



VACANCY NOTICE
INTER-AGENCY MOBILITY
HR OFFICER – CAREER DEVELOPMENT & TRAINING

Contract Agent 3a FGIII
(Ref. CINEA/IAJM/2021/CA/FGIII/23)

The European Climate, Infrastructure and Environment Executive Agency (CINEA)

The European Climate, Environment and Infrastructure Executive Agency (CINEA) is the successor organization of the Innovation and Networks Executive Agency (INEA). Officially established on 15 February 2021, it has started its activities on 1 April 2021. Its mission is to support stakeholders in delivering the European Green Deal through high-quality programme management that helps to implement projects contributing to decarbonisation and sustainable growth. CINEA implements parts of EU funding programmes for transport, energy and climate action: for the financial perspectives 2021-2027 the Agency has expanded its portfolio of programmes with strong focus on contributing to the European Commission's Green Deal priority.

The main programmes currently managed by CINEA are:

- The Connecting Europe Facility (CEF): supports high-performing, sustainable and interconnected Trans-European Networks.
- Horizon Europe: the EU's Research and Innovation programme for which CINEA manages the areas of cluster on Climate, Energy and Mobility (Cluster 5).
- The Innovation Fund: one of the world's largest climate innovation funding programmes, which is likely to have €10 billion for demonstration of innovative low-carbon technologies between 2020-2030.
- LIFE Programme: entirely dedicated to environmental, climate and clean energy objectives.
- European Maritime, Aquaculture and Fisheries Fund: targets public support for the Common Fisheries Policy (CFP), the Union's Maritime Policy and the EU's agenda for international ocean governance.

In addition in 2021 the agency will start implementing the EU Renewable Energy Mechanism and the Just Transition Mechanism.

Working environment

CINEA is based in Brussels and has a multinational team of around 500 persons. The number of staff is expected to grow further over the coming years.

More information on CINEA

Website: https://cinea.ec.europa.eu/index_en

Twitter: @cinea_eu

LinkedIn: <https://bit.ly/3wtAjwd>

YouTube channel: <https://www.youtube.com/channel/UCDic9AVxO1PP1SqoKbHMwrA>

Description of the job

The jobholder will be part of a Human Resources team and be mainly responsible for the daily human resources management in the field of Career development and training. S/he will report to the Head of the HR sector, which is part of the HR, IT & Logistics unit.

As such, the HR Officer/Career development will manage tasks related to the implementation of training and career management in the Agency.

S/he will mainly carry out the following tasks:

Training management

- Create and implement training actions, including calls for tender, and liaison with training providers;
- Upon request, organise practical and logistical details of training actions, and approve and monitor training requests in the EU Learn application;
- Provide support and information to staff on training practice and guidelines;
- Manage evaluation of the courses and analyse feedback from users on training devised internally and ensure the quality of the content; review with HR Coordinator - Career development if a need for remedial action is needed.
- Act as liaison and point of contact for information on training within the Agency and with other DGs and training actors (HR, DIGIT, EAS);
- Assist the coordinator in the management of relevant budget lines (budget forecast, follow-up, etc.);
- Perform any other tasks requested by the Head of HR to assist in dealing with HR related issues and policies.

Management of HR Information Systems

- Ensure that the HR information system is updated regularly and includes all relevant information on job descriptions, objectives and profiles in order to allow for a smooth HR management and evaluation process.
- Ensure that the training information systems (EU Learn) is correctly updated

- Ensure update of monthly statistics on training and on absences for reporting to Management.

Support to teambuilding activities

- Provide assistance and support in the logistics preparation for teambuilding and away days (hotel identification and booking, catering, meeting room, transport, etc)
- Support the HR Coordinator - Career development in the preparation of learning programmes and/or activities for teambuilding/away days

Support to HR team and HR Intranet

- Provide support to HR colleagues in other areas when necessary.
- Provide support on update of intranet information and on communication to staff on issues as related to HR.

Qualifications and experience required

A. Eligibility criteria

Contractual agent Staff 3a & 3b must:

- Occupy a post in the same Function Group (*) as the published post;
- Have at least three years of contract 3a or 3b when applying (the full 3 year period has to be covered exclusively within the same category – 3a OR 3b).

(*) Candidates must be included in the European Personnel Selection Office (EPSO) database for contract agents in function group III and have successfully passed the EPSO selection tests for that function group. Please note that candidates who are on a valid EPSO list published in 2010 (CAST2010) are eligible on the condition they have successfully passed the complementary tests (DB3), as an Annex to the selection procedure CAST2010. The candidates concerned are invited to consult the letter they received from EPSO for further information.

Please note that only candidates that comply with the eligibility criteria will be considered for further steps of this Selection procedure.

B. Priority Order for the Pre-Selection

All CA 3a and 3b can apply. However, the Pre-Selection will be done in 2 phases:

- Priority will be given to Contract Agent 3a.
- If the Pre-Selection of Contract Agent 3a applications is not successful, the Pre-Selection Committee will take into account the Contract Agents 3b applications.

C. Selection criteria

Essential:

- Professional experience of at least 2 years acquired in positions in Human Resources, preferably in career and learning and development;
- Very good command of English (C1)
- Professional experience in human resources in an EU Institution.

Advantageous:

- Knowledge of EU Learn and Sysper;
- Experience of working in a multi-cultural and international environment.
- Good command of another EU language in the technical field concerned (French or German, B2).

After having been preselected by the Selection Committee, the Agency will invite for an interview the best candidates that are owner of a CAST in the relevant function group, with a maximum of 10 candidates invited to the interview.

Appointment and conditions of employment

The Agency will apply the Commission Decision C(2017)6760 final of 16/10/2017 on the General Provisions Implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b.

The selected Contract Agent 3a shall take up duty in CINEA in principle three months after the job offer, unless it is otherwise agreed between the two Institutions and the staff member concerned.

The Agency of origin shall transfer the personal file to CINEA no later than 30 days after the date of the move.

The rights and entitlements inherent to the country of employment (Belgium) will be adapted accordingly.

Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the grounds 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.

Application procedure

For applications to be valid, candidates must submit:

- a detailed curriculum vitae, in EU CV format¹.
- a letter of motivation.

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

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

Applications have to be sent by e-mail only to the functional mailbox: CINEA-HR-RECRUITMENT@ec.europa.eu

¹ EU CV format available on:
<http://europass.cedefop.eu.int/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>

Closing date: Applications must be sent no later than **18th June 2021 at midnight**.

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 themselves, either directly or indirectly concerning this recruitment. The authority habilitated to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

Selection procedure

Oral test (30 min)

Interview with a selection board in English to assess:

- your suitability to carry out the duties of an HR Officer – Career Development & Training
- Your specialist knowledge in the field
- Your communication, inter-personal and problem-solving skills
- Your general knowledge about the CINEA and related policies

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

Please note that having successfully passed the interview does not guarantee to get an offer. Amongst the candidates who will successfully pass the interview, only the best ones will be invited for a second interview with the Director.

Information to candidates

An 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 processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent by 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, at the following address CINEA-HR-RECRUITMENT@ec.europa.eu

Means of Redress

A. Request for review

Candidates may request a review of any decision taken by the Selection Committee that establishes their results and/or determines whether they can proceed to the next stage of the selection procedure or are excluded. Requests for review may be based on:

- a material irregularity in the selection process; and/or
- non-compliance, by the Selection Committee, with the Staff Regulations, the vacancy notice of the selection procedure, its annexes and/or case law.

Candidates are not allowed to challenge the validity of the Selection Committee's assessment of the quality of their performance in a test or the relevance of qualifications and professional experience. This assessment is a value judgment made by the Selection Committee and disagreement with the Selection Committee's evaluation of tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Candidates may ask for a request for review within 15 calendar days of the date on the email notifying the rejection of his/her application, indicating clearly the decision that he/she wish to contest and on what grounds. The request should be addressed to the Chairman of the Selection Committee, quoting the number of the selection procedure concerned at the following address: CINEA-HR-RECRUITMENT@ec.europa.eu. Requests received after the deadline will not be taken into account.

Candidates who asked for a request for review will receive an acknowledgment of receipt within 15 working days. The Selection Committee will analyse and decide on the request and candidates will receive a reasoned reply as soon as possible.

B. Other forms of contestation

1. Administrative complaints

Candidates may address an administrative complaint under Article 90(2) of the Staff Regulations to the Director of CINEA acting as the appointing authority.

Candidates may submit a complaint against a decision, or lack thereof, that directly and immediately affects their legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. The Director of CINEA cannot overturn a value judgment made by a Selection Committee.

Candidates may submit their administrative complaint by contacting CINEA within three months of notification of the contested decision or of the date by which a decision should have been made.

The request, indicating clearly the decision that the candidate wish to contest and on what grounds and quoting the number of the selection procedure concerned, should be sent to the following address: CINEA-HR-RECRUITMENT@ec.europa.eu. Requests received after the deadline will not be taken into account.

2. Judicial appeals

Candidates may submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by CINEA's appointing authority rather than by the Selection Committee will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section B.1 Administrative complaints).

For the arrangements for judicial appeals please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

3. European Ombudsman

Candidates, like all EU citizens and residents, may submit a complaint to the Ombudsman. Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see section B.1 Administrative complaints).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

For the arrangements for complaints to the Ombudsman please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

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 CINEA. 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.