

**CALL FOR EXPRESSIONS OF INTEREST FOR**  
**CONTRACT AGENT POSITIONS**  
**WITHIN THE ARTEMIS AND ENIAC JOINT UNDERTAKINGS**

ARTEMIS and ENIAC Joint Undertakings (JU) have set up a selection procedure that aims to establish a reserve list for Contract agents for:

**SECRETARIES**  
**CONTRACT AGENTS FG II – CA3(a)**

The Joint Undertakings will welcome applications from highly motivated candidates to participate in their development.

**ABOUT THE JOINT UNDERTAKINGS**

▪ **ARTEMIS JU**

Based in Brussels and implementing a Joint Technology Initiative on Embedded Computing Systems, 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<sup>1</sup>.

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/>

▪ **ENIAC JU**

ENIAC was established in 2004 as the Technology Platform for Nanoelectronics. Its main goal was to define common research and innovation priorities to ensure a truly competitive nanoelectronics industry in Europe. To attain such an objective, ENIAC invested intensive efforts to bring together the key players in nanoelectronics research by gathering within the Platform the main European industrial groups and research organisations, setting up the ENIAC Scientific Community Council to ensure

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<sup>1</sup> Council Regulation of 20.12.2007, OJ L 030 of 4 February 2008

representation of Universities, and encouraging the participation in ENIAC of Small and Medium enterprises through national platforms.

ENIAC Stakeholders actively contributed to the definition of the ENIAC Strategic Research Agenda, first published in 2005, with an update released in 2006 and a full revision in 2007. Its purpose is to align the efforts of the European R&D performers in nanoelectronics research along a common roadmap in order to optimise the effectiveness of investments, and increase potential funding.

For further information please consult the following web site: <http://www.eniac.eu/>

## **JOB DESCRIPTION**

### **Overall purpose:**

The posts as Secretaries in the Joint Undertakings consist of a wide range of duties; including tasks of both internal and external characteristics, in an international setting. The work is distinguished by a high level of service attitude, discretion and multi tasking ability.

### **Functions and Duties:**

Under the Executive Director, the Secretary is responsible for:

- Providing administrative and organizational support to the planning, implementation, coordination and follow up of the JU's activities, both internal and external;
- Organising and monitoring overall activities and follow up on deadlines, implementation and reporting, including budget and staff resources;
- Assisting Programme Officers in the day-to-day management of projects;
- Assisting in financial and/or procurement activities
- Assisting in the management of databases and documentation:
- On his/her own initiative, preparing and finalising correspondence; taking minutes and transcribing;
- Managing documentation for briefings and publications;
- Being the focal point towards contractors.

## **QUALIFICATIONS AND EXPERIENCE REQUIRED**

### **1. Eligibility criteria**

- A post-secondary education attested by a diploma, or
  - A post-secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of 3 years. The secondary education diploma giving access to post-secondary education may be replaced by a certificate of adequate professional training of not less than 3 years on condition that there was no similar professional training giving access to higher education at the time it was issued, or
  - Successful completion of intermediate education plus 2 years relevant supplementary specialised training plus 5 years appropriate professional experience.
- A minimum of 3 years of the above mentioned experience must have been spent in the functions relevant to the post;
- Thorough knowledge of English with a good knowledge of at least one other official language of the European Union;
- Proven abilities to use MS Project and MS Office tools.

## 2. Selection criteria

### Essential

- Proven experience as an administrative and financial assistant in an international organisation;
- Excellent organisational skills and ability to prioritize;
- Ability to work independently and to take initiatives;
- Proven experience in handling external relations;
- Service oriented, flexible and with ability to work effectively within a multicultural team;
- Excellent communication skills – ability to communicate with people on all levels;
- High level of tact and discretion; honesty and integrity;
- Good knowledge of EU Financial Regulations and Rules.

### Advantageous

- Experience in an EU Institution or Agency or in a multicultural environment;
- Knowledge of Sincom2/ABAC and Business Objects;
- Proven capacity to work in a start up situation;
- Knowledge of document management principles and tools.

## CONDITIONS OF EMPLOYMENT

Depending on the budgetary situation, selected candidate(s) may be offered a 3-year contract in accordance with the conditions of employment of other servants of the European Communities. Before signing the contract, the selected candidates will be asked to sign a declaration of interest. The successful candidates will be recruited in **Function Group II (FG II)**. The grade, within Function Group II, will be determined in accordance with the years of professional experience (please refer to Title IV, Art. 80 and 93 of the conditions of employment of other servants).

The place of employment is Brussels, where the Joint Undertakings have their seat.

### Pay and welfare benefits

The pay of staff members consists of a basic salary supplemented with various allowances, including family allowances.

- Basic salary: there is a basic salary scale for each grade, divided into a number of steps. Staff members progress automatically to the next step every two years until they reach the top of the scale for that grade.
- Allowances: in addition to their basic salary, staff members may be entitled to various allowances, in particular an expatriation or foreign residence allowance, and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance.

Additional information can be obtained from the web site of the European Commission at the following address: [http://ec.europa.eu/dgs/personnel\\_administration/contract\\_agents\\_en.htm](http://ec.europa.eu/dgs/personnel_administration/contract_agents_en.htm)

## **CONDITIONS FOR APPLICATIONS**

Candidates may apply only where meeting the following criteria for consideration of their application:

### **A. General conditions**

- Be a national of one of the Member States of the European Union or of Iceland or Norway.
- Be entitled to your full rights as a citizen.
- Have fulfilled the obligations imposed on you by the laws concerning military service.
- Meet the character requirements relating to the position you apply for.
- Submit a completed application for each post applied for.

Candidates may apply in any of the official languages of the European Union, but it would be helpful to apply in English in order to facilitate the selection process, as the Joint Undertakings follow a practise of using English as working language.

However, candidates are also requested to state their educational qualifications and positions held in the language of origin.

The Joint Undertakings are equal opportunity employers and accept applications without discrimination on the grounds of age, race, political and/or religious beliefs, sex or sexual orientation, marital and/or family status and regardless any kind of disability.

If you are invited to an interview, you will be asked to submit supporting documents to prove the information provided in your application.

### **B. Submission of applications**

Each application shall contain the following documents:

- A detailed curriculum vitae in European format that can be obtained at the following address <http://europass.cedefop.europa.eu/htm/index.htm>
- A motivation letter of 2 pages maximum including a clear mention of the post applied for and of your address for correspondence and for invitation to interview.
- The duly completed and signed form in annex, including the declaration of honour.

**These three documents should be sent by electronic mail only to:**

[artemis-recruitment-CA@artemis-ju.europa.eu](mailto:artemis-recruitment-CA@artemis-ju.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:

ARTEMIS and ENIAC Joint Undertakings  
Post of Secretary  
COV 2 14/60  
Attention of Anne Salaün  
B- 1049 BRUSSELS - BELGIUM

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

## **CLOSING DATE**

Applications must be sent no later than **15 March 2010** either by e-mail (Brussels local time) or by registered post (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 15 March 2010.

## **SELECTION PROCEDURE**

A selection board is set up for the selection procedure. The principle of confidentiality, which states that the proceedings of the selection board must be secret, shall apply. It works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the selection board to ensure that its decisions are totally impartial.

The selection board adheres strictly to the conditions of admission laid down in the publication notice when deciding whether or not candidates are to be admitted. Candidates admitted to a previous selection procedure will not be automatically eligible.

**Candidates are strictly forbidden to make any contact with the members of the selection board, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

Should the selection board discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure or that the information on the application form does not correspond with the supporting documents, the candidate will be disqualified.

The selection board decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified in the publication notice. The applications of the candidates admitted to the selection procedure are reviewed and the selection board decides on those candidates who are invited to attend for interview. The selection board may decide on the need for interviewees to undergo one or more written tests related to the nature of the duties in order to facilitate the selection process.

Successful candidates will be included on a **reserve list** established by the Selection Committee and the Executive Directors of the Joint Undertakings will appoint the selected jobholder/s. This reserve list may be used for the recruitment of a similar post depending on the needs of the Joint Undertakings, and will be valid until **31/12/2011** (the validity of the reserve list may be extended).

Candidates should note that inclusion on the reserve list does not guarantee appointment. The recruitment procedure is as follows: as and when funds become available, candidates on the reserve list will be considered and the reserve list will be drawn on to fill vacancies. If a letter of intention is issued, the candidate must undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved and the candidate must provide original or certified copies of all relevant documents.

## **Important**

**Please, take note that a binding commitment can only be made after verification of all conditions and will take the form of a contract signed by the Executive Director.**

Please note that the selection process may take some time to be completed and that no information will be released during this period.

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 Joint Undertakings 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).

### **ANNEX**

**Application form for the post of Secretary**

**APPLICATION FORM  
FOR THE POST OF SECRETARY  
OF THE ARTEMIS AND ENIAC JOINT UNDERTAKINGS**

1. Surname<sup>2</sup>:

2. Forename:

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

3. Date of birth:

4. Gender:

5. Address for correspondence:

Street, n°, etc.:	Town:	Country:
Postal code:		Mobile N°:
Office Telephone N°:		Fax N°:
Private Telephone 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. Education:

8. Knowledge of languages:

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):

<sup>2</sup> 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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9. Current employer (Indicate if you are self employed or unemployed):

Name	
Address	
Position	
Total number of staff	

10. Summarize your professional experience - A minimum of 3 years of the above mentioned experience must have been spent in the functions relevant to the post (200 words max.):

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

12. Other interests or facts you consider pertinent:

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

#### 14. 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 am a national of one of the Member States of the European Union or of a country associated to the Seventh Research Framework Programme and enjoy my full rights as a citizen;
- 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>