



CALL FOR EXPRESSION OF INTEREST

Seconded National Experts for the ERCEA

ERCEA/SNE/055/2012

The European Research Council (ERC) Executive Agency (ERCEA)

The European Research Council Executive Agency, set up on 14th December 2007, is responsible for all aspects of administrative implementation and execution of the Ideas specific programme. "Ideas" forms part of the 7th Framework Programme (FP7) of the European Community for research, technological development and demonstration activities (2007-2013) and supports investigator-driven frontier research carried out across all fields by individual national or transnational teams in competition at the European level.

The ERC Executive Agency is responsible for implementing the "Ideas" Specific Programme on behalf of and within the parameters established by the European Commission. It ascertains the public accounting of activities of the Programme, ensures the proper financial and scientific management of grants, implements evaluation procedures, conducts peer reviews according to the principles established by the ERC Scientific Council and provides administrative support for the work of the ERC Scientific Council.

The ERC Executive Agency is located in Brussels and manages the programme until 2017 with an operational budget of €7.5 billion throughout the lifetime of the programme. The Agency is expected to have a total staff of 389 by 2012.



General Conditions:

This call for expression of interest concerns a maximum of 10 positions as Seconded National Expert (SNEs). Rules applicable to National Experts seconded to ERCEA can be found on the following link:

http://erc.europa.eu/sites/default/files/document/file/rules_applicable_to_SNE_revised.pdf

Please read carefully these rules before applying to make sure that you fulfil the eligibility criteria.

The initial duration of the secondment is two years with a possibility for extension up to a total period normally not exceeding four years.

Seconded National Experts are persons employed by a national, regional or local public administration or an intergovernmental organisation (IGO), who are seconded to the ERCEA so that it can use their expertise in a particular field. The secondment is not an employment, nor does it lead to an employment. An SNE must be a national of an EU Member State or of a European Free Trade Association (EFTA) Member State.

The place of secondment is Brussels, Belgium.

The start date for the secondment will be as of September 2012 or in 2013 depending on the position.

Functions and Duties:

The duties of the successful candidates will be the following:

Project /Process Management

- Support the follow-up of community research initiatives / activities / contracts in his/her field(s) of competence, together with the relevant Project / Programme Officers.
- Support horizontal activities, concertation and networking aspects of the programme and its projects in his / her field(s) of competence.

Policy Development.

- Assist in conducting conceptual reflections which should help elaborating work programmes, strategic documents and new approaches to the programme and relevant community initiatives and actions.
- Provide relevant input, including statistical analysis, for Agency papers, communications or other documents concerning the ERC.

External Co-ordination / Participation

- Provide scientific and technical input for the co-ordination of activities with external organisations in order to ensure the success of initiatives and projects and the implementation of the programme.
- As appropriate, provide scientific and technical input for the preparation and follow-up of work programmes and calls for proposals.

Inter-service Co-ordination and Consultation

- Provide scientific and technical input for the co-ordination of activities with ERCEA services



in order to ensure the success of initiatives and projects and the implementation of the programme.

External Communication

- Produce reports/minutes on high level meetings.

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 any field of knowledge.
- Appropriate professional experience in the field of research and/or management of research projects of at least 5 years.
- 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 his/her duties.
- Very good command of English (written and oral).

Submission of applications:

Each electronic application shall contain the following documents:

a) A detailed curriculum vitae in European format (that can be obtained at the following address <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>)

(Please note that the sections on social skills, artistic skills and driving licence do not need to be filled in.)

b) A motivation letter including a clear mention of the call reference and of your email address for correspondence and for invitation to interview.

Please mention in the subject line your family name followed by the call reference:
FAMILY NAME – ERCEA/SNE/055/2012

The Permanent Representation must send your application to ERCEA, to the following email address, before the deadline: ERC-SELECTION@ec.europa.eu

ERCEA will only take into account applications received before **the deadline, which is Friday 1 June 2012, at 12:00 (midday) Brussels time**. Please liaise with your Permanent Representation or EFTA secretariat to ensure that your application reaches it well on time.

Selection procedure

All the applications are pre-screened and evaluated based on their skills and qualifications, and the best qualified candidates are shortlisted for an interview.

Notification to candidates

All candidates will be notified about the outcome of their application from ERC-SELECTION@ec.europa.eu



Equal opportunities

The ERCEA applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as 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.

Protection of personal data

The ERCEA ensures that applicants' 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 data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

A Specific Privacy Statement is published on the ERCEA website at the following address:

<http://erc.europa.eu/index.cfm?fuseaction=page.display&topicID=48>

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

Request for review

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

If you nevertheless believe that one of these principles has not 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 on-line, to request a review by sending a letter stating your reasons using the email address ERC-SELECTION@ec.europa.eu.

Please quote in the subject line of your letter:

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

ERCEA will forward it to President of the Selection Committee if it comes within the Committee's remit, and you will be sent a reply as soon as possible.