



Seconded National Experts (SNEs) in the Operations and Communication Unit of the FCH 2 Joint Undertaking

Ref. FCH2JU/SNE/2018/3

The Fuel Cells and Hydrogen 2 Joint Undertaking (FCH 2 JU) is a unique public private partnership supporting research, technological development and demonstration (RTD) activities in fuel cell and hydrogen energy technologies in Europe. Its aim is to accelerate the market introduction of these technologies, realizing their potential as an instrument in achieving a carbon-lean energy system.

Fuel cells, as an efficient conversion technology, and hydrogen, as a clean energy carrier, have a great potential to help fight carbon dioxide emissions, to reduce dependence on hydrocarbons and to contribute to economic growth. The objective of the FCH 2 JU is to bring these benefits to Europeans through a concentrated effort from all sectors.

The three members of the FCH 2 JU are the European Commission, fuel cell and hydrogen industries represented by the Industry Grouping (HYDROGEN EUROPE) and the research community represented by the Research Grouping (HYDROGEN EUROPE RESEARCH).

The FCH JU was initially established by Council Regulation (EC) 521/2008 of 30.05.2008 for a period up to 31.12.2017 to implement part of the FP 7 programme. The FCH 2 JU was later established by Council Regulation (EU) 559/2014¹ of 6 May 2014 for a period up to 31.12.2024 taking over on-going tasks under FP 7 and implementing part of Horizon 2020 programme.

The FCH 2 JU supports:

- long-term and breakthrough-orientated research,
- research and technological development,
- demonstration and early deployment of the FCH technologies,
- support actions, including pre-normative research

following open and competitive calls for project proposals under FP7 programme (calls 2008 to 2013) and under Horizon 2020 (2014-2020).

The FCH 2 JU is located in Brussels, Belgium.

¹ http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:JOL_2014_169_R_0007&from=FR

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

1. INTRODUCTION

The Fuel Cells and Hydrogen Joint Undertaking (FCH 2 JU) invites **applications for two posts** of Seconded National Expert (SNE).

The registration of applications will close on **20th of January 2019 at 23:59 CET** (Central European Time, Brussels).

2. JOB PROFILE AND DUTIES

2.1 JOB PROFILE

The Seconded National Experts will work in the Operations and Communication Unit of the FCH 2 JU. They will report to the Head of Unit or the person appointed by the Head of Unit. They will reinforce the capabilities of the FCH 2 JU to both manage a large portfolio of projects but also to report on the activities/results within these projects and beyond, contributing through the dissemination/communication activities to the different EU policies.

2.2 DUTIES

The responsibilities of the Seconded National Experts will include in particular:

- Provide professional support related to his/her expertise to the implementation of the strategic plan (Multi-Annual Work Plan) and objectives of FCH 2 JU priorities as set out in Annual Work Plans (AWPs); this includes planning, management and monitoring of calls for proposals, evaluations, projects implementation and monitoring, fulfilment by the beneficiaries of their contractual obligations, including administrative and financial aspects;
- Performing tasks related to grants and procurements in their area of expertise;
- Contribute to the review and evaluation activities relating to the projects in his/her responsibility and prepare input to the Annual Activity Reports, including Key Performance Indicators data;
- Providing support to monitoring and benchmarking activities (data collection, reports writing etc.) in collaboration with the Knowledge Manager;
- Ensure timely and adequate dissemination of results of projects of which he/she is responsible and work together with the Knowledge Management Officer and with the Communication Officer where necessary to provide input on technical content;
- Supporting the organisation of various FCH 2 JU events (i.e. meetings, workshops, annual PRD/SF etc.) and undertaking the necessary roles for the successful implementation of these events;
- Ensuring good communication with external stakeholders by ensuring a positive image of the FCH 2 JU office;
- Interacting with the FCH 2 JU members and stakeholders in a positive and proactive way by fostering a strong sense of team spirit;
- Assist the Head of Unit by providing advice/opinions and inputs to various reports and deliverables, including drafting replies to different requests for policy input;

The SNEs in the Operations and Communication Unit may undertake additional tasks as required in the interest of the service and appropriate to their expertise.

3. ELIGIBILITY CRITERIA

Candidates will be considered for the selection phase based on the following formal criteria, which must be **fulfilled by the deadline for applications**:

Employment before and during secondment: SNE candidates must come from a national, regional or local public administration² or a public intergovernmental organisation (IGO).

Candidates must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.

Nationality: Be a citizen of a Member State of the European Union or of an EFTA Member State;

Be entitled to full rights as a citizen³;

Military service: Have fulfilled any obligations imposed by the laws of their home country concerning military service;

University degree or diploma: Have a level of education which corresponds to completed university studies of at least three years, attested by a diploma;

Professional experience: Have at least three years of professional experience in the domain of scientific, technical, economic, communications, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD as defined in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union;

Support of the current employer: The current employer must support the candidate and commit to pay his/her salary during the secondment period.

4. SELECTION

4.1 SELECTION CRITERIA

The SNEs in the Operations and Communication Unit will be selected based on the following criteria:

- Practical experience in the energy and/or transport fields in engineering, economic, communications or other advisory functions;
- Sound knowledge of the European and National Framework(s) policy and regulation for energy and/or transport applications;
- Experience in project management and/or communications;

² Public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliamentary services, the courts, central banks and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities, such as national regulatory authorities (NRAs).

³ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record

- Ability to represent the FCH 2 JU in European/international meetings and to undertake the appropriate roles for supporting the interests of the FCH 2 JU;
- Ability to work in an international, multicultural and multilingual environment;
- Good analytical, problem-solving and organisational skills as well as motivation and interpersonal skills;
- Ability to work under pressure and to meet tight deadlines producing high quality results;
- Ability to fit well into the team of the Operations and Communication Unit at the appropriate level;
- Proven capacity of team-player spirit and conflicts avoidance that will enable him/her to contribute in a coordinated effort with other members of the group striving for a common goal;
- Thorough knowledge of English as a working language⁴ and a satisfactory knowledge of another European Union language to the extent necessary for the performance of his/her duties;
- Ability to use electronic office tools (word processing, spreadsheets, presentation software, email, internet, project management tools, etc.).

Advantageous:

It is desirable for the selected candidate to have the following:

- Knowledge of the FCH technology and/or FCH markets;
- Experience in data collection and development of benchmarking reports;
- Practical knowledge of the financial rules of the EU and experience in their application for both grants and procurements;
- Experience in the work related activities of FCH 2 JU (e.g. participation in different stakeholders working groups) or of other European or international organisation for fuel cells and hydrogen technologies;
- A university degree in the field of economics, engineering or similar (e.g. chemistry, physics, mathematics, etc.) of at least 3 years full-time duration, conferring entitlement to undertake postgraduate studies (e.g. MSc, PhD, etc.);

4.2 INDEPENDENCE AND DECLARATION OF INTERESTS

The SNEs in the Operations and Communication Unit shall, during the period of secondment carry out his/her duties under the management of the FCH 2 JU and the responsible Head of Unit. They shall carry out the duties and conduct themselves solely with the interest of the FCH 2 JU in mind.

For these purposes the selected candidates must sign and include with his/her application a **declaration of absence of conflict of interest** and the employer must submit a corresponding declaration. The selected candidate shall also sign a declaration of commitment, independence and confidentiality before the secondment starts.

⁴ English is the main working language of the FCH 2 JU

4.3 SELECTION PROCEDURE

A Selection Committee, appointed by the Executive Director and consisting of at least two members representing both Units of the FCH 2 JU will evaluate applications and select those candidates who meet the eligibility criteria and best match the selection criteria required as outlined in the vacancy notice.

The Selection Committee shall invite the pre-selected applicants to an interview, in order to evaluate their language skills, validate their experience and assess whether they possess the key skills required.

Following the result of these interviews, the Selection Committee will draw up a shortlist of the successful candidates. They might be invited for a second interview with the Executive Director. The Secondment is finally authorised by the Executive Director.

5. SUBMISSION OF APPLICATIONS

For applications to be valid, candidates must submit:

- A covering/motivation letter summarising the reasons for applying and highlighting the professional experience and the suitability and strengths in relation to the post;
- A curriculum vitae using the Europass CV format (please indicate the legal length of the diplomas obtained)⁵;
- Written confirmation from the public administration (or IGO) regarding:
 - their support of the candidacy and their commitment to continue paying the SNEs salary and to maintain his/her administrative status throughout the period of secondment
 - their confirmation that there is no conflict of interest in relation to the duties to be assigned to SNE

It is the responsibility of the candidate to complete and submit all required application documents in time. Applications will be rejected if the dossier is incomplete.

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, all communications to candidates concerning this vacancy will be in English.

Candidates should send their applications, preferable in English and clearly indicating the vacancy reference number: **FCH2JU/SNE/2018/3, only to the Permanent Representation to the EU of their country, or the EFTA Secretariat or the administration of the IGO which will forward them to the following address applications@fch.europa.eu by the deadline fixed in the vacancy (point 1 above).**

Candidates are asked to report any potential change of address in writing without delay to the above contacts.

6. CONDITIONS OF THE SECONDMENT

⁵ The Europass CV can be downloaded from <http://europass.cedefop.europa.eu/htm/index.htm>

The secondment will be governed by the **Decision of the Governing Board of the Fuel Cells and Hydrogen 2 Joint Undertaking** laying down rules on the secondment of national experts to the FCH 2 JU (annexed to the vacancy notice).

This notice concerns Seconded National Expert (SNE) positions. The secondment is not an employment, nor does it lead to an employment at the FCH 2 JU. The SNE shall remain in the service of his/her employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay his/her salary, to maintain his/her administrative status (permanent official or contract staff member) throughout the period of secondment. The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

The SNE is entitled to subsistence allowances under the conditions of secondment provided for in Article 16 of the above mentioned Decision.

The final recruitment will be confirmed by an exchange of letters between the FCH 2 JU and the Permanent Representation, EFTA Secretariat or IGO.

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, FCH 2 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 Joint Undertaking.

The place of secondment is Brussels, Belgium.

7. CLOSING DATE FOR APPLICATIONS

Applications must be submitted by the respective Permanent Representation of the Member State, the EFTA Secretariat or the administration of the IGO to the FCH 2 JU no later than **20 January 2019 at 23:59 CET (Brussels time) to applications@fch.europa.eu**. Please make sure that you always include the vacancy reference number **FCH2JU/SNE/2018/3** in the subject line of your e-mail.

8. IMPORTANT INFORMATION FOR CANDIDATES

Candidates are reminded that the work of the Selection Committee is confidential. It is forbidden for candidates to make direct or indirect contact with members of this committee, or for anyone else to do so on their behalf.

9. DATA PROTECTION

The FCH 2 JU ensures that applicants' personal data are processed in accordance with Regulation (EC) No 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 (12.1.2001, OJ, L 8). Please note that FCH 2 JU will not return applications to applicants. This applies in particular to the confidentiality and security of such data.

For more explanations on data protection please see the annexed privacy statement.