VACANCY NOTICE

INTER-AGENCY MOBILITY

Temporary Agents 2(f) AD5/AD7 - Team leader in MEDIA B2.003 Audience

Education, Audiovisual and Culture Executive Agency (EACEA)

Ref.: EACEA/2020/03/INTER-TA(2f) AD5/AD7 - Team leader in MEDIA B2.003 Audience
Publication: Inter-Agency Mobility
Job-title: Team leader in MEDIA B2.003 Audience
Function group and grade: AD5-AD7
Place: Brussels
Deadline to apply: 17/07/2020 12:00 (Midday), Brussels time

The EACEA ("the Agency") is a European Commission Executive Agency established by the Commission's Implementing Decision 2013/776/EU. It operates by delegation of powers from the Commission and its statute is governed by Regulation (EC) No. 58/2003. The Agency's parent Directorates-General within the Commission are DG for Education, Youth, Sport and Culture, DG for Communications Networks, Contents and Technology, DG Justice and Consumers, and DG for European Civil Protection and Humanitarian Aid Operations.

The Agency is responsible for the implementation of certain EU programmes in the fields of education, audio-visual and culture, such as Erasmus+, The Creative Europe Programme, Europe for Citizens, EU Aid Volunteers, actions in the field of higher education and youth falling under external cooperation instruments and their predecessors. The Agency's current mandate runs until 31 December 2024.

The Agency was established to enhance programme management and provide beneficiaries with a better service, in line with the principles of administrative governance adopted by the Commission.

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 14 Units with 455 staff members in 2020.

The Agency's works mainly in English and French.

---

3 As specified in Article 3.2 of Regulation (EC) 58/2003, the extension of the Agency's mandate may be renewed.
Description of the job

The mission of unit B2 is to implement the Creative Europe MEDIA Sub-Program, which contributes to reinforcing the European audiovisual industry. The Audience sector, composed of 21 staff members, manages funding schemes that support audience growth. It aims at ensuring the largest outreach and promotion of European audiovisual content through all type of media, cinema and platforms including festivals, theatrical distribution and online streaming.

The overall purpose of the post is to manage, monitor and evaluate the implementation of the projects in the Audience sector, under the supervision of the Head of Sector and the Head of Unit. In particular:

- Support the Head of Sector in the coordination of the sector’s resources, distribution of workload and reporting on the activities;
- Support the Head of Sector in the assessment of individual and team performance;
- Launch, manage and monitor calls for proposals, evaluation and selection of projects if appropriate;
- 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 the basis of external expertise;
- Deal with horizontal activities, concertation and networking aspects of the programme and its projects;
- Assist the Head of Sector to ensure effective and efficient internal and external communication, the preparation of requested reports and statistics related to the services provided by the team, manage technical and financial aspects of contracts linked to the projects;
- Verify and validate in his / her capacity of sub-delegated authorising officer the financial and budgetary aspects of programmes / projects carried out under his / her responsibility.

Qualifications and Experience Required

A. Eligibility criteria

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

1. To be a temporary agent 2(f) who, on the closing date for applications and on the day of filling the vacant post, is employed within his/her current agency in a grade and function group corresponding to the published function group and grade (AD5-AD7). This implies that the candidate possesses the minimum qualifications required by Article 5(3) of the Staff Regulations, applicable by analogy to the temporary staff pursuant to Article 10(1) of the CEOS, and that the candidate is in compliance with the conditions referred to in Article 12(2):

   - he/she is a national of one of the Member States of the Union and enjoys his/her full rights as a citizen;
he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;

• he/she produces the appropriate character references as to his/her suitability for the performance of the duties;

• he/she is physically fit to perform his/her duties;

• he/she produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties;

2. To have at least two years' service within his/her current agency before moving;

3. To have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group.

B. Specific conditions

All eligible candidates will be assessed along the following evaluation conditions:

Essential qualifications and experience

• At least one year of experience in leading a team.
• At least three years of experience in project/grant management.
• Strong organisational and coordination skills.
• Very good sense of initiative, problem-solving attitude and resilience.
• Very good analytical and communication/writing skills.
• Very good interpersonal and negotiation skills.
• Very good knowledge of both English and French.
• Strong experience in software e.g. Excel, Powerpoint, MS Teams.
• Practice of internal IT tools (such as ABAC).

Advantageous qualifications and experience

• Good experience with fully paperless workflows, in particular eGrants.
• Knowledge of the creative sector, specifically the audiovisual industry.

Following the analysis of the applications by the Selection Board, the Agency will invite the most suitable candidates (a maximum of 6) for an interview.

Appointment and conditions of employment

EACEA and the selected temporary agent 2(f) shall conclude an employment contract ensuring continuation of the person’s employment and career in the category of temporary staff 2(f). That contract signed with EACEA shall be concluded without interruption of the contract with the Agency of origin ('the preceding contract') and shall fulfil the following requirements, in particular:

• the same grade and the same seniority in the grade as the preceding contract;
• the same step and the same seniority in the step as the preceding contract.
The ending date of the contract to be signed with EACEA and that of the preceding contract shall be the same. If the contract with the agency of origin was for an indefinite period, the member of temporary staff 2(f) shall also be engaged by EACEA for an indefinite period.

In the event that the preceding contract comes to its natural end on the day of the move, the duration of the contract concluded in accordance with paragraph 1 shall be the same as that EACEA would have set in case of a renewal of contract of one of its own temporary agents 2(f).

The selected temporary agent 2(f) shall take up duty in EACEA in principle three months after the job offer, unless it is otherwise agreed between the two Agencies and the staff member concerned.

Please note that temporary agents shall be required to demonstrate before their first reclassification the ability to work in a third official language of the EU.

Note also that, with respect to the accumulation of pension rights at EACEA, the employment will be considered as a new contract where pension rights are accumulated at a rate of 1.8% for each year of service completed. Your pensionable age will be 66.

**Legal basis and remuneration**

The payment of staff members consists of a basic salary supplemented with specific allowances, including expatriation or family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants available at the following address:


The rights and entitlements inherent to the country of employment (Belgium) will be adapted accordingly.

**Equal opportunities**

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

**Application procedure**

Candidates are kindly invited to apply in English to facilitate the selection process.

To apply, candidates **must submit:**

- **a letter of motivation**, including his/her views on the proposed position (2 pages maximum).

**NB - Non-compliance with this requirement will lead to disqualification.**

Applications must only be sent by e-mail to the functional mailbox [EACEA-HR-SELECTION@ec.europa.eu](mailto:EACEA-HR-SELECTION@ec.europa.eu).

---

**Closing date:** Applications must be sent no later than 17/07/2020, 12:00 (midday), CET (please check the time zones)

Supporting documents showing evidence of the information given in the application 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 the information in an application has been knowingly falsified, the candidate will be disqualified from the Selection process.

**Selection procedure**

Personal interview with a selection board in English and French to assess candidates’ ability to perform the tasks listed in the job description. The interview will be marked out of 100 (pass mark: 70).

Following the interview, the selection board will constitute a short list of retained candidates.

**Information to candidates**

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent by email only.

A candidate may request clarifications about the processing of his/her application by sending an email quoting the reference of the vacancy notice concerned, at the following address EACEA-HR-SELECTION@ec.europa.eu

**Appeal procedure**

Candidate who think that a mistake was made in the assessment, may send a request of review, quoting the number of the selection procedure, within 10 working days of the date on the email notifying the rejection of their application, at the following address: EACEA-HR-SELECTION@ec.europa.eu

The selection board will analyse the request and notify the candidates its decision within 15 working days.

**Data protection**

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the EACEA. The personal information requested from candidates will be processed in line with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies ("the data protection regulation").