

## **Vacancy Notice for the position of Team Leader Administration and Finance**

Publication:

External: Temporary Agent AD8

Title of Function: Team Leader Administration and Finance

Reference: **SNS/TA/2026/01/TL\_ADMIN**

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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 ensuring European technological capacities in these areas, in line with the EU's 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 initially to have a team 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

The Team Leader of Administration and Finance coordinates a team of administrative staff to deal with Human Resources, Budget, Finance and Procurement, Legal affairs, processes related to Governance, Internal Control and Audit, ICT, Housing as well as Security and Infrastructure of the SNS JU.

She/he coordinates a team of approximately 5-8 team members and reports directly to the Executive Director of the Joint Undertaking.

The Administration and Finance team has the following tasks:

- Safeguard the JU's financial interests by coordinating the preparation of operational and operating budgets.
- Ensure that the JU's financial operations are carried out in compliance with procedures, legal and regularity requirements, following sound financial management principles, and recorded in accordance with the accounting rules and standards.
- Ensure timely recruitment and adequate allocation of human resources and a high-quality working environment.
- Provide statutory and administrative assistance, career guidance, and training and promote equal opportunities for all JU staff.
- Guarantee secure, efficient and high-quality IT services and infrastructure contributing to a productive and efficient working environment for JU staff and external

stakeholders.

The Team Leader of Administration and Finance will ensure that team members deliver professional, efficient, and timely services to the JU. She/he will provide clear guidance with a strong emphasis on cost-effectiveness, efficiency, timeliness, and sound management, while fostering a culture of high-quality customer service.

## DUTIES AND RESPONSIBILITIES

The tasks of the Team Leader of Administration and Finance will include, amongst others, the following:

### Management

- Coordinate and guide the Administration and Finance team and its staff.
- Define the objectives and processes of the team and ensure the execution of the tasks necessary for the objectives identified.
- Manage the budget, finance, procurement, legal, human resources and IT functions of the JU by developing, implementing and monitoring strategies, policies, rules, and processes in line with the JU mission and objectives, as well as the EU Financial and Staff Regulations.

### Budget and finance

- Develop and maintain the sound financial management of the organisation to ensure the regularity and legality of the financial transactions in accordance with the JU's Financial Rules.
- Coordinate and finalise the JU's Annual Work Programme in cooperation with the Head of Programmes with specific input on budget, human resources requests and other administrative aspects.
- Coordinate the overall JU budget, the resource estimates plan and monitor their implementation.
- Supervise and further improve the financial circuits ensuring that financial workflows, procedures and systems are in place to maintain operational excellence, providing support to users of the common financial management and accounting systems (SUMMA), managing the budgetary procedure.
- Act as Financial Verifying Agent and implement as Authorising Officer by delegation financial transactions (commitments, payments, recovery orders and performing financial controls (initiation, ex-ante, ex-post)).
- Develop relevant guidelines and manuals of procedure for staff on financial circuits.
- Supervise and manage the overall planning and reporting on procurement needs, based on the office's needs.
- Carry out ex-ante checks before contract notices are published.

### **Legal and intellectual property (IP):**

- Ensure that all legal affairs are well managed and procurement procedures, grant agreements and contracts are legally sound.

### **Human resources (HR):**

- Coordinate and elaborate the JU's human resources management and staff policies.
- Issue HR guidelines and policy actions.
- Oversee the implementation of efficient recruitment procedures in relation to the strategic implementation of the Staff Establishment Plan.
- Promote a healthy and safe working environment for JU staff.

### **Information technologies (ICT)**

- Supervise the management of the IT issues including cybersecurity and ensure that up-to-date technology is available for the JU.

### **Coordination, support, planning and reporting:**

- Assist the Executive Director in the management of the JU by providing him with sound advice on administrative, legal and financial matters, and by contributing to the overall strategy and policies.
- Ensure a regular reporting to the Executive Director and relevant supervisory bodies, including the JU Governing Board, the European Commission, the European Court of Auditors and the budget authorities (European Parliament, Council) on the progress of the work under his responsibility.
- Liaise with the Members of the Joint Undertaking, EU institutions, other Joint Undertakings and external partners on all matters falling under the above portfolio.
- Oversee, in collaboration with the Executive Director and the Head of Programmes, the timely preparation of the Annual Work Programme and the coordination and timely finalisation of the Annual Activity Report of the JU.
- Be responsible for overseeing risk management and internal control.
- Provide critical input into how the JU develops both strategically and operationally as an organization.
- Ensure the horizontal coordination between the units and liaison with the Back Office Arrangement setups.

## **3. Eligibility and selection criteria**

### **3.1. Eligibility criteria**

To be eligible, candidates must have fulfilled by the closing date for applications and maintain

throughout the selection procedure and appointment the following criteria:

- Have a level of education which corresponds to completed university studies of at least 4 years attested by a diploma<sup>1</sup> and, after having obtained the diploma, at least 9 years full-time of appropriate professional experience.

OR

- Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the diploma, at least 10 years full-time of appropriate professional experience.
- 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 post<sup>2</sup>.
- 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 institution's medical officers in line with the requirement of Art. 12(2) (d) of the Conditions of Employment of Other Servants (CEOS)<sup>3</sup>.

### 3.2 Selection criteria

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

#### **Essential**

- Suitability to perform the tasks described under point 2 job description.
- Having at least 2 years of management experience, with proven track-record in building, coordinating, motivating and developing teams, in a multicultural and multi-disciplinary environment.
- Proven professional experience in the field of financial management and/or Human Resources management/or budget management, in the EU public administration.

<sup>1</sup> Only qualifications issued by EU Member State authorities and qualifications recognized as equivalent by the relevant EU Member State authorities will be accepted.

<sup>2</sup> 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.

<sup>3</sup> 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>

- Good knowledge of the EU Staff Regulations and the Conditions of Employment of Other Servants (CEOS) of the European Union and related implementing rules.
- Good knowledge of the EU Financial rules.
- Excellent command of spoken and written English, with proven drafting skills.

### **Advantageous**

- Experience in working in a small sized organization.
- Proven professional experience of EU IT and/or procurement rules and processes.
- Knowledge of the European Framework Programmes (e.g. FP7, Horizon 2020, Horizon Europe, etc) or funding programmes and/or knowledge of IT tools used in the European institutions such as SUMMA/ABAC etc.
- Experience in the management of audits, in dealing with standards compliance procedures and risk assessment.

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.

Candidates invited for an interview and written test will also be assessed against the following criteria, which are important for 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.
- Commitment and co-operation.
- 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, negotiation and organisational skills.
- Sense of initiative and team spirit.

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

### **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 Appointing Authority 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 an interview, which will be held in Brussels, or remotely.

Please note that only the candidates invited to the interview and written test will be contacted.

The interview will consist of a written test and an oral test 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 competences and language abilities as necessary for the performance of their duties.

The Selection Committee may also decide to include additional tests.

### 5.2 Appointment and reserve list

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

The Executive Director may decide to interview the candidates before establishment of the reserve list and/or appointment.

The Executive Director of the Joint Undertaking will select a successful candidate from the reserve list and offer them the post. A binding commitment can only be made after the verification of all conditions<sup>4</sup> and will take the form of a contract signed by the Executive Director of the Joint Undertaking.

The reserve list could be used to fulfil other positions within JU. The reserve list will be valid until **31 December 2028** 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.

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<sup>4</sup> 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.

## 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 Regulations<sup>5</sup>.

## 7. Conditions of employment

The successful candidate will be appointed as a **Temporary Agent AD 8**, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities, for a period of three years. After an evaluation of the post holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of JU.

The basic monthly salary for **AD 8 step 1** is **8 911,48 EUR**. 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. The salary is subject to a community tax deducted at source and staff members are exempt of national taxation.

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:

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

The place of employment is Brussels, where the JU 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](mailto:CNECT-E1-SNS-HR@ec.europa.eu) quoting the reference.

**Application must include:**

1. Application form (ANNEX II – APPLICATION FORM of this vacancy note)
2. Curriculum Vitae (CV) in the European CV format<sup>6</sup>

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

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

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

the required documents.

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.

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](mailto: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/TA/2026/01/TL\_ADMIN**.

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 **9 March 2026, 23:45 CET** (Central European Time / Brussels time). The closing date may be extended.

## **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. Requests, complaints and appeals**

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

### **10.1 Request for feedback**

Candidates can request feedback regarding their results. They should expect to receive an answer at the latest within 15 working days from the request. Please note that the request for feedback does not extend the deadlines to submit a request for internal review or administrative complaint under Article 90(2) of the Staff Regulations.

### **10.2 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, a request for review via e-mail to: [CNECT-E1-SNS-HR@ec.europa.eu](mailto: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.

**10.3 Administrative complaints** 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:

Erzsébet FITORI

Executive Director, Smart Network and Services Joint Undertaking

Av. de la Toison d'Or 60

1060 Saint-Gilles

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-mail<sup>7</sup>.

Information to be provided: the complainant shall indicate clearly the decision she/he wishes to contest and on what grounds.

Complaints received after the deadline will not be taken into account.

#### **10.4 Judicial appeals**

Should the complaint be rejected, the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union before:

The Court of Justice of the European Union  
Rue du Fort Niedergruenewald  
L-2925 Luxembourg  
<https://curia.europa.eu/jcms>

#### **10.5 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.

<sup>7</sup> 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 – <http://europa.eu/eur-lex>

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 institutions and bodies concerned.

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

Arrangements for complaints to the Ombudsman are as follows:

please consult the website of the European Ombudsman <http://www.ombudsman.europa.eu>

## ANNEX I – PROTECTION OF YOUR PERSONAL DATA

### WHICH OF YOUR PERSONAL DATA DO WE PROCESS?

- a. When you apply for a job (selection process), we process:
  - i. Identity information you provide us with, such as your first name, last name, birthdate, preferences and interests.
  - ii. Contact details you provide us with, such as your e-mail address, postal address, country and (mobile) telephone number.
  - iii. Resume information you provide us with, such as your employer, professional experience, education, skills and references.
  - iv. Results of the selection process
  - v. 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.
- b. For the recruitment process, we process:
  - i. All the information from the selection process mentioned above.
  - ii. Documents verifying nationality.
  - iii. Family situation.
  - iv. Documents verifying appropriate character references (in accordance with Article 12(2) and 82(3) of CEOS).
  - v. Document sent from the Commission Medical Service indicating that the selected candidate is physically fit or not to perform the job.
  - vi. PMO forms to allow the establishment of the recruited staff's entitlements under the Staff Regulation and CEOS.
  - vii. Originals of the extracts of criminal record/attestation of good behaviour.
  - viii. Any other personal data you provide us with.
- c. 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.

- d. 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?**

- e. We process your personal data for selection and recruitment purposes so that you can 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?**

- f. We may share your personal data with third parties 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.
- g. We may be legally obliged to share your personal data with competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies.
- h. 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?**

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

## **WHAT QUALITY ASSURANCES DO WE COMPLY WITH?**

- j. We do our utmost best to process only those personal data which are necessary to achieve the purposes above.
- k. Your personal data are only processed for as long as needed to achieve the purposes listed above or up until such time when 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.

- I. 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?**

- m. You have the right to request access to all personal data processed by us pertaining to you.
- n. You have the right to rectification, *i.e.* to ask that any personal data pertaining to you that are inaccurate, are corrected.
- o. You have the right to withdraw your earlier given consent for processing of your personal data.
- p. 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.
- q. You have the right to restriction instead of deletion, *i.e.* to request that we limit the processing of your personal data.
- r. 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.
- s. 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.
- t. 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](mailto: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:
  - i. State clearly which right you wish to exercise; and
  - ii. 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](mailto: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>).

## SMART NETWORKS AND SERVICES JOINT UNDERTAKING



Publication: External AD8

Title of Function: Team Leader Administration and Finance

Reference: **SNS/TA/2026/01/TL\_ADMIN**

### ANNEX II – APPLICATION FORM

SNS/TA/2026/01/TL\_ADMIN

<b>Name/First Name:</b>		
<b>Nationality:</b>	<b>Gender:</b>	<b>Prefer not to say</b>
<b>Date of birth:</b>		

**Please specify:**

<b>ELIGIBILITY CRITERIA</b>		
<input type="checkbox"/> Have a level of education which corresponds to completed university studies of at least 4 years attested by a diploma <sup>8</sup> and, after having obtained the diploma, at least 9 years full-time of appropriate professional experience.		
OR		
<input type="checkbox"/> Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the diploma, at least 10 years full-time of appropriate professional Experience.		
<input type="checkbox"/> Be a national of one of the Member States of the Union.		
<input type="checkbox"/> Enjoy full rights as citizen.		
<input type="checkbox"/> Have fulfilled any obligations imposed by the laws concerning military service.		
<input type="checkbox"/> Meet the character requirements for the duties involved.		
<input type="checkbox"/> 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.		
<input type="checkbox"/> Be physically fit to perform the duties involved.		

<sup>8</sup> Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

<b>SELECTION CRITERIA</b>			
<b>A. Essential</b>			
Suitability to perform the tasks described under point 2 job description.		<b>YES</b>	<b>NO</b>
<p><i>If so, please describe why you consider yourself suitable to perform those tasks. (300 words maximum)</i></p>			
Having at least 2 years of management experience, with proven track-record in building, coordinating, motivating and developing teams, in a multicultural and multi-disciplinary environment.		<b>YES</b>	<b>NO</b>
<p><i>If so, please describe how you have acquired your managerial experience, and indicate the size of the team and the types of activities coordinated. (300 words maximum)</i></p>			
Proven professional experience in the field of financial management and/or Human Resources management/or budget management, in the EU public administration.		<b>YES</b>	<b>NO</b>
<p><i>If so, please describe the business context, the project/activity, the nature of your work, your exact role and responsibilities and the tangible results of your work (300 words maximum)</i></p>			
Good knowledge of the EU Staff Regulations and the Conditions of Employment of Other Servants (CEOS) of the European Union and related implementing rules.		<b>YES</b>	<b>NO</b>
<p><i>If so, please explain where and how you acquired this knowledge (300 words maximum)</i></p>			
Good knowledge of the EU Financial rules.		<b>YES</b>	<b>NO</b>
<p><i>If so, please explain where and how you acquired this knowledge (300 words maximum)</i></p>			
Excellent command of spoken and written English, with proven drafting skills.		<b>YES</b>	<b>NO</b>
<p><i>If so, please explain where and how you acquired those skills (300 words maximum)</i></p>			

**B. Advantageous**

Experience in working in a small sized organization and/or in a multicultural, international and multidisciplinary environment.	<b>YES</b>	<b>NO</b>
<p><i>If so, please describe the business context, the project/activity, the nature of your work, your exact role and responsibilities and the tangible results of your work (300 words maximum)</i></p>		
Proven professional experience of EU IT and/or procurement rules and processes.	<b>YES</b>	<b>NO</b>
<p><i>If so, please describe where and how you acquired this knowledge (300 words maximum)</i></p>		
Knowledge of the research/funding programmes and/or knowledge of IT tools used in the European institutions such as SUMMA/ABAC etc.	<b>YES</b>	<b>NO</b>
<p><i>If so, please describe where and how you acquired this knowledge (300 words maximum)</i></p>		
Experience in the management of audits, in dealing with standards compliance procedures and risk assessment.	<b>YES</b>	<b>NO</b>
<p><i>If so, please describe the business context, the project/activity, the nature of your work, your exact role and responsibilities and the tangible results of your work (300 words maximum)</i></p>		

**MOTIVATION LETTER**

Can you please explain your motivation for applying to this position? What specific contribution do you think you could make to SNS JU? (500 words maximum)

**Declaration:** I declare on my honour, that the information provided above is true, complete and correct.

Date:.....

Signature:.....