

Vacancy Notice for the position of Administrative Assistant

Reference: **GHEDCTP3/2023/TA/03**

Type of contract	Temporary agent 2f
Type of Post	Assistant
Type of publication	External
Function group/Grade for external publication	AST 2
Duration of contract	3 years (renewable)
Place of employment	Brussels, Belgium
Deadline for applications	5 September 2023 at 23:59 CET 23 (Central European Summer Time / Brussels time)
Reserve list valid until	31 December 2024

Number of persons to be selected for the reserve list: 8

Number of persons to be recruited: 2

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1. Introduction

The Global Health EDCTP3 Joint Undertaking (GH EDCTP3 JU) is a partnership between the European Union and the European and Developing Countries Clinical Trials Partnership (EDCTP) Association whose members are several European and African countries. The GH EDCTP3 JU is established by Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe¹. It aims at supporting clinical research to deliver solutions to reduce the burden of infectious diseases in sub-Saharan Africa and strengthen research capacities to prepare and respond to emerging infectious diseases.

Since 2003, the first and second European and Developing Countries Clinical Trials Partnership (EDCTP) programmes^{2,3} represent a flagship for conducting sound multi-country clinical trials in sub-Saharan Africa, building a true partnership between Europe and Africa, and fostering African leadership in scientific research. These programmes have also contributed to improving linkages between African research organisations, which resulted in the launch of four African Regional Networks of Excellence for clinical trials. Moreover, these programmes have strengthened the ethics review capacity and national regulatory authorities in many African countries and contributed to establish relevant organisations in the region.

Building on the positive experience of the previous EDCTP programmes, GH EDCTP3 intends to:

- Reduce the socio-economic burden of infectious diseases in sub-Saharan Africa by promoting the development and uptake of new or improved health technologies;
- Increase health security in sub-Saharan Africa and globally by strengthening the research and innovation-based capacities for preparedness and response to control infectious diseases.

GH EDCTP3 JU will implement a budget of approximately EUR 1.6 billion for the period 2021-2027 and will have a programme office of around 34 highly qualified, scientific, clinical and administrative professionals from multi-cultural backgrounds from Europe and Africa, operating in a multilingual context. The budget comes from the European Union Horizon Europe Framework Programme of Research and Innovation, the EDCTP Association member countries and additional contributing partners, such as philanthropic organisations and industry, which will contribute on an ad-hoc basis. More information can be found in the mentioned Council Regulation establishing the Joint Undertakings under Horizon Europe, notably in its Articles 99-114.

GH EDCTP3 JU is established until 31 December 2031 and is located in Brussels.

¹ Council Regulation (EU) 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe and repealing Regulations (EC) No 219/2007, (EU) No 557/2014, (EU) No 558/2014, (EU) No 559/2014, (EU) No 560/2014, (EU) No 561/2014 and (EU) No 642/2014 (OJ L 427 of 30/11/2021, p. 17–119) <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021R2085>

² Decision 556/2014/EU of the European Parliament and of the Council of 15 May 2014 on the participation of the Union in a second European and Developing Countries Clinical Trials Partnership Programme (EDCTP2) jointly undertaken by several Member States [EUR-Lex - 32014D0556 - EN - EUR-Lex \(europa.eu\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014D0556)

³ Decision No 1209/2003/EC of the European Parliament and of the Council of 16 June 2003 on Community participation in a research and development programme aimed at developing new clinical interventions to combat HIV/AIDS, malaria and tuberculosis through a long-term partnership between Europe and developing countries, undertaken by several Member States <https://eur-lex.europa.eu/legal-content/HR/TXT/?uri=CELEX:32003D1209>

2. Job description

The GH EDCTP3 JU is organising a call for expressions of interest with a view to establishing a reserve list of Temporary Agents for the position of Administrative Assistant.

2.1 Profile

The Administrative Assistant provides personal, administrative, and organisational support to the JU Office teams/units in the daily business tasks. He/she reports directly to the Head of Unit.

Depending on the position in the organisation, the jobholder will work in the Administration and Finance Unit or in the Operational Unit, providing administrative support to the Head of Unit and the team.

2.2 Tasks

The jobholder will be required to perform the following tasks:

Administrative support:

- Prepare missions order and reimbursements of mission costs in MIPS for the Head of unit and the team in line with the budget and travel policies in place;
- Monitor functional mailboxes (route incoming correspondence, prepare draft replies and ensure timely follow-up);
- Support Global Health EDCTP3 JU staff in tasks linked to call coordination, grant management, HR, Finance, Audit, Communication and administration;
- Support the selection of experts, including the creation of pools and contracts, for call evaluation and project review;
- Assist in launching procurement procedures, orders, contracting and payment process;
- Prepare presentations and contribute to the reporting activity, including the Annual Activity Report; and Annual Work Programme;
- Manage and update relevant databases, and organise and maintain archives;
- Document management: coordinate and supervise document registration, filing and archiving tasks.
- Responsible of the office supplies and materials;
- Contribute to the further development of the JU's administrative practices (e.g. IT tools, checklists, quality check of templates, organisation of files, elaborating statistics etc.);
- Contribute to internal communication (collecting information and coordinating the information on Intranet);
- Provide support in handling processes and data management within the IT corporate tools, Intranet, etc.
- Cover for other administrative support staff in their absence and provide support to other members of a team/Unit, where relevant and if required;

Events organisation:

- Contribute to the preparation of internal and external (virtual, physical and hybrid) meetings, events, workshops and conferences: drafting the agenda, review and circulation of documents, invitation to participants and management of their responses, taking notes and preparing minutes, etc.;
- Take care of the logistical aspects related: provide technical assistance and support for audio-visual equipment;
- Helpdesk for events preparation and incident resolution (centralising all request related to meeting rooms, including requests for maintenance);
- Assist in the organisation of team building and training events for the JU;

The successful candidate may be required to undertake other tasks and activities as necessary under the responsibility of the Head of Unit according to the evolution and development of the GH EDCTP3 JU's structure or activities. Duties may evolve depending on the needs of the GH EDCTP3 JU.

3. Eligibility, qualifications and experience required

3.1 Eligibility criteria

At the closing date of applications, candidates must

- Be a national of a member state of the European Union;
- Subject to a decision of the Appointing Authority to authorise an exception in accordance with Article 12.2 (a) of the Conditions of Employment of other Servants of the European Union, if necessary, for the appointment of the Executive Assistant, applications can also be submitted by citizens of:
 - One of the following sub-Saharan African countries that are members of the EDCTP Association and participating in the Global Health EDCTP3 programme at the closing date of the application: Burkina Faso, Cameroon, Congo (Republic), Côte d'Ivoire, Democratic Republic of the Congo, Ethiopia, Gabon, The Gambia, Ghana, Guinea-Conakry, Kenya, Liberia, Malawi, Mali, Mozambique, Niger, Nigeria, Rwanda, Senegal, Sierra Leone, South Africa, Tanzania, Uganda, Zambia and Zimbabwe.
 - Associated countries to Horizon Europe that are members of the EDCTP Association and participating in the Global Health EDCTP3 programme at the closing date of the application: Norway.
- Be entitled to his or her full rights as a citizen;
- Have the appropriate character references as to suitability for the performance of the duties⁴;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post⁵.

Moreover, in order to be eligible, candidates must

- Have a level of education which corresponds to a post-secondary education attested by a diploma⁶;

OR

Have a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years;

- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level) of another of these languages to the extent necessary for the performance of their

⁴ Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

⁵ Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers in order that the GH EDCTP3 JU may be satisfied that the candidate fulfils the requirement of Article 12(2) of the Conditions of Employment of Other Servants (CEOS)

⁶ Only qualifications issued by EU Member State, members of the EDCTP Association and participating in the Global Health EDCTP3 programme authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

duties (candidates are invited to specify in their application possible language certificates they have obtained, which can demonstrate their language skills).

Eligibility criteria must be fulfilled by the deadline for applications and maintained throughout the selection procedure and appointment.

4. Selection criteria

Candidates will be considered for the selection phase on the basis of the following criteria, to be fulfilled by the closing date for applications:

4.1 Essential criteria

- Suitability to perform the tasks described in point 2.2;
- Knowledge and demonstrated professional experience of at least three (3) years in areas indicated in point 2.2;
- Proven experience in carrying out administrative or support tasks;
- Proven experience in preparing correspondence and other documentation for internal and/or external stakeholders;
- Excellent knowledge of the Microsoft Office package (Word, Excel, PowerPoint, Outlook, MS Teams, etc);
- Excellent written and oral communication skills in English;
- Ability to multitask, to prioritise and to meet tight deadlines;
- Developed sense of initiative and a proactive attitude;
- Excellent organisational skills and ability to work autonomously;
- Strong sense of responsibility, commitment and co-operation;
- High level of service orientation; results-driven and flexible attitude;
- Proven ability to work in a team in a multicultural, international and multidisciplinary environment;
- High level of discretion and ability to handle sensitive and confidential matters;
- Accuracy and attention to details;
- Research, analytical, summarising and reporting skills.

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

4.2 Advantageous criteria

- A sound knowledge of the European Institutions administrative and budgetary procedures;
- Knowledge of EU IT tools (ARES, ABAC, SYSPER2, MIPS, TEAMS, WEBEX, ZOOM, etc);
- Experience in providing support to Human Resources Management (e.g.: recruitment, learning and development, etc.), Audit and Financial Management;
- Experience in providing support to project and grant Management (e.g.: selection of experts, including the creation of pools and contracts, for call evaluation and project review).

Candidates are invited to be as detailed and as clear as possible when describing their professional experience and specific skills and competences in their application.

In order to be evaluated in the best possible way, candidates are advised to give **evidence of their knowledge and detailed professional experience with specific examples and detailed professional experience.**

5. Independence and declaration of interest

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

6. Selection and appointment procedure

6.1 Selection Committee

For each selection process, a Selection Committee is nominated by the Executive Director of the GH EDCTP3 JU.

A Selection Committee is composed of at least 3 members (and alternates), including a member designated by the Staff Committee of the Global Health EDCTP3 Joint Undertaking.

The names of the Selection Committee members will be communicated to the shortlisted candidates in the invitation letter to their assessment.

Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning the selection procedure. The Selection Committee's internal proceedings are strictly confidential and any contact with its members is strictly forbidden. The Chair of the Selection Committee reserves the right to disqualify any candidate who disregards these instructions.

6.2 Assessment of applications

After applications are screened, the Selection Committee, based on the vacancy notice and on elements of the application, will draw up a shortlist of candidates to be invited for an assessment, which will be held in Brussels or remotely. The candidates not invited to the assessment will be informed that they were not selected.

The assessment will consist of a written test and an oral interview in order to assess:

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

The assessment phase will be conducted in English.

6.3 Appointment and reserve list

The Appointing Authority of the GH EDCTP3 JU will select a successful candidate from the reserve list and offer him/her the post. A binding commitment can only be made after the verification of all conditions⁷ and will take the form of a contract signed by the Appointing Authority of the GH EDCTP3 JU.

⁷ Before the appointment, a successful candidate shall undergo a medical examination by one of the medical services of the EU institutions in order that the GH EDCTP3 JU may be satisfied that she/he fulfils the requirement of Article 28(e) of the Staff Regulation of the Officials of the European Communities.

The reserve list could be used to fill other positions within the GH EDCTP3 JU.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on the availability of posts and budget.

The reserve list will be valid until **31 December 2024** and may be extended at the discretion of the Appointing Authority.

The GH EDCTP3 JU may decide at any time during the procedure not to pursue the recruitment.

7. Equal opportunities

The GH EDCTP3 JU, as a European Union body, applies a policy of equal opportunity for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions or opinions, financial situation, disability, age, sexual orientation, marital status or family situation.

8. Conditions of Employment

The successful candidate will be appointed as a **Temporary Agent AST 2**, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union, for a period of three years, with a probation period of 9 months. 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 the GH EDCTP3 JU.

Remuneration

The successful candidate who is offered a contract of employment will be graded on entry into service in the relevant step (1 or 2), according to the length of his/her professional experience.

The basic monthly salaries for a Temporary Agent AST 2, as of 1 January 2023 in Brussels, are:

step 1: EUR 3.764,84

step 2: EUR 3.923,04

In addition to the basic salary, staff members may be entitled to various allowances, in particular 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>

9. Application procedure

Important information for candidates

For applications to be valid, candidates must submit an application consisting of a motivation letter and a curriculum vitae to the functional mailbox EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu.

Candidates are required to quote the reference of the vacancy for which they have applied in all correspondence: **GHEDCTP3/2023/TA/03**

Applications shall be made in English to be considered.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English.

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

When submitting more than one application for a position, any new application made by a candidate will be considered to supersede and replace the previous application for that position.

Candidates are advised to apply using an e-mail address that will remain valid for several months.

Candidates are asked to report any potential change of contact details in writing, without delay, to the following e-mail address: EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu.

Candidates are advised not to wait until the last few days before applying as heavy internet traffic or a problem with the internet connection could lead to the application being interrupted. After the closing date, applications will no longer be accepted.

Applications sent by post will not be accepted.

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.

10. Protection of personal data

The personal information that the GH EDCTP3 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 (hereinafter referred to as the EU Data Protection Regulation)⁸.

Types of personal data

The following details are collected in the context of staff selection procedures:

⁸ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>

- Personal details: names, gender, date and place of birth, nationality, civil status, family situation and related supporting certificates, residence certificate, ID format photos;
- Contact details;
- Passport number/ ID number; financial identification form, bank account; legal entity form;
- Degrees, diplomas or educational certificates concerning knowledge of languages, professional experience, current and previous employment contracts, recommendation letters, motivation letters;
- Moral conduct - recent criminal record;
- Declaration concerning conflicts of interest.

Purpose and technical means of personal data processing

The main purpose of the collection of the data above is to prepare selected candidates' files and to finalise the recruitment procedure to permit entry into service.

Recruitment files are stored electronically and access is protected by the management of access rights. Paper documents are archived in physical files and stored in a locked cabinet until their destruction.

Legal basis

- Articles 12 - 15 of the Conditions of Employment of Other Servants of the European Union;
- General implementing provisions on the procedure governing the engagement and the use of temporary agents at the Global Health EDCTP3 JU.

Who has access to your personal data and to whom is it disclosed?

For the purposes detailed above, access to your personal data is given to the following people, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

Only authorised GH EDCTP3 JU staff have access to your personal data for the purposes of screening, interviewing and recruiting candidates. The people to whom your data is disclosed include:

- Members of the Selection Committee;
- GH EDCTP3 JU staff dealing with human resources matters;

Rectification

You can, if need be, rectify any inaccurate personal data throughout the entire selection process by sending a written request to the above-mentioned e-mail address.

You cannot, however, send us any changes of your personal data related to the admissibility criteria after the application deadline.

Erasure

You may make a request for the erasure of your personal data under the conditions laid down by Article 19 of Regulation (EU) 2018/1725. In this case, you should send a written request to the e-mail address mentioned under "Access".

We will respond to your request without undue delay and at the latest within one month.

You could further request cancellation of your application and deletion of all linked personal data by making use of the contact information mentioned above.

Restriction of processing

You may make a request for restricting the processing of your personal data under the conditions laid down by Article 20 of Regulation (EU) 2018/1725 for the following reasons: you would like to contest the accuracy of the personal data; you consider that the processing is unlawful and you would oppose the erasure of the personal data and request the restriction of the use of the personal data instead; when the GH EDCTP3 JU as controller no longer needs your personal data for the purposes of the processing, but it is required by you as data subject for the establishment, exercise or defence of legal claims; or when you have objected to processing pursuant to Article 23(1) of Regulation (EU) 2018/1725, pending the verification of legitimate grounds.

In this case, you should send a written request to the e-mail address mentioned under “Access”.

Right to data portability

You have the right to receive the personal data, which you have provided to us in a structured, commonly used, and machine-readable format, and you may also request us to transmit this data to any other controller under the conditions of Article 22 of Regulation 2018/1725. In this case, you should send a written request to the e-mail address mentioned under “Access”.

Right to object

You may object at any time to processing of your personal data under the conditions laid down by Article 23 of Regulation (EU) 2018/1725, on grounds relating to your particular situation. In this case, you should send a written request to the e-mail address mentioned under “Access”.

What are your rights and how can you exercise them?

Access

In case you wish to access your personal information, you can contact the GH EDCTP3 JU’s Data Protection Controller at EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu.

The European Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the European Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

How long do we keep your personal data?

Recruitment files of successful candidates are stored for a period of 10 years as of the termination of employment.

The files of non-recruited applicants are retained for up to 2 years following the recruitment procedure.

The retention of files of non-recruited applicants on reserve lists is fixed in terms of the validity and the actual extension of the respective reserve lists.

The periods indicated above may be extended in the event of audits initiated prior to the applicable expiry dates.

Contact information

For any questions related to your rights, feel free to contact the Data Controller at EC-GLOBAL-HEALTH-EDCTP3@ec.europa.eu indicating ‘Data Protection’ in the subject and explicitly specifying your request.

Recourse to the European Data Protection Supervisor

You have the right to submit a complaint at any time directly to the European Data Protection Supervisor:

Rue Wiertz 60 – MO 63
B-1047 Bruxelles
Belgium
Tel: +32 2 283 19 00
Fax: +32 2 283 19 50
E-mail: edps@edps.europa.eu

11. Appeal procedure

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

11.1 Request for review of the decision taken by the Selection Committee

After receiving the letter notifying the candidate of the decision taken by the Selection Committee, he/she may submit a written request for a review of such a decision, within 10 calendar days from the date when the letter/e-mail notifying him/her of the decision was sent to him/her, setting out the reasons for the request to the following e-mail address: EC-GLOBAL-HEALTH-EDCTP3-JOBS@ec.europa.eu

11.2 Appeals

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

Global Health EDCTP3 Joint Undertaking
For the attention of the ad interim Executive Director
Global Health EDCTP3 JU
TO 56
1049 Brussels
Belgium

The complaint must be lodged within three months, starting from the date the GH EDCTP3 JU notifies the candidate of the act adversely affecting him/her.

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/jcms/T5_6308

11.3 Complaint to the European Ombudsman

Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union:

Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to the GH EDCTP3 JU. Any complaint to the Ombudsman must be made within two years of receiving the Joint Undertaking's final position on the matter. (<http://www.ombudsman.europa.eu>).

The European Ombudsman

1 avenue du Président Robert Schuman
CS 30403
F-67001 Strasbourg Cedex
FRANCE

<http://www.ombudsman.europa.eu/start.faces>

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations for lodging complaints or submitting an appeal before the General Court according to Article 270 of the Treaty on the Functioning of the European Union.