

Vacancy for a Programme Officer function (TA - Grade AD08)
of the ARTEMIS Joint Undertaking (Brussels)

Publication

External

Title of Function

Programme Officer of the ARTEMIS Joint Undertaking

Parent Directorate General (DG)

DG Information Society and Media (Brussels)

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We are

Based in Brussels and implementing a Joint Technology Initiative on Embedded Computing Systems¹, the Joint Undertaking (JU) ARTEMIS is an innovative public-private partnership aimed at leveraging private and public investment in the sector of embedded systems in Europe. It will foster R&D collaboration between all stakeholders such as industry, EU and national authorities, academic and research centres, pulling together and focusing the research effort. The Joint Undertaking should also achieve effective coordination and synergy of resources and funding from the Seventh Research Framework Programme (FP7), industry, national R&D programmes and intergovernmental R&D schemes (EUREKA), thus contributing to strengthen Europe's future growth, competitiveness and sustainable development.

The ARTEMIS Joint Undertaking is set up for a period up to 31 December 2017 by Regulation of the Council 74/2008.

During this period, the maximum European Community contribution to the ARTEMIS Joint Undertaking covering running costs and R&D activities will be € 420 million. In addition, the ARTEMISIA association will contribute to the running costs of the ARTEMIS Joint Undertaking with a sum not exceeding € 30 million. The total cost of research activities of the JTI will be in the order of € 2.7 billion.

For further information please consult the following web site:

<https://www.artemis-ju.eu/>

We propose

The Programme Officer shall in particular have the following responsibilities:

- Prepare calls for proposals/tenders and actively inform the research constituency;
- Organise/be involved in evaluation of proposals (selection of experts, logistics);
- Negotiate strategic, scientific, managerial and financial aspects of research contracts and amendments;
- Monitor and assess the fulfilment of contractual obligations including scientific, administrative and financial aspects (including organising annual and on-site reviews, initiating audits and corrective measures, reporting), with the assistance of external experts (if needed) and with the assistance and through the supervision of internal administrative staff;
- Monitor the overall performance (technical, dissemination, exploitation,) and the strategic impact of the running projects;

¹ Council Regulation of 20.12.2007, OJ L 030 of 4 February 2008

- Support clustering of activities and dissemination of results;
- Enhance the visibility and impact of the research programme of the JU by disseminating the state-of-the-art and particularly relevant research results at workshops, seminars, conferences and other public events;
- Liaise with the main domain actors in relation to policy and research priorities in Embedded Computing Systems (Commission, Member States, ARTEMISIA);

We look for

He/she will have:

- In-depth scientific, technical and industrial understanding of embedded systems and related research and development;
- Ability to quickly learn and function effectively in the organisational structure;
- Strong analytical skills to evaluate complex technical information;
- Accuracy, persistence, resilience and creativity seeking to work both independently and collaboratively;
- Proven motivation and interpersonal skills;
- Excellent written and oral communication skills;
- Ability to present convincing arguments on behalf of ARTEMIS to project partners and to decision bodies;
- Fluency in written and spoken English.

It will be an asset if he/she has:

- Knowledge of national, inter-governmental and/or European research and development programmes;
- Experience in R&D proposal evaluations and negotiations, in organisation of technical reviews and in assessment of R&D project impact
- Research experience in industry and/or academia
- Knowledge of financial rules and regulations of the European Union;

Applicants must:

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

- **Nationality**: Be a national of a Member State of the European Union, or of a country associated to the Seventh Research Framework Programme²;
- Be entitled to full rights as a citizen³;

² See the countries currently associated to the Seventh Research Framework Programme at: ftp://ftp.cordis.europa.eu/pub/fp7/docs/third_country_agreements_en.pdf

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.

- Military service: Have fulfilled any obligations imposed on him by the laws of their home country concerning military service;
- University Degree or Diploma: Have a level of education corresponding to a full university education, as evidenced by a diploma, where the normal duration of the studies in question is four years or more;

Or have a level of education corresponding to a full university education, as evidenced by a diploma, and appropriate professional experience of at least one year when the normal period of university education is at least three.

- Professional Experience: Have at least 9 years of professional experience (following the award of the university degree), of which at least 5 years in an area related to embedded computing systems;
- Languages: A thorough knowledge of one of the official Community languages⁴ and a satisfactory knowledge of a second of these languages to the extent necessary for the performance of his/her duties;
- Age limit: be able to complete the full three-year mandate before reaching retirement age. For temporary staff of the European Communities, retirement age is defined as being the end of the month in which the person reaches the age of 65.

Independence and declaration of interests

The **Programme Officer** will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Selection and appointment

The implementation of the Joint Undertaking commenced in 2008. Following the "Commission proposal for a Council Regulation setting up the "ARTEMIS Joint Undertaking" to implement a Joint Technology Initiative on Embedded Computing Systems [COM(2007)243 15.5.2007], the Regulation which provides the legal basis for the Joint Undertaking was adopted in December 2007 (Official Journal of the European Union L 030 of 4 February 2008).

The present publication is organised under the responsibility of the European Commission (Directorate General for Information Society and Media) in accordance with article 16 of the Council Regulation establishing the JTI.

The recruitment procedure to fill a post of Programme Officer is subject to the availability of the budget.

A Selection Committee will evaluate applications and select those candidates meeting the eligibility criteria and matching best the selection criteria required. The Selection Committee will invite the selected applicants to an interview.

The interview will consist of the following components:

- General aptitudes and language abilities to the extent necessary for the performance of their duties in accordance with article 12 e) of the CEOS;

⁴ http://ec.europa.eu/education/policies/lang/languages/index_en.html

- Knowledge on European integration, the institutions and in particular in the domain of the Joint Undertaking;
- Specific competencies with reference to the applicants' profiles;

The Selection Committee will propose a short list of successful candidates to the contracting Authority. Candidates will be informed of the outcome of the interview.

Equal opportunities

The ARTEMIS Joint Undertaking, as a European Union body applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Conditions of employment

The Programme Manager of the ARTEMIS Joint Undertaking will be appointed by the Executive Director of the ARTEMIS Joint Undertaking as a temporary agent at AD08 grade pursuant to Article 2a of the Conditions of employment of other servants of the European Communities for a period of three years⁵. The Director may extend the term of office once for a further period of not more than four years, as stated in the legal basis. The period of engagement will not in any case exceed the lifetime of the ARTEMIS Joint Undertaking.

The place of employment is Brussels, where the Joint Undertaking is based.

Application procedure

For applications to be valid, candidates must submit the attached application form, a letter of motivation and Curriculum-Vitae. The CV should preferably be drafted using the European CV format⁶. The 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 the English language.

Applications, preferably in English, French or German, should be sent *by e-mail* to: info-selections-artemis@ec.europa.eu

Applicants who are not able to send their application by e-mail may send it by registered post or express courier service to:

European Commission
Directorate-General for Information Society and Media
Post of a Programme Manager ARTEMIS
Unit INFSO.R.1 "Human Resources"
Office BU25 - 04/165
B- 1049 BRUSSELS - BELGIUM -

⁵ For any information about salaries, deductions and allowances please consult the Staff Regulations of Officials of the European Communities: http://europa.eu.int/comm/dgs/personnel_administration/statut/tocen100.pdf

⁶ The European CV can be downloaded from the website <http://europass.cedefop.europa.eu/htm/index.htm>

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

Closing date

Applications must be sent either by e-mail or by registered post no later than 14 October 2008 (date of e-mail or date of postmark for registered mail).

Applications sent by express courier service must be delivered to the address above before 17.00 hrs (Brussels time) on 14 October 2008.

Important information for candidates

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

Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data (Official Journal of the European Communities L8 of 12 January 2001).



**APPLICATION FORM
FOR THE POST OF A PROGRAMME OFFICER
OF THE ARTEMIS JOINT UNDERTAKING**

1. Surname⁷:

2. Forename:

Title: (e.g. Mr, Ms, Dr)

3. Date of birth: dd/mm/yyyy

4. Gender: Male Female

5. Address for correspondence⁸:

Street, n°, etc.:

Postal code: Town:

Country:

Office Telephone N°:

Mobile N°:

Private Telephone N°:

Fax N°:

E-mail address: Professional:

E-mail address: Personal:

6. Nationality:

BE	BG	CY	CZ	DK	DE	EL	ES	ET	FR	HU	IE	IT	LT
LU	LV	MT	NL	AT	PL	PT	RO	FI	SE	SK	SV	UK	

7. First university degree giving entitlement to undertake postgraduate studies, title and date of conferral:

8. Other studies:

9. Knowledge of languages:

⁷ IMPORTANT: your application will be registered under this name. Please use it in all correspondence. Any other name (e.g. maiden name) appearing on diplomas or certificates accompanying this application should be indicated below:

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⁸ The Commission's services to which this application form is sent should be informed of any change of address.

Place the following numbers (1, 2 or 3) in the appropriate box or boxes:
 1 mother tongue or thorough knowledge;
 2 very good knowledge;
 3 satisfactory knowledge.

BG	CS	DA	DE	EL	EN	ES	ET	FI	FR	GA	HU	IT	LT	LV	MT	NL	PL	PT	RO	SV	SK	SL	

Other language(s):

10. Current employer (Indicate if you are self employed or unemployed):

Name	
Address	
Position	
Total number of staff	

11. Summarize your professional experience - Have at least 9 years' of professional experience of which at least 5 years in the domain of embedded computing systems after diploma;
 (200 words max.):

12. Summarize your European/international experience (200 words max.):

13. Any membership role or affiliation that you have in organisations/bodies/club with a potential interest in the work of the Joint Undertaking:

14. Other interests or facts you consider pertinent:

15. If you have a recognised disability which necessitates any special arrangements in the context of this selection procedure, please indicate below:

16. Declaration:

1. I declare on my word of honour that the information provided above is true and complete and I am aware that any incorrect statement may invalidate my application at any point in the selection process.

2. I further declare on my word of honour that:

(i) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;

(ii) I have fulfilled any obligations imposed on me by laws concerning military service;

3. I undertake to produce on request documents to support my application and accept that failure to do so may invalidate my application;

4. I confirm that I am willing to make a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.

Date and name:

Candidates must submit with this application form:

- A letter of motivation

- A CV preferably in the EU official form which you will find in:

<http://www.europass.cedefop.europa.eu>