



Vacancy notice for the post of Seconded National Expert
in the ECSEL Joint Undertaking
as Knowledge and Technology Officer
Reference: ECSEL-05-SNE-KS

ECSEL Joint Undertaking is a public-private partnership on electronic components and systems, established by Council Regulation 561/2014.

Electronic components and systems (ECS) are a pervasive Key Enabling Technology, impacting all industrial branches and almost all aspects of life. A smartphone, a smart card, a smart energy grid, a smart city, even smart governance; everything “smart” is based on integrating semiconductor chips running embedded software. They provide the fabric on which the internet runs; they give life to portable phones and tablets; they drive driverless cars and trains, fly airliners, drones and satellites. In modern times, no national economy can win in the global competition without mastering this technology, with unparalleled systemic and strategic impact.

ECSEL Joint Undertaking provides financial support for Research, Development and Innovation projects, mainly in the form of grants to participants following open and competitive calls for proposals.

Members of the Joint Undertaking are the European Union through the Commission, Member States and Associated Countries to the Framework Programme Horizon 2020 on a voluntary basis, and three associations (EPoSS, AENEAS and ARTEMIS Industry Association) representing the actors from the areas of micro- and nano-electronics, smart integrated systems and embedded/cyber-physical systems.

ECSEL JU is located in Brussels.

For further information please consult the following website: <http://www.ecsel.eu>

1. Position advertised

OVERALL PURPOSE

The Seconded National Expert (SNE) shall provide support and consulting services on knowledge management and technology dissemination and exploitation to the ECSEL Joint Undertaking as Knowledge and Technology Officer. She/he will report to the Head of Unit Communication of the ECSEL JU Office. She/he will reinforce the capabilities of the ECSEL JU to report on ECSEL-related activities within its own technology field and beyond, providing a global view of the European ECS technologies,

its sector and the environments where they are used (including non-technical factors such as standards, legislation...) and the specific directions needed for further deployment, improvement and valorisation of the programme outputs.

In addition, the SNE will contribute to developing strategies supporting the dissemination and exploitation activities of the ECSEL JU, i.e. the public disclosure of information that is not restricted or otherwise sensitive but that can be of interest to the outside world and ECSEL JU stakeholders. To this extend, she/he will compile public project information from the ECSEL JU programme portfolio within a wider (European/world and sectorial/industrial) perspective and present this in an easy digestible readable format and/or visual/video format.

DUTIES AND RESPONSIBILITIES

The following tasks and activities are relevant to the duties of this post:

- ✓ reinforcing the capabilities of ECSEL JU in **reporting on the JU related project/programme activities**, providing a global view of the technologies and the applications resulting from the projects of the JU, in particular towards external stakeholders, decision-makers, etc...
- ✓ **developing and proposing strategies**, and guiding their execution, **for knowledge management and dissemination** of the JUs project results;
- ✓ **liaising with the ECSEL JU Operations team and project participants**, to collect structured data concerning their results in view of obtaining a clear picture of the technological advances and their applications, enabled by the ECSEL JU Programme and in a wider context;
- ✓ providing support for structuring the reporting of complex projects and clusters, aiming in particular at **identifying the most suitable messages and means of communication** about the programme's successes;
- ✓ liaising with the **relevant bodies of the CSC**, in particular the working groups for dissemination and exploitation support;
- ✓ analysing and disseminating information with regards to **synergies between H2020 and other EU, national or regional programmes**;
- ✓ developing the role of **ECSEL JU as a "hub" or platform for information**, advice, best practice examples and practical solutions with regard to dissemination and exploitation opportunities in the ECS field;
- ✓ **planning, organising and reporting on ECSEL JU stakeholders inquiries and following-up on related/previous studies** in order to develop/strengthen concerns of weaknesses of specific stakeholders (SME, RTO, Industries, users, ...);
- ✓ contributing to the **preparation of the ECSEL yearly Programme Review and Symposium**.

2. Eligibility and selection criteria

Eligibility criteria

- ✓ Completed university studies of at least three years attested by a diploma, or when in a Member State of the European Union access to a profession of an equivalent level to function group IV is by State examination, professional training or any other equivalent procedure (e.g. chartered accountant and auditor, or professions in the armed forces or police), the authority authorised to conclude contracts of employment may agree to recognise this qualification as being equivalent to a university degree, or in exceptional circumstances and where justified in the interests of the service, professional training of an equivalent level;
- ✓ Have at least 6 years full-time of professional experience after having obtained the diploma;
- ✓ Be a national of an EU or EFTA Member State or a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement with the Commission on staff secondments;
- ✓ Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least at the B2 level) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV possible language certificates they have obtained and which can demonstrate their language skills);
- ✓ 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;
- ✓ Be physically fit to perform the duties linked to the post¹.

Selection criteria

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

Essential

- ✓ Three years of proven professional experience on knowledge management and/or EU and national funding programmes and/or dissemination activities;
- ✓ Proficiency with electronic office equipment (word processing, spread sheets, presentations, electronic communication, use of internet, etc.), and a strong aptitude for working with IT tools;
- ✓ Good oral and written command of English².

Advantageous

- ✓ Working experience in a field related to the duties in an international and multicultural environment;
- ✓ Knowledge acquired through experience or training/education of the organisation, working procedures and policies of European Commission services and/or Agencies and/or other EU institutions;
- ✓ Relevant trainings, certifications.

¹ 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.

² Spoken and written skills equivalent to level C1 or higher level pursuant to the Common European Framework of Reference for Languages.

3. Application procedure

Candidates should send their applications only to the Permanent Representation to the EU of their country.

The Permanent Representations shall, within the deadline fixed in this vacancy notice, send an e-mail to applicationsne@ecsel.europa.eu with the following documents:

- ✓ A letter of motivation of the candidate highlighting the professional experience and the suitability and strengths of the candidate in relation to the post;
- ✓ A Curriculum Vitae of the candidate, in the European CV format (see <http://europass.cedefop.europa.eu>);
- ✓ The letter from the public administration authorizing the candidate to lodge his/her application to the post. If this is unavailable by the closing date of this notice but underway/agreed, the JU can also accept evidence of the upcoming authorisation pending the delivery of the official letter. In any case, no appointment will be made without this official letter;
- ✓ The Declaration of Conflict of Interest signed.

For the letter of motivation and the CV, only Word or PDF documents are accepted. The maximum file size is 2 MB.

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 only**.

Deadline for receiving applications is 19 February 2018, 12.00 (Brussels time) (extended date)

Selection procedure:

A Selection Board is nominated by the Appointing Authority of the ECSEL JU. After applications are screened, the Selection Board will, based on elements of the applications, draw up a shortlist of candidates to be invited for an interview.

The suitable candidates will be invited for a written test and an interview:

- Written test on a topic linked to the job description (about 30 minutes)
- Interview with a panel (about 30 minutes)

The recruitment will take place only upon a decision of the Appointing Authority of the ECSEL JU.

Following this, the Selection Board will establish a **reserve list** of suitable candidates to be approved by the Executive Director.

Appointment and Reserve List

The Executive Director of the ECSEL 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 initial period of secondment may not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years.

The reserve list may be used in order to fulfill positions within the ECSEL 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 ECSEL JU.

Equal opportunities

ECSEL Joint Undertaking, as a European Union body, applies a policy of equal opportunities and no discrimination in accordance with article 1d of the Staff Regulations³.

Conditions of the secondment

The secondment will be governed by the Decision of the Governing Board of the ECSEL Joint Undertaking laying down rules on the secondment of national experts to the ECSEL JU (SNE Decision annexed to the vacancy notice).

The SNE will remain employed and remunerated by his/her employer during the secondment. She/he will equally remain covered by the national social security.

In addition, the SNE shall be entitled to daily and monthly subsistence allowances provided for in Article 16 of the SNE Decision (unless in the case of “costs free SNEs” as referred to in Article 2 of GB decision ECSEL GB 2014.18).

Before applying, each candidate should obtain the assurance of the support of his/her employer for his/her candidacy as well as the commitment of that his/her employer shall continue to pay a salary during the period of the secondment.

During the secondment, SNEs are subject to confidentiality, loyalty and absence of conflict of interest obligations.

The final stage to secure the secondment will be confirmed by an exchange of letters between the Executive Director of ECSEL JU and the Permanent Representation of the Member State concerned.

The initial period of secondment may not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, where the interests of the service warrant it, the ECSEL JU Executive Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

The total period of engagement shall not exceed the lifetime of the ECSEL Joint Undertaking.

The place of secondment is Brussels, Belgium.

³ OJ L 124, 27.4.2004, p. 1; <http://eur-lex.europa.eu/en/index.htm>

Important information for candidates

Candidates are reminded that the selection committee's works are confidential. It is forbidden for candidates to make direct or indirect contact with its members or anybody else that does so, on their behalf.

Protection of personal data

ECSEL is committed to ensure that candidates' personal data are processed as required by Regulation (EC) N°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. This applies in particular to the confidentiality and security of such data.

Controller, purpose of the processing, recipients of the data - The controller of the processing is ECSEL Joint Undertaking. Data are processed for the purpose of organising the selection and recruitment; they are only disclosed to persons involved in the selection and/or recruitment.

Right of access - Data subjects are entitled to access their data by sending an email to the data protection officer (anne.salaun@ecsel.europa.eu).

Right of rectification - Data subjects can request rectification of their data by sending an email to the data protection officer.

Time-limits for storing the data - For recruited candidates, personal data are kept for 10 years after termination of employment. For non-recruited candidates, personal data are kept for 2 years after expiry of the list. For spontaneous applications, data are not kept.

Legal basis and recourse - The legal bases for the processing of personal data are: Decision of ECSEL Governing Board ECSEL GB 2015.35 giving effect to Implementing Rules to the Staff Regulations, annex 11; Directive 95/46, Article 7.a

Recourse - data subjects have the right to have recourse to the EDPS. For further information, see the EDPS website: <http://www.edps.europa.eu>

Independence and Declaration of Interest

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.