



European Research Council
Executive Agency

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CALL FOR EXPRESSION OF INTEREST

Seconded National Experts for the ERCEA

ERCEA/SNE/176/2019

The European Research Council Executive Agency (ERCEA) is organising a Call for Expression of Interest in view of establishing a Reserve List of approximately 4 candidates for each profile:

Seconded National Experts in the ERCEA

For the following profiles:

1. **Communication Officer (Global outreach and events)**
2. **Communication Officer (Promotion of ERC projects and their results)**
3. **Ethics Officer**
4. **Research Programme Expert (Systems and Communications Engineering)**
5. **Research Programme Expert (Products and Processes Engineering)**
6. **Research Programme Expert (Earth System Science)**
7. **Auditor/Audit Liaison Officer**

Applications **MUST** be forwarded by the Permanent Representations,
the EFTA Secretariat or the Permanent Delegation of Turkey by
31 May 2019, at 12:00 (midday) Brussels time.



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Seconded National Experts in the ERCEA

I. Person Specification

The purpose of this Call for Expression of Interest is to draw up seven Reserve Lists of Seconded National Experts (SNEs) for seven specific profiles. Candidates will have one of the following profiles:

1. Communication Officer (Global outreach and events)
2. Communication Officer (Promotion of ERC projects and their results)
3. Ethics Officer
4. Research Programme Expert (Systems and Communications Engineering)
5. Research Programme Expert (Products and Processes Engineering)
6. Research Programme Expert (Earth System Science)
7. Auditor/Audit Liaison Officer

You may only apply to one profile. You must make your choice when you apply and you will not be able to change it after you have sent your application. If you encounter difficulties in choosing one of these profiles, you should select the profile that best matches with your main area of expertise.

II. Job Descriptions

The duties of the successful candidate, **per profile**, will be the following:

1. Communication Officer (Global outreach and events)

Job description

The duties of the successful candidate will consist in contributing to events and global outreach activities in line with the External Communication Strategy approved by the ERC's Scientific Council. In particular, the job holder will contribute towards the goal of attracting the best and brightest minds to apply for ERC grants (including from widening countries).

One of the main duties of the jobholder will consist in event organisation, including:

- Assisting in planning, organisation and coordination of ERC presence at all kind of events (corporate events, scientific or locally organised by multipliers);
- Support for organising campaigns in Europe and abroad;
- Drafting articles for internal and external newsletters and assisting in the drafting of session proposals for specific scientific events as well as helping in getting hold of speakers;
- Assisting in the conception, implementation and monitoring of communication projects to highlight ERC success stories and grantees, both for scientific and non-scientific audiences;



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- Contributing to the communication objectives and strategies; contribution to the external communication strategy of the ERC.

Main skills and qualifications

- Candidates should have a level of education that corresponds to having completed university studies of at least three years, attested by a diploma in a related field of knowledge, namely event organisation, public relations or journalism.
- Candidates should have appropriate professional experience as a communication professional for at least three years. Experience in the field of science and research communication would be an asset.
- Candidates should have excellent analytical, drafting and planning skills.
- A thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary for the performance of their duties.
- Very good command of written and spoken English.

2. Communication Officer (Promotion of ERC projects and their results)

Job description

The duties of the successful candidate will consist in promoting ERC projects and their results, as well as developing relations with grantees, stakeholders and communication partners, in line with the External Communication Strategy approved by the ERC's Scientific Council. In particular, the job holder will contribute towards the goal of sharing ERC-funded research and to position the ERC as a global leader in frontier research.

Communication and Publication – ERC Stories

- Assisting in the conception, implementation and monitoring of communication projects to highlight ERC success stories and grantees, both for scientific and non-scientific audiences;
- Research, draft and disseminate ERC stories showcasing grantees and their research for ERC external communication channels (ERC newsletter, websites, publications, press releases, etc);
- Contribute to the repository of ERC stories and communication materials that can be accessed by colleagues in the ERCEA.

External Communication

- Contribution to the communication objectives and to the external communication strategy of the ERC;



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- Identify relevant networks and multipliers with a view to communicating the results of ERC grantees' research.

Main skills and qualifications

- Candidates should have a level of education that corresponds to having completed university studies of at least three years, attested by a diploma in a related field of knowledge, namely external communication, public relations or journalism.
- Candidates should have appropriate professional experience as a communication professional for at least three years. Experience in the field of science and research communication would be an asset.
- Candidates should have excellent analytical, drafting and planning skills.
- A thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary for the performance of their duties.
- Very good command of written and spoken English.

3. Ethics Officer

Job description

The duties of the successful candidate will consist in participating in the implementation of the ethics review and ethics monitoring processes of research proposals and projects.

The work of an ethics officer consists of reviewing the ethical aspects of proposals before granting and following up on those ethical aspects after granting. The former is called “ethics review”, while the latter is called “ethics monitoring”.

The ethics review is done with the help of external experts, for which about 20 panel meetings are organised each year in Brussels, lasting between 3 and 5 days each. The ethics experts, and the ethics officers, deal with a broad range of ethics domains such as clinical research, animal welfare, human rights, data protection, research with cells and tissues, research in low income countries, environmental protection and safety, misuse and dual use, artificial intelligence. Ethics officers are responsible for organising these panels and also participate in these panel meetings to follow discussions and to keep records. After the panel meetings, ethics officers are in frequent contact with our beneficiaries to assist them in complying with the ethics requirements that have been drafted by the ethics review panels.

Most of our grants last for 5 years. About 40% of the funded grants get a conditional ethics clearance before granting. These grants require a follow-up on the ethics requirements during



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the life-time of a grant. Each ethics officer is responsible for a portfolio of grants. The monitoring process consists of contacting the beneficiaries to obtain documents in reply to ethics requirements and to draft monitoring notes that provide an analysis of the state-of-play of the ethics requirements.

The workload of an ethics officer is about 40% in ethics review and 60% in ethics monitoring. Based on the specific expertise of each ethics officer, one is often called to assist colleagues.

Main skills and qualifications

- Have a level of education which corresponds to completed university studies of at least three years attested by a diploma in a related field of knowledge.
- Professional experience in dealing with ethics issues in research of at least three years.
- Very good command of English.
- Well-developed analytical skills.
- Outstanding drafting skills, with an eye for detail.
- Good prioritisation skills and ability to work within deadlines.
- Ability to work independently as well as with a team.

4. Research Programme Expert (Systems and Communications Engineering)

Job Description

The successful candidate will play a central role in two key tasks: the coordination of the evaluation and selection of research proposals submitted to the ERC grant schemes; and the scientific monitoring of funded projects.

The duties of the successful candidate will be one or several of the following:

Coordination of the Evaluation and Selection of Research Proposals

- Provide support to meetings of scientific panels for the selection of research proposals in the area of systems and communication engineering by external experts, including the preparation, organisation, operation of the meetings and the documentation of results;
- Provide support to the ex-post assessment of completed projects by external experts;
- Contribute to the development of guidelines, orientations and new approaches relating to the proper implementation of the programme.

Project/Process Management

- Assess the scientific implementation of projects primarily in systems and communication engineering through periodic reviews, reporting etc.;
- Contribute to the analysis of the ERC portfolio of funded projects;
- As appropriate, analyse and assess the results and impacts of the programme, provide feedback and suggestions for improvement.



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External Communication

- Present the programme and project results at workshops, seminars, conferences and other public events, to both internal and external stakeholders;
- Contribute to publications produced by the programme intended for external stakeholders;
- Extract and disseminate best practices and facilitate exchange of experiences;
- Collate information and draft replies to questions from external stakeholders;
- Produce reports/minutes on high level meetings as required.

Main Skills and Qualifications

- Candidates should have a level of education that corresponds to having completed university studies of at least three years, attested by a diploma in an area of relevance to systems or communication engineering (e.g. electrical, electronic, optical, (micro- and nano-) systems, control, simulation, or communication technology, robotics, signal processing, networks, man-machine interfaces). Further research qualifications in an area of relevance to systems or communication engineering at PhD or EngD level are particularly recommended;
- Candidates should have appropriate professional experience as a researcher in engineering for at least five years. Experience in the management of research projects would also be an asset;
- A thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary for the performance of their duties;
- Very good command of written and spoken English.

5. Research Programme Expert (Products and Processes Engineering)

Job Description

The successful candidate will play a central role in two key tasks: the coordination of the evaluation and selection of research proposals submitted to the ERC grant schemes; and the scientific monitoring of funded projects.

The duties of the successful candidate will be one or several of the following:

Coordination of the Evaluation and Selection of Research Proposals

- Provide support to meetings of scientific panels for the selection of research proposals in the area of products and processes engineering by external experts, including the preparation, organisation, operation of the meetings and the documentation of results;
- Provide support to the ex-post assessment of completed projects by external experts;
- Contribute to the development of guidelines, orientations and new approaches relating to the proper implementation of the programme.



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Project/Process Management

- Assess the scientific implementation of projects primarily in products and processes engineering through periodic reviews, reporting etc.;
- Contribute to the analysis of the ERC portfolio of funded projects;
- As appropriate, analyse and assess the results and impacts of the programme, provide feedback and suggestions for improvement.

External Communication

- Present the programme and project results at workshops, seminars, conferences and other public events, to both internal and external stakeholders;
- Contribute to publications produced by the programme intended for external stakeholders;
- Extract and disseminate best practices and facilitate exchange of experiences;
- Collate information and draft replies to questions from external stakeholders;
- Produce reports/minutes on high level meetings as required.

Main Skills and Qualifications

- Candidates should have a level of education that corresponds to having completed university studies of at least three years, attested by a diploma in an area of relevance to products and processes engineering (e.g. aeronautical/aerospace, chemical, civil, computational, materials, mechanical, manufacturing, energy processes, production, or industrial bioengineering, fluid mechanics, industrial design, architecture). Further research qualifications in an area of relevance to products and processes engineering at PhD or EngD level are particularly recommended;
- Candidates should have appropriate professional experience as a researcher in engineering for at least five years. Experience in the management of research projects would also be an asset;
- A thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary for the performance of their duties;
- Very good command of written and spoken English.

6. Research Programme Expert (Earth System Science)

Job Description

The successful candidate will play a central role in two key tasks: the coordination of the evaluation and selection of research proposals submitted to the ERC grant schemes; and the scientific monitoring of funded projects.

The duties of the successful candidate will be one or several of the following:



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Coordination of the Evaluation and Selection of Research Proposals

- Provide support to meetings of scientific panels for the selection of earth system science research proposals by external experts, including the preparation, organisation, operation of the meetings and the documentation of results;
- Provide support to the ex-post assessment of completed projects by external experts;
- Contribute to the development of guidelines, orientations and new approaches relating to the proper implementation of the programme.

Project/Process Management

- Assess the scientific implementation of projects primarily in earth system science through periodic reviews, reporting etc.;
- Contribute to the analysis of the ERC portfolio of funded projects;
- As appropriate, analyse and assess the results and impacts of the programme, provide feedback and suggestions for improvement.

External Communication

- Present the programme and project results at workshops, seminars, conferences and other public events, to both internal and external stakeholders;
- Contribute to publications produced by the programme intended for external stakeholders;
- Extract and disseminate best practices and facilitate exchange of experiences;
- Collate information and draft replies to questions from external stakeholders;
- Produce reports/minutes on high level meetings as required.

Main Skills and Qualifications

- Candidates should have a level of education that corresponds to having completed university studies of at least three years, attested by a diploma of relevance to earth system sciences (e.g. physical geography, geology, geophysics, atmospheric sciences, oceanography, climatology, ecology, global environmental change, biogeochemical cycles, natural resources management). Further research qualifications in a subject of relevance to earth system sciences at PhD level are particularly recommended;
- Candidates should have appropriate professional experience as a researcher in a research area of relevance to earth system science for at least five years. Experience in the management of research projects would also be an asset;
- A thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary for the performance of their duties;
- Very good command of written and spoken English.



7. Auditor/Audit Liaison Officer

Job description

The duties of the successful candidate will consist in performing the following duties across the Research Framework Programmes:

Ex-post control Audit (FP7): execution and reporting

- Contribute to the performance of high quality ex-post control by applying ERCEA Ex-Post Control Methodology and Best Practices;
- Contribute to the reporting of the Ex-post control – audit team activities;
- Ensure professional, constructive communication within the ex-post control audit team;
- Contribute to the performance of high quality audit work in a timely and effective manner and to the adequate documentation of the audit work performed;
- Contribute in a professional and constructive manner to the drafting of communications to be issued to audited organisations and contribute, where appropriate, to the discussion of audit findings;
- Contribute to the drafting /review within established deadlines of clear, accurate, concise audit conclusions, using ERC EA standard audit report format;
- Carry out, where appropriate, ex-post control follow-up procedures;
- Contribute to Inter-service co-ordination and consultation and communication with other Units in shared areas of activity and participation in inter-service meetings.

Coordination with the Common Audit Service / Audit Liaison Officer

- To perform the review and analysis within established deadlines, of the deliverables and the work performed by the Common Audit Service (CAS) in compliance with the research framework programme rules and ERCEA specificities and report any exceptions;
- Coordinate intra-service consultations with relevant Agency's services on the deliverables of the CAS according to the internal procedures;
- To analyse and provide opinion for the implementation of final audit reports results;
- Contribute with analysis on sensitive audit cases between Common Audit Service and the Agency;
- Provide internal advice and assistance on programme rules interpretation at request.

Horizontal tasks – Information and advice on Ex-post control – Audit issues

- Assisting in providing advice/analysis to management and operational units in matters regarding ex-post control;
- Contribute to the preparation of training/information materials and presentation to internal and external stakeholders.

Internal Control – Monitoring and reporting on internal control systems

- Promote and facilitate the internal control systems in the Unit and ensure their effective Implementation.



Main skills and qualifications

- Have a level of education which corresponds to completed university studies of at least three years attested by a diploma in a related field of knowledge;
- Appropriate professional experience in the field of audit of at least 3 years;
- Proven knowledge of general accounting principles, business processes organisation, internal controls, risk assessment and other related general/application controls;
- Good knowledge of audit procedures and standards; good expertise in drafting and preparing audit reports;
- Knowledge of policies and programme rules in the field of EU funded research projects (knowledge of the Research framework programme grant management is considered an asset);
- A thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary for the performance of their duties;
- Very good command of written and spoken English;
- Well-developed analytical skills and detail-orientation;
- Good prioritisation skills and ability to work within deadlines;
- Ability to work independently as well as with a team.

III. Working Environment

1. Communication Officer (Global outreach and events)
2. Communication Officer (Promotion of ERC projects and their results)

For these two job profiles, the job holder will work in the Communications Unit, which assists the Scientific Council and the ERCEA in their communication strategy towards the scientific community, stakeholders and the public at large.

3. Ethics Officer

For this job profile, the job holder will work in the Ethics Review and Expert Management Unit. Following orientations provided by the Scientific Council, the unit defines and manages the processes for peer review, grant monitoring and expert management. The unit implements the management of experts and other common evaluation tasks.

4. Research Programme Expert (Systems and Communications Engineering)
5. Research Programme Expert (Products and Processes Engineering)
6. Research Programme Expert (Earth System Science)

For these three job profiles, the job holder will work in the Physical Sciences and Engineering Unit. The unit carries out the scientific evaluation of proposals and the monitoring and follow-up of the funded projects in the domain of Physical Sciences and Engineering.

7. Auditor/Audit Liaison Officer

For this job profile, the job holder will work in the Audit and Ex-Post Controls Unit. The unit organises external audits and ensures the follow-up of the audits' recommendations.



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IV. Who we are

The ERCEA is dedicated to selecting and funding the excellent ideas that have not happened yet, and the scientists that are dreaming them up.

In practice, the ERCEA supports the work of the ERC, the first pan-European funding body sustaining excellent frontier research in Europe, set up by the European Union in February 2007. The ERCEA was created in order to manage the Ideas Programme, part of the EU's Seventh Research Framework Programme (FP7). Its mandate was renewed until 2024, for the implementation of part of the Horizon 2020 Framework Programme for Research and Innovation (2014-2020).

In order to achieve the ERC's objectives, the ERCEA manages several frontier research grants: 'Starting Grants' targeted at early-career, emerging research leaders, 'Consolidator Grants', aimed at excellent researchers who are already independent, 'Advanced Grants' that support established top researchers, as well as 'Synergy Grants' for groups of two to four Principal Investigators to jointly address ambitious research projects. The grants fund projects in any field of research, with excellence as the sole selection criterion. Since the creation of the Agency, some 9,000 top researchers at various stages of their careers have been supported. Under Horizon 2020, the ERCEA has a total budget of some €13 billion.

The ERCEA is dedicated to excellence in research and in all aspects of its work, and seeks to attract professional, highly-motivated staff with the right qualifications and expertise. The ERCEA's working environment is modern, dynamic, inspiring and engaging.

The Agency is situated in the heart of Brussels and expected to count a total staff of 529 by the end of 2020. For more details on the ERC and ERCEA, please visit our website: <http://erc.europa.eu/>.

V. General Conditions of Secondment

This Call for Expression of Interest is intended to establish a Reserve List of approximately 20 candidates for positions as SNEs.

In particular, please note that:

- SNEs are employed by a national, regional or local public administration or an intergovernmental organisation (IGO) and seconded to the ERCEA so that the Agency can benefit from their expertise in a particular field.
- An SNE must be a national of an EU Member State or of a European Free Trade Association (EFTA) Member State (Iceland, Liechtenstein, Norway and Switzerland) or a national of a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement on staff secondments (Turkey).
- The SNE must have worked for their employer on a permanent or contract basis for at least 12 months before the secondment.
- The SNE's employer shall continue to pay the SNE's salary, maintain their administrative status, and be responsible for all social rights, particularly social security and pensions. On this basis, the secondment is not an employment, nor does it lead to an employment.
- The SNE shall be entitled, throughout the period of the secondment, to a daily subsistence allowance (currently €140.49 per diem) and a monthly subsistence allowance depending on the distance between the place of origin and the place of secondment.



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Rules applicable to National Experts seconded to the ERCEA ("SNE Rules") may be found here: <https://europa.eu/!Vg93Qn>.

Please carefully read the SNE Rules before applying, to ensure you fulfil the eligibility criteria.

The initial duration of secondment is typically two years. The secondment may be renewed up to a total period not exceeding four years (see Article 4 of the SNE Rules).

The place of secondment is Brussels, Belgium.

The secondment is expected to start in the fourth trimester of 2019.

VI. Submission of applications

Each application shall contain the following documents:

- a) A detailed Curriculum Vitae in *Europass* format, which can be obtained at the following address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>;
- b) A motivation letter clearly mentioning the reference of the call and your e-mail address for correspondence.

Please mention in the subject line your family name, the reference, **followed by the title of the profile for which you wish to apply**: FAMILY NAME – ERCEA/SNE/176/2019 – PROFILE.

The Permanent Representation, the EFTA Secretariat or the Permanent Delegation of Turkey must send your application to the ERCEA before the deadline to the following e-mail address: ERC-SELECTION@ec.europa.eu.

REMINDER:

**Applications MUST be forwarded by the Permanent Representations,
the EFTA Secretariat or the Permanent Delegation of Turkey.**

Applications sent directly to ERCEA will NOT be taken into account.

The ERCEA will only take into account applications received by the deadline, which is **31 May 2019 at 12:00 (midday) Brussels time**. Please liaise with your Permanent Representation, the EFTA Secretariat or the Permanent Delegation of Turkey to ensure that your application reaches us well on time.



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VII. Selection procedure

7.1 Selection Committee

A Selection Committee will be appointed for this profile and will comprise four members.

Under no circumstances should candidates approach the Selection Committee themselves, either directly or indirectly concerning this selection. The Appointing Authority of the ERCEA reserves the right to disqualify any candidate who disregards these instructions. In assessing candidates' merits, the Selection Committee shall observe the principle of equal treatment.

7.2 Admission to the selection process

Once the deadline for the submission of applications through the Permanent Representations, the EFTA Secretariat or the Permanent Delegation of Turkey has elapsed, the Selection Committee will check the applications submitted for their profiles against the **eligibility criteria** as detailed above under Section 5.

If, at any point of the selection or secondment process, it is established that the information provided in an application, in supporting documents or in the interview was false, the candidate may be disqualified.

7.3 Initial assessment of the applications

The Selection Committee will assess the applications of eligible candidates with reference to the **selection criteria** as detailed above under Sections I and II.

7.4 Invitation to interview

Upon completion of the assessment, the Selection Committee will establish a shortlist of the candidates best matching the needs of the seven profiles. Shortlisted candidates will be invited to an interview, via an e-mail from ERC-SELECTION@ec.europa.eu. Should candidates' e-mail address change prior to the completion of the selection process, they are asked to inform ERC-SELECTION@ec.europa.eu.

Please note that, as a general rule, for organisational purposes, the appointments set by ERCEA cannot be changed at the candidates' requests.

7.5 The interview

The interview will finalise the assessment of candidates according to the selection criteria. The interview will be conducted in English on the ERCEA's premises in Brussels, Belgium, and may include alternative forms of assessment, which would be communicated to candidates prior to the interview.



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7.6 Reserve List

The Selection Committee will include on the Reserve Lists approximately four candidates for each of the profiles. The draft unranked Reserve List, in alphabetical order and split by profiles, will be submitted to the Appointing Authority of the ERCEA for approval.

Candidates should note that inclusion on a Reserve List does not imply any entitlement to secondment.

The Reserve List will be valid for a period of 12 months from the date of its establishment. The validity of the Reserve List may be extended at the discretion of the Appointing Authority.

VIII. Notification to candidates

All candidates will be notified about the outcome of their application from ERC-SELECTION@ec.europa.eu. In order to facilitate the selection process, all correspondence with candidates concerning this vacancy will be carried out in English.

IX. Equal opportunities

The ERCEA values difference and promotes equality. We apply a policy of equal opportunities and accept applications without discrimination on any grounds (such as sex, race, colour, ethnic or social origin, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation). We offer flexible family-friendly working arrangements (flexitime, teleworking) in consideration of operational needs.

X. Protection of personal data

The ERCEA ensures that applicants' personal data are processed as required by 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. This applies in particular to the confidentiality and security of such data.

A Specific Privacy Statement is published on the ERC's website at the following address:
https://erc.europa.eu/sites/default/files/content/Privacy_Statement_SNEs.pdf

Candidates are invited to carefully read it, as it provides useful information about the processing of their personal data and relevant rights.

XI. Request for review

The ERCEA and the Selection Committee operate in the context of the general principles of European Union law as interpreted by the courts. In assessing candidates' merits, Selection Committees observe the principle of equal treatment.



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If you nevertheless believe that one of these principles has not been applied in your case, you have the right, **within 10 calendar days** from the date when the letter notifying you of the decision was sent to you, to request a review by sending a letter stating your reasons to the e-mail address: ERC-SELECTION@ec.europa.eu.

Please quote in the subject line of your letter:

- The number of the selection process concerned;
- Your name;
- 'Request for review';
- The stage of the selection concerned in your complaint.

The ERCEA will forward it to the Chairperson of the Selection Committee if it comes within the Committee's remit, and you shall receive a reply as soon as possible.