



Vacancy Notice for the position of Monitoring and Evaluation Officer

Reference: GHEDCTP3/2024/TA/03

Type of contract	Temporary agent 2f
Type of Post	Administrator
Type of publication	External
Grade for external publication	AD 07
Duration of contract	3 years (renewable)
Place of employment	Brussels, Belgium
Deadline for applications	12 April 2024 at 23:59 CET (Central European Time / Brussels time)
Reserve list valid until	31 December 2025

Number of persons to be selected for the reserve list: 3

Number of Persons to be recruited: 1

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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 & 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 & 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 and more than 200 multi-country clinical trials and clinical studies. 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 is implementing a budget of approximately EUR 1.6 billion for the period 2021-2027 and consolidating 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 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 Monitoring and Evaluation Officer.

2.1 Profile

The Monitoring and Evaluation (M&E) Officer, under the supervision of the Strategic Partnerships and Communications Team Leader, will be responsible for developing and implementing a monitoring and evaluation system at the GH EDCTP3 JU. This includes procedures and methodologies that will not only support evidenced based decision making but enhance project performance by focusing attention on capturing quantitative and qualitative data on the progress made by the GH EDCTP3 JU in achieving the objectives, outputs and outcomes set out in the Single Basic Act (SBA) under Horizon Europe. The post holder will also play a key role in the implementation of Results Based Management (RBM) at GH EDCTP3 JU with the aim of improving effectiveness and accountability by clearly defining expected results, monitoring progress towards the achievement of expected results, integrating lessons learned into the management decision making process, reporting on performance, and detecting and correcting problems during implementation.

2.2 Tasks

Duties and responsibilities

The Monitoring and Evaluation Officer will report to the Strategic Partnerships and Communications Team Leader, under the Office of the Executive Director. The main duties and responsibilities of the M&E Officer will involve engaging with all Units within the organisation and will include, but not limited to the following:

Program management and monitoring

- Developing an M&E system, including designing a framework for the monitoring and evaluation of the GH EDCTP3 JU programme activities and defining methodologies for collecting data that will be used for monitoring the effective implementation of the GH EDCTP3 JU programme, and measuring the achievement of the indicators set out in the Single Basic Act (SBA);
- Working closely with all GH EDCTP3 JU teams to ensure timely and accurate collection of data required for regular updating of the relevant Key Performance Indicators (KPIs), including the ones set out in the SBA that will be used to assess the progress of implementation of the GH EDCTP3 JU programme;
- Developing an RBM logical framework matrix that ensures better management of the GH EDCTP3 JU programme and the projects funded under it, and detecting and correcting problems during implementation;
- Developing KPIs and their appropriate measurements, that will give a clearer picture to GH EDCTP3 JU management and staff whether the GH EDCTP3 JU programme is moving in the right direction towards achieving its overall goal and specific objectives.

Evaluation and quality management

- Conducting on a regular basis an internal monitoring and evaluation of results and impact of the programme, and preparing reports on implementation progress, problems and making recommendations for corrective action;
- Assisting the Strategic Partnerships and Communications Team Leader to implement RBM approach to monitoring and evaluation, which places emphasis on results and impacts;

- Playing a leading role in preparing and regularly updating the M&E manual, which must clearly describe the M&E systems, procedures and methodologies that are in operation at the GH EDCTP3 JU;
- Supporting the Project Officers to prepare log frames for all GH EDCTP3 JU funded projects;
- Working cooperatively with the Internal Control and Audit Manager and acting as the GH EDCTP3 JU focal point for all matters relating to external evaluation and impact assessments of the GH EDCTP3 JU programme;
- Evaluating the performance of individual GH EDCTP3 JU projects and the overall programme to support decision making by management.

Reporting

- Assisting the Project Officers in preparing Quarterly/Annual reports on project progress and monitoring the project activities on a regular basis;
- Developing and maintaining the Management Information System (MIS) of the project and collecting & analysis different data in relation to the project activities;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Executive Director, Strategic Partnerships and Communications Team Leader;
- Preparing periodic programme monitoring reports that compare performance against targets.

The successful candidate may be required to undertake other tasks and activities as necessary under the responsibility of Strategic Partnerships and Communications Team Leader and the Executive Director 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 criteria

Candidates will be considered for the selection phase on the basis of the following requirements, to be fulfilled by the closing date for applications and maintained throughout the selection procedure and appointment.

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

3.1 Nationality⁴

- Be a national of a member state of the European Union;
- Be a national of one of the following sub-Saharan African countries that are members of the EDCTP Association and participating in the Global Health EDCTP3 programme: Benin, Burkina Faso, Cameroon, Republic of Congo, Democratic Republic of Congo, Côte d'Ivoire, Ethiopia, Gabon, The Gambia, Ghana, Guinea-Bissau, Guinea-Conakry, Kenya, Liberia, Malawi, Mali, Mozambique, Niger, Nigeria, Rwanda, Senegal, Sierra Leone, South Africa, Tanzania, Uganda, Zambia and Zimbabwe.

⁴ 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.

- Be a national of one of the associated countries to Horizon Europe that are members of the EDCTP Association and participating in the Global Health EDCTP3 programme: Norway and United Kingdom.

3.2 Education and professional experience

- Have a level of education which corresponds to completed university studies of at least four (4) years attested by a diploma⁵; and, after having obtained the diploma, at least six (6) years full-time of appropriate professional experience;

OR

Have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma and, after having obtained the diploma, at least seven (7) years full-time of appropriate professional experience.

3.3 Languages

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

4. Selection criteria

Eligible candidates will be considered for the selection phase on the basis of the following criteria, to be fulfilled by the closing date of applications.

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**.

4.1 Essential qualifications and experience

- Suitability to perform the tasks described in point 2.2;
- Knowledge and demonstrated professional experience of at least 5 years experience in a planning, monitoring and evaluation role;
- Experience of RBM implementation at project or programme level;
- Excellent analysis and writing analytical quality reports;
- Professional experience in working in a multicultural, international and multidisciplinary environment;
- Excellent written and spoken English (native or near-native level).

4.2 Advantageous criteria

- Master's degree or equivalent in a relevant subject (example: Statistics, Economics, Public Health);
- Understanding of clinical trials and research governance
- Sufficient knowledge of French, Portuguese or any other European language will be an advantage;

⁵ Only qualifications issued by above listed EU Member State, members of the EDCTP Association and Associated countries to Horizon Europe and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

- Proven ICT skills, especially in the development of M&E software(s) or designing tools for data collection, analysis and production or reports.

4.3 Behavioural competences

- Demonstrates integrity and ethical standards
- Coordination and planning skills;
- Excellent interpersonal, communication and collaboration skills;
- Ability to work under pressure and prioritise tasks in a demanding working environment;
- Customer service-oriented approach.

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 GH EDCTP3 JU.

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 Screening 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 GH EDCTP3 JU 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 will select the successful candidate to be offered the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Appointing Authority of the GH EDCTP3 JU⁶.

The reserve list may be used in order to fill vacant positions within GH EDCTP3 JU and shared with other JUs.

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 2025** and may be extended at the discretion of the Appointing Authority.

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 AD 07**, 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 AD 07, as of 1 January 2024 in Brussels, are:

step 1: EUR 6,980.66

step 2: EUR 7,274.00

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.

⁶ Before his/her appointment, the candidate shall be medically examined in line with the requirement of Article 12(2)(d) of the Conditions of employment of other servants of the European Communities.

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: **GHEDCTP3/2024/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 your 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

Regulation (EU) 2018/1725 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 "the Regulation") applies to the processing of personal data carried out by GH EDCTP3 JU.

GH EDCTP3 JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

The GH EDCTP3 JU Privacy Policy describes the measures taken to protect your personal data with regard to the data processing operations in the context of the recruitment of staff. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

More information on Data Protection at GH EDCTP3 JU can be obtained in the Data Protection Register and in the Privacy Notices published in the GH EDCTP3 JU website: <https://globalhealth-edctp3.eu/legal-notice-and-privacy>.

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 pre-selection Committee

After receiving the letter notifying the candidate of the decision taken by the pre-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 Michael Makanga, Executive Director
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.