates who have not yet successfully passed the CAST testing will be invited to sit the tests in an accredited test centre. These candidates will receive further instructions about the tests via their EPSO account.

The eligibility requirements are laid down in <https://epso.europa.eu/sites/epso/files/documents/casts/2017/epsocastp1-172017/cast-p-call-consolidated-version/en.pdf> (See under: AM I ELIGIBLE TO APPLY).

The selection criteria that will be applied are below in ANNEX A.

Interviews

Candidates who did not successfully pass the EPSO CAST testing will not be invited for the interview with the selection panel.

The intention is to invite between 25 and 35 candidates to the interview with the selection board.

The interview (30 min) in English will be used to assess:

- your suitability to carry out the duties of a Financial assistant;
- your knowledge and experience in the field of financial management;
- your communication, inter-personal and problem-solving skills;
- your general knowledge about the HaDEA and the related policies;
- your motivation and your ability to adjust to working as a Contract Agent in a multicultural environment.

This test will be marked out of 100 (pass mark: 60).

Successful candidates will be included in a reserve list of suitable candidates. Please note that inclusion in the reserve list does not guarantee recruitment.

Publication date

PUBLICATION START DATE: 8/02/2021

PUBLICATION END DATE: 26/02/2021 cob

INTERVIEW PERIOD (indicative) – End of April 2021

4. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The jobholders will be recruited as contract staff, in function group III, pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities (CEOS).

The basic monthly salary within this function group will depend on the number of years of relevant professional experience at appropriate level (in function group III, either grade 8, grade 9 or grade 10).

The initial contract will be for a duration of 1 year. If the contract is renewed, the duration of the contract shall be not less than one year. If the contract is renewed again, the contract shall be concluded for an indefinite period.

The place of employment will be Brussels where the Agency has its activities.

For further information on contract agents, please consult the website of EPSO, https://epso.europa.eu/help/faq/contract-agents_en

5. EQUAL OPPORTUNITIES, APPEAL PROCEDURE & DATA PROTECTION

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.

Appeal procedure

A candidate who estimates that a mistake was made in the assessment of his/her profile may ask to have it re-assessed by sending, within 15 calendar days of the date on the email notifying the rejection of his/her application, a request for review, quoting the number of the selection procedure concerned to the Selection Panel at the following address: EC-HADEA-SELECTION@ec.europa.eu.

The Selection Committee will reconsider the application and notify the candidate of its decision within 15 working days of receipt of the letter.

Data protection

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the HaDEA. The personal information requested from candidates will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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.

ANNEX A

SELECTION CRITERIA

Essential:

- For candidates having a post-secondary education attested by a diploma, at least 3 years of professional experience in tasks related to the duties and responsibilities stated above;
- For candidates having a secondary education attested by a diploma giving access to post-secondary education, in addition to the required minimum 3 years of professional experience, at least 3 more years of professional experience in tasks closely related to the duties and responsibilities stated above;
- Experience in contract and financial management of projects (grants) under EU or national spending programmes;
- Excellent written and spoken English (C1 according to the [Common European Framework Reference](#) for Languages (CEFR), in particular for written and spoken interaction).

Advantageous:

- Experience as financial officer on operational budget lines within EU institutions and bodies
- Familiarity with the EU Financial Regulation and the overall legal and financial framework of EU spending programmes
- Previous experience with financial management tool ABAC and/or the eGrants application suite
- Education in the field of economics, accounting, finance or law;

Personal qualities essential for the position (evaluated during the interview):

- Very good analytical and problem-solving skills;
- Good interpersonal and communication skills;
- High degree of organisational skills and ability to work under pressure;
- Proven ability to work as a team member.