

EDUCATION, AUDIOVISUAL AND CULTURE EXECUTIVE AGENCY



VACANCY NOTICE REF.: EACEA/2009/TA/AD 5 /001

PROGRAMME MANAGER (MEDIA, Youth, Citizenship, Culture) CONSTITUTION OF A RESERVE LIST - Temporary Agent (AD5)

THE EDUCATION, AUDIOVISUAL AND CULTURE EXECUTIVE AGENCY (EACEA) INVITES APPLICATIONS FOR THE POST "**PROGRAMME MANAGER**" (**MEDIA, YOUTH, CITIZENSHIP, CULTURE**) LOCATED IN BRUSSELS, BELGIUM.
A RESERVE LIST OF 12 CANDIDATES WILL BE CONSTITUTED.

The Agency

The EACEA ("the Agency") is a legal entity under European Community law which operates by delegation of powers from the Commission. Its present parent Directorates-General within the Commission is DG Education and Culture, DG Information Society and Media, and DG EuropeAid Co-operation Office.

It is responsible for the management of certain strands of Community programmes in the fields of education, audiovisual and culture, namely Lifelong Learning, Erasmus Mundus, Culture 2007, Youth in Action, Europe for citizens, MEDIA and their predecessors. The mandate of the Agency has been extended to the next generation of programmes for the period 2007-2013 and to projects in the field of higher education financed by resources for external cooperation.

The establishment of the Agency aims at enhancing programme management, thus providing beneficiaries with a better service, in line with the principles of administrative governance adopted by the Commission.

The Commission has delegated to the Agency the management of the entire life-cycle of the projects relating to the programme strands entrusted to it: from pre-selection through to final evaluation, including project follow-up and exploitation, financial management and auditing. In addition, the Commission has also entrusted the Agency with the implementation, at Community level, of the information network on education in Europe ("Eurydice") referred to in the transversal programme of the Lifelong Learning programme and the Tempus programme

As a legal entity, the Agency establishes an annual work plan and an annual activity report and has an operational budget of more than 600 Mio EUR per year. In order to attain its objectives, the Agency has an internal structure consisting of 12 Units with a total of around 430 staff members in 2009 (25% seconded officials/temporary agents and 75% contract agents).

For further information please refer to our website: <http://eacea.ec.europa.eu>

Job Description.

- Programme managers will be recruited for the unit involved in the management of the programme in the following fields: Cinema Industry, Youth, Citizenship, Culture.

He/she will in particular:

Contribute to the overall project management effort of the relevant unit in the following ways:

- Provide direction and coordination in the planning, development, and implementation of the programme;
- Interact with external networks;
- Launch, manage and monitor calls for proposals, evaluation and selection of projects if appropriate;
- Manage technical and financial aspects of contracts linked to the projects;
- Follow-up the implementation of the projects and the performance of the beneficiaries and their partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance etc.) if needed on basis of external expertise;
- Monitor the financial expenditure as reported in cost statements and provide reasonable assurance that claimed costs correspond to the work accomplished. Provide the available information for audit and control by the Commission services, the European Court of Auditors or external auditors contracted by the Agency;
- Prepare periodic and final implementation reports and ad-hoc statistics and information, as well as briefings requested by the Commission services;
- Contribute to the preparation of the annual work programme and of the annual activity report;
- Contribute to the programme's evaluations.

Qualifications and experience required

A. ELIGIBILITY CRITERIA

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

General conditions:

- Be a national of a member state of the European Union, Norway, Iceland or Liechtenstein¹;
- Enjoy full rights as citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved ².

Specific conditions:

Qualifications

Have at least a level of education which corresponds to completed university studies of at least three years attested by a diploma.

Knowledge of languages

Have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of a second language to the extent necessary for the performance of the duties pertaining to the post.

B. Selection criteria

In addition to above, the candidate must have:

- Professional experience of at least 2 years in one or more of the following fields: cinema industry, youth, citizenship, culture;
- Experience of project management, acquired within an international environment;
- Knowledge of at least one of the following European Union programmes: MEDIA, Youth, Citizenship, Culture;
- Good understanding of written and oral English or French and good written and oral command of one of the two languages;
- Competence in the use of electronic office equipment (word processing, spread sheets, presentations, electronic communication, internet, etc.).

C. Advantageous

- Familiarity with European Union procedures and terminology, relevant to the position of programme manager;
- Excellent communication skills;
- Good command of other European Union or candidate countries' languages;

¹ Citizens of Norway-Iceland or Lichtenstein can only be recruited for programmes in which their countries are participating

² Prior to appointment, the successful candidate will be asked to provide a certificate from their police file indicating that they do not have a criminal record.

Equal opportunities

As a legal entity of European Community Law, the EACEA applies a policy of equal opportunities and takes care to avoid any form of discrimination in its recruitment procedures.

Supporting documents

Supporting documents showing evidence of the information given in the application documents will be requested at a later stage. No documents will be sent back to candidates. **If, at any stage in the procedure, it is established that any of the information a candidate provided is incorrect, this candidate will be disqualified.**

Selection procedure

The selection will be organised in four steps:

1. The selection committee will check the accuracy of the documents presented (see below) and the eligibility criteria of all applications;
2. The selection committee will analyse the motivation letter and CVs of eligible applicants with reference to the selection criteria and will establish a shortlist;
3. The selection committee will hold interviews with persons on the short list in English and/or French in order to assess the candidate suitability to perform the duties, specialist knowledge and motivation (the interview will be marked out of 60; pass mark: 30). Please note that written tests will be organised simultaneously:
 - o a test comprising a series of multiple-choice questions to assess the knowledge of the European Union, its institutions and policies (this test will be marked out of 20; pass mark:10);
 - o the preparation of a dossier on a subject in the field of the present selection, designed to test the ability to understand, analyse and summarise as well as the candidate's drafting skills (this test will be marked out of 20; pass mark: 10)

The written tests will be done in English or French (language 2).

4. The selection committee will place on the reserve list the candidates with the highest aggregate marks. From this list, suitable candidates, matching best the Agency needs, will be recruited upon decision of the Executive Agency appointing authority. Candidates should note that inclusion on the reserve list of candidates does not guarantee recruitment.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

The present list will be valid until 31/12/2011 (the Executive Agency appointing authority can decide to extend the validity of it).

Appointment and conditions of employment

A contract offer ³ will be made as a temporary staff member pursuant the Article 2(a) of the Conditions of Employment of Other Servants of the European Communities for a determined duration of 3 years, with possibility of renewal, within the limits of the duration of the mandate of the Agency (31/12/2015).

The place of employment will be Brussels, Belgium where the Agency has its premises.

The successful candidate will be recruited in the grade AD 5. The basic monthly salary for AD 5 (step 1) is 4190,20€. In addition to the basic salary, staff members may be entitled to various allowances, in particular household allowance, expatriation allowance (16% of the basic salary and household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

If the member of staff selected is an official of the EC, s/he may resign, request leave on personal grounds or ask to be seconded under Art.37 (b) and 39 of the Staff Regulations, while other staff members of the EC have to resign. Expected period for taking up duties is the second semester 2009.

For further information:

http://ec.europa.eu/dgs/personnel_administration/publications_en.htm

Application procedure

Each application shall contain the following documents:

- 1) a motivation letter (not more than two pages);
- 2) the eligibility grid (see attachment);
- 3) **a detailed curriculum vitae in European format**

Mandatory CV template available at:

<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>

These documents should be sent only by e-mail to:

EACEA-RECRUTEMENT@ec.europa.eu

Please mention the vacancy notice reference in your e-mail

To be receivable they must:

- 1) Be introduced in English or French;
- 2) Mention only a single vacancy notice reference in the subject.

³ Before the appointment, a successful candidate shall undergo a medical examination by the medical services of the Commission in order that the Education, Audiovisual and Culture Executive Agency may be satisfied that s/he fulfils the requirement of article 28(e) of the Staff Regulation of the Officials of the European Communities.

IMPORTANT

- The Agency has **two publications**, one for programme managers (AD 5) and one for programme coordinators (AD 8) in the same fields. Please make sure to apply **ONLY** to one post, either AD 5 or AD 8. Double applications will be considered as ineligible for both profiles.

- Note that only complete applications containing the three above mentioned documents and sent by e-mail on time will be taken into account.

Closing date

Applications must be sent no later than **17th April 2009** at midday (GMT-Brussels time).

Please do not leave it until the last minute to submit your application. Heavy internet traffic may not allow to submit your application in time. No exceptions will be granted.

Appeal procedures

See annex

Data Protection

The Agency will ensure that candidates' personal data are processed as required by Regulation (EC) No 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 data⁴. This applies in particular to the confidentiality and security of such data.

⁴ OJ L 8 of 12.1.2001, p. 8.

Annex

REQUESTS FOR REVIEW — APPEAL PROCEDURES — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If at any stage of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:

— Request for review

Within 20 calendar days of the date of the letter communicating the decision, you may submit a request for review by sending a letter setting out the reasons to the president of the selection committee at the following e-mail address:

EACEA-RECRUTEMENT@ec.europa.eu

Please quote the number of the selection procedure concerned.
You will be sent a reply as soon as possible.

— Appeal procedures

You may either

- lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities, at the following address:

Education, Audiovisual and Culture Executive Agency (EACEA)

To the attention of the Director

Avenue du Bourget 1 – 1140 Brussels – Belgium

BOUR 04/60

e-mail address: EACEA-RECRUTEMENT-RECOURS@ec.europa.eu

- or bring a case before:

European Union Civil Service Tribunal

Boulevard Konrad Adenauer

L-2925 Luxembourg

under Article 236 of the Treaty establishing the European Community and Article 91 of the Staff Regulations of Officials of the European Communities.

Please quote the number of the selection procedure concerned.

The time limit for initiating these two types of procedure is three months starting to run from the notification of the act adversely affecting you [see Staff Regulations as amended by Council Regulation (EC) No 723/2004 (OJ L 124, 27.4.2004, p. 1) -<http://eur-lex.europa.eu>].

Please note that the appointing authority is not competent to change the decisions of a selection board.

In accordance with established case-law, the wide discretionary power enjoyed by selection boards is subject to review by the Community Court only if the rules which govern the proceedings of selection boards have obviously been infringed.

—Complaints to the European Ombudsman

Like all citizens of the European Union, you can make a complaint to:

European Ombudsman

1 avenue du President Robert Schuman — BP 403

F-67001 Strasbourg Cedex

under Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113 of 4.5.1994, p. 15).

Please note that complaints made to the Ombudsman do not suspend the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 236 of the Treaty establishing the European Community.

Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.