

Vacancy Notice for the position of Project Officer / Call Coordinator

External: CA FGIV

Title of Function: Project Officer / Call Coordinator

Reference: **SNS/CA/FGIV/2023/01/POCC**

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1. Introduction

The Smart Networks and Services Joint Undertaking (SNS JU) is one of the European partnerships under Horizon Europe established by the Council Regulation (EU) N° 2021/2085. It builds on two pillars: research and innovation under the Horizon Europe programme on technologies and systems for Smart Networks and Services towards 6G, and coordination of 5G deployment actions funded by European or national funding programmes.

The partnership is key to ensure European technological capacities in these areas, in line with the EU industrial strategy and the 5G cyber-security toolbox. In this context, it aims to enable European players to develop technology capacities for 6G systems as a basis for future digital services towards 2030.

The SNS JU is planned to have a complement of 16 staff in addition to the Executive Director.

The SNS JU is located in Brussels and the working language is English.

For further information, please consult the following website: <https://smart-networks.europa.eu/>

2. Job description

2.1. Profile

The Project Officer / Call Coordinator will be assigned duties and responsibilities within the Programme unit related to the management of research grants as well as to the planning, management and implementation of SNS call launch, evaluation and reporting. In addition, the Project Officer / Call Coordinator will also coordinate the overall planning and management of project interim reviews.

2.2. Tasks

The Project Officer / Call Coordinator will contribute to the preparation and implementation of the scientific, technical and administrative activities of the multi-annual and annual work programmes of the JU and, consequently, for the entire life cycle of a portfolio of projects that cover research, innovation, demonstration and deployment activities concerning technologies under the scope of the JU.

The Project Officer / Call Coordinator will also be responsible for the coordination of the overall planning, management and monitoring of SNS calls for proposals and evaluations.

In particular, the tasks of the Project Officer / Call Coordinator will include, amongst others, the following:

- Prepare the Grant Agreements for the selected projects in close cooperation with the financial and legal team;
- Monitor and assess the fulfilment by the beneficiaries of their contractual obligations, including administrative and financial aspects, in close cooperation with the financial team and with the assistance when needed, of external experts;
- Monitor the overall performance of the projects within the area she/he is in charge of,

which includes travelling to attend project meetings;

- Report on review and evaluation activities relating to the projects in her/his responsibility and prepare input to the Annual Activity Report, including Key Performance Indicators data, and portfolio analysis;
- Coordinating the call preparation, including the topic development and configuration, and the call publication in the relevant IT tools;
- Ensuring the set-up, testing, opening, monitoring, submission and closure of the call;
- Organising the admissibility and eligibility phase of the submitted proposals with the support of the Programme Officers;
- Monitoring all questions from applicants, following up on IT issues related to the submission environment and handling applicants' complaints before and after the submission phase;
- Coordinating the selection of external evaluators, ethic experts, independent observers and ensuring the preparation of expert pools and expert contracts;
- Coordinating logistics for remote and central evaluations;
- Being the point of contact in the SNS JU for the Call Management and Research dedicated IT tools and liaising with the relevant Commission services in case of update of the IT tools, question or issue;

The successful candidate might undertake other tasks and activities as deemed necessary under the responsibility of the Head of Programme, as tasks may evolve according to the development of SNS structure or activities.

3. Eligibility and selection criteria

3.1. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline of submission of applications:

- Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma¹
- Be a national of a Member State of the European Union;
- Be entitled to her/his full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Produce the appropriate character references as to their suitability for the performance of duties of the post²;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least at the B2 level or equivalent) 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 physically fit to perform the duties linked to the post. Before being engaged, a member of the temporary staff shall be medically examined by one of the

¹ Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

² 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.

institution's medical officers in line with the requirement of Art. 12(2) (d) of the Conditions of Employment of Other Servants (CEOS)³.

3.2. Selection criteria

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

Essential

- A University degree on Engineering/Science, Economics, Law, Political Science or any other domain that is deemed relevant to the post;
- At least 5 years of proven professional experience gained after obtaining the minimum qualifications required;
- At least 2 years of experience in public policy or project management in the ICT field.
- Experience on project management and ability to assess, track and manage detailed project plans;
- Ability to extract and summarise information, such as project results and achievements for further dissemination and communication (including briefings for policy makers);
- Excellent interpersonal, written and oral communication skills, with demonstrated ability to communicate both scientific and business information at all levels inside and outside the organization;
- Excellent command of written and spoken English.

Advantageous

- Demonstrated experience in managing research and innovation grants/projects;
- Demonstrated experience in a field related to the duties in an international and multicultural environment, preferably within a European Institution or body;
- Professional experience with the implementation of the European Union research programmes as well as the operation of a Joint Undertaking structure;
- Practical experience/knowledge of EC Call Management and Research dedicated IT tools (e.g. SYGMA, COMPASS, CPS/CAP, SEP);
- A good understanding of the 5G and telecom domain or of a related area, including scientific, technical, economic, strategic and political aspects;
- Experience in contracting IT services;

In order to be evaluated in the best possible way, candidates are recommended to give evidence of their knowledge with specific examples and/or detailed professional experience. Candidates are invited to be as detailed and as clear as possible in the description of their professional experience and specific skills and competences in their application form.

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

³ Conditions of Employment of Other Servants (CEOS) of the European Union, which is available on the following web page:

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

Candidates invited for an interview and written test will also be assessed against the following criteria, which are essential to the post:

- Motivation - open and positive attitude;
- Excellent interpersonal skills with an ability to interact at all levels inside and outside the organization;
- Ability to work under pressure and respect tight deadlines;
- Customer service orientation;
- High sense of discretion and confidentiality;
- High sense of responsibility, ability to deliver results and attention to detail;
- Good analytical and problem-solving ability;
- Excellent planning and organisational skills;
- Sense of initiative and team spirit ;
- Accuracy, persistence, responsibility, resilience and creativity;

4. 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 her/his independence. Candidates must confirm their willingness to do so in their application.

5. Selection and appointment procedure

5.1. Selection and assessment of the application

For each selection process, a Selection Committee is nominated by the Executive Director of the JU.

After applications are screened, the Selection Committee, having regard to the vacancy notice and basing itself on elements of the application, will draw up a list of suitable candidates to be invited for the next steps of the selection procedure, which will be held in Brussels or remotely.

The selection procedure will consist first of a written test in the area of expertise required for the post and then of an oral interview in order to assess:

- the candidate's motivation and understanding of the position;
- the candidate's skills with reference to the job description;
- the candidate's knowledge of the field in which the Joint Undertaking operates;
- the candidate's general aptitudes and language abilities as necessary for the performance of their duties;
- the candidate's analytical skills to evaluate complex technical and scientific information;

The Selection Committee may also decide to include additional tests before finalising the reserve list.

5.2. Invitation to the interview with the Executive Director

The applicants on the reserve list may be invited to an interview with the Executive Director. The Executive Director may decide to invite also other eligible applicants.

5.3. Appointment and reserve list

The recruitment will take place upon a decision of the Appointing Authority of the JU. The Executive Director of the Joint Undertaking will select a successful candidate from the reserve list and offer them a post. A binding commitment can only be made after the verification of all conditions⁴ and will take the form of a contract signed by the Executive Director of the Joint Undertaking.

The reserve list **may** be used to fulfil other positions within the JU. It may also be shared with other JUs for the same recruitment purposes, provided the express and individual consent of the candidates concerned prior to this sharing. It will be valid until **28 February 2025** and may be extended at the discretion of the Appointing Authority. Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The JU may decide at any time of the procedure not to pursue the recruitment.

6. Equal opportunities

The JU, as a Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations⁵.

7. Conditions of employment

The successful candidate will be appointed by the Appointing Authority of the JU as contractual agent pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union, for an initial period of 3 years, which may be renewed.

The grade offered is **Contractual Agent grade FG IV**.

The successful candidate will be asked to perform a probationary period of 9 months.

After an evaluation of the post holder's performance, the contract may be renewed in accordance with the JU legal basis. The period of engagement will not in any case exceed the lifetime of the Joint Undertaking.

Remuneration will be based on the European Union scale of salaries. Pay is subject to European Union tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

In addition to their basic salary, staff members may be entitled to various allowances in particular an expatriation or foreign residence allowance, family allowances including household allowance, dependent child allowance, pre-school allowance and an education allowance.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS) of the European Union, which is available on the following web page:

⁴ Before the appointment, a successful candidate shall undergo a medical examination by the medical services of the Commission in order that the JU may be satisfied that she/he fulfils the requirement of article 28(e) of the Staff Regulation of the Officials of the European Union.

⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

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

The place of employment is Brussels, where the Joint Undertaking premises are located.

The working language is English.

8. Application procedure

Applications must only be sent by e-mail to the functional mailbox CNECT-E1-SNS-HR@ec.europa.eu quoting the reference.

Application must include:

1. Application form (next to vacancy notice on: <https://smart-networks.europa.eu/current-vacancies/>)
2. Curriculum Vitae (CV) in the European CV format⁶

All documents mentioned above must be submitted in **pdf format** and should be named starting with the family name of the candidate.

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. The SNS JU has the right to disqualify applicants who fail to submit all the required documents.

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

When filling in their application, candidates are requested to provide examples of their professional experiences and competences.

Candidates are asked to report any potential change of contact details without delay, to the following e-mail address: CNECT-E1-SNS-HR@ec.europa.eu. Please remember to quote the reference of the vacancy for which you have applied in all correspondence: **SNS/CA/FGIV/2023/01/POCC**

Candidates are reminded that the Selection Committee's work is confidential. It is forbidden for candidates to make direct or indirect contact with the Selection Committee members or to ask anybody else to do so, on their behalf.

For each 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.

Closing date Applications must be completed and submitted by **2nd May 2023, 23:59 CEST**

⁶ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

(Central European Summer Time / Brussels time).

9. Applicants' privacy policy in the context of selection and recruitment

The personal information that SNS JU requests from applicants 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 natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

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

10. Appeals

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

Request for review of the decision taken by the Selection Committee

A candidate who feels that she/he has been treated incorrectly may ask to have her/his application reconsidered by sending, within 10 calendar days of the date of notification of the Selection Committee's decision, a request for review via e-mail to: CNECT-E1-SNS-HR@ec.europa.eu. The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Committee.

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

Appeals

If a candidate considers that she/he has been adversely affected by a particular decision, she/he can lodge a complaint under article 90(2) of the Staff Regulations within the time limits provided for at the following address:

Peter Stuckmann
Interim Executive Director, Smart Network and Services Joint Undertaking
Head of Unit, Future Connectivity Systems
Directorate-General for Communications Networks, Content and Technology
Rue de la Loi 200
1040 Brussels, Belgium

The complaint must be lodged within three months. The time limit for initiating this type of procedure starts to run from the time the JU informs the candidate by e-mail⁷.

Complaint to the European Ombudsman

It is also possible to lodge a complaint with the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the statute of the Ombudsman and the implementing provisions adopted by the Ombudsman.

Complaints made to the Ombudsman have no suspense effect on the period laid down in the Article 91 of the Staff Regulations. Note also, that under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the

⁷ See the Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <https://eur-lex.europa.eu/>

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institutions and bodies concerned.

ANNEX I – PROTECTION OF YOUR PERSONAL DATA

WHICH OF YOUR PERSONAL DATA DO WE PROCESS?

- 1.1. When you apply for a job (selection process), we process:
 - Identity information you provide us with, such as your first name, last name, birthdate, preferences and interests;
 - Contact details you provide us with, such as your e-mail address, postal address, country and (mobile) telephone number;
 - Resume information you provide us with, such as your employer, professional experience, education, skills and references;
 - Results of the selection process
 - Any other personal data you provide us with to support your job application or to allow the verification of the eligibility and selection criteria laid down in the vacancy notice.
- 1.2. For the recruitment process, we process:
 - All the information from the selection process mentioned above;
 - Documents verifying nationality;
 - Family situation;
 - Documents verifying appropriate character references (in accordance with Article 12(2) and 82(3) of CEOS);
 - Document sent from the Commission Medical Service indicating that the selected candidate is physically fit or not to perform the job;
 - PMO forms to allow the establishment of the recruited staff's entitlements under the Staff Regulation and CEOS;
 - Originals of the extracts of criminal record/attestation of good behavior;
 - Any other personal data you provide us with.
- 1.3. We receive most of your personal data directly from you, but it may happen that our HR department includes additional information in your job application or that we receive information from a recruitment agency. In such case, the agency is responsible to provide you with the information in this Applicants' Privacy Policy. Also, we advise you to consult the privacy policy of the recruitment agency.
- 1.4. We do not intend to process sensitive personal data about you, such as information revealing your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of unique identification, data concerning health, sex life or sexual orientation. If such information is necessary for your job application, we will ask for your consent separately. If you nevertheless provide us with such information on your own initiative, we will derive your

explicit, freely given, specific, informed and unambiguous consent to the processing of this data. Personal data concerning health (medical data) are processed by the Medical Service of the European Commission. Candidates failing to provide compulsory data as requested in the vacancy notice will be excluded from the selection process.

FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA AND WHAT IS THE LEGAL BASIS FOR THIS?

- 1.5. We process your personal data for selection and recruitment purposes so that you are able to apply for a job with us at this moment or in the near future, as well as to keep track of your details in this context and to follow up on your application. We rely on your consent for this processing activity. We also rely on Article 2(a) and (f), 3(a), 12, 82 and 86 of CEOS. If special categories of personal data are processed, we may rely on the derogation explicit consent (Art. 10(2)(a) of Regulation (EU) 2018/1725) or Article 137(3) of the Financial Regulation (for criminal records).

TO WHOM DO WE SEND YOUR PERSONAL DATA?

- 1.6. We may share your personal data with third parties in order to process your personal data for the purposes outlined above. Third parties are only allowed to process your personal data on our behalf and upon our explicit written instruction. We also warrant that all those third parties are selected with due care and are committed to observing the safety and integrity of your personal data.
- 1.7. We may be legally obliged to share your personal data with competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies.
- 1.8. We do not send your personal data in an identifiable manner to any other third party than the ones mentioned without your explicit consent to do so. However, we may send anonymised data to other organisations that may use those data for improving our job application process.

WHERE DO WE PROCESS YOUR PERSONAL DATA?

- 1.9. We process your personal data within the European Economic Area (EEA).

WHAT QUALITY ASSURANCES DO WE COMPLY WITH?

- 1.10. We do our utmost best to process only those personal data which are necessary to achieve the purposes above.
- 1.11. Your personal data are only processed for as long as needed to achieve the purposes listed above or up until such time where you withdraw your consent for processing them. If you are recruited, your personal data are kept for 10 years after termination of employment. If you are not recruited, your personal data are kept for 5 years after expiry of the reserve list. If you are not on a reserve list, your personal data are kept for 5 years after the notification of non-selection.
- 1.12. We will take appropriate technical and organisational measures to keep your personal data safe from unauthorised access or theft as well as accidental loss tampering or destruction. Access by our personnel or third parties' personnel will only be on a need- to-know basis and be subject to confidentiality obligations. You understand, however, that safety and security are best efforts obligations which can never be guaranteed.

WHAT ARE YOUR RIGHTS?

- 1.13. You have the right to request access to all personal data processed by us pertaining to you.
- 1.14. You have the right to rectification, *i.e.* to ask that any personal data pertaining to you that are inaccurate, are corrected.
- 1.15. You have the right to withdraw your earlier given consent for processing of your personal data.
- 1.16. You have the right to erasure, *i.e.* to request that personal data pertaining to you be deleted if these data are no longer required in the light of the purposes outlined in Article 3 above or if you withdraw your consent for processing them.
- 1.17. You have the right to restriction instead of deletion, *i.e.* to request that we limit the processing of your personal data.
- 1.18. You have the right to object to the processing of personal data if the processing by us is necessary for the performance of a task carried out in the public interest, unless if we demonstrate compelling legitimate grounds which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.
- 1.19. You have the right to data portability, *i.e.* to receive from us in a structured, commonly-used and machine-readable format all personal data you have provided to us if the processing is based on your consent or a contract with you and the processing is carried out by automated means.
- 1.20. If you wish to submit a request to exercise one or more of the rights listed above, you can contact us by sending an e-mail to CNECT-E1-SNS-HR@ec.europa.eu. An e-mail requesting to exercise a right will not be construed as consent with the processing of your personal data beyond what is required for handling your request. Such request should meet the following conditions:
 - State clearly which right you wish to exercise; and
 - Your request should be accompanied by a digitally scanned copy of your valid identity card proving your identity.

We will promptly inform you of having received your request. If the request meets the conditions above and proves valid, we will honour it as soon as reasonably possible and at the latest thirty (30) days after having received your request.

If you have any complaints regarding the processing of your personal data by us, you may always contact us by sending an e-mail to CNECT-E1-SNS-HR@ec.europa.eu. If you remain unsatisfied with our response, you are free to file a complaint with the European Data Protection Supervisor (<https://edps.europa.eu>).

