



VACANCY NOTICE

Head of Administration Unit

Grade AD 9

Ref.: EIT/TA/2024/174

The European Institute of Innovation and Technology (EIT) is an independent EU body set up in 2008 and by now has established Europe's largest innovation ecosystem. Our mission is to contribute to sustainable economic growth and competitiveness by reinforcing the innovation capacity of the European Union and Member States, in order to address major challenges faced by society.

The success of the EIT is in our unique innovation model – we support innovators and entrepreneurs at every step of the way, and we lay the infrastructure needed for innovation to thrive; from entrepreneurship education (training and skilling) to innovation projects (turning research and science into products and services for citizens) to boosting innovative businesses and the acceleration of start-ups. As part of Horizon Europe, the EIT community achieves this through a unique model, creating sustainable innovation ecosystems. Working at the EIT means to contribute to the delivery of innovation to resolve the major global challenges including climate change, sustainable energy, digitalisation, health, raw materials, sustainable food, urban mobility, advanced manufacturing, culture & creativity, and water.

You can expect a highly dynamic, modern, international work environment with strongly motivated colleagues. Working at the EIT means to be results-oriented and to share common values of working together: trust, transparency, collaboration, sustainability, respect and inclusion.

The EIT is now organising a call for expressions of interest with a view to establishing a reserve list for Temporary Staff (TA) for the profile of **Head of Administration Unit**. The place of employment will be Budapest, where the EIT seat is located. Applications from female candidates are strongly encouraged.

More information about the EIT and its activities can be found on: <http://eit.europa.eu>

1. JOB PROFILE

Reporting directly to the EIT Director, the Head of Unit will be responsible for leading and managing the Unit in the activity areas below. The Head of Unit will define the expected results, ensure that the Unit delivers the results required to implement its work programme in the context of the EIT's mission and objectives, while enabling staff to develop in line with their objectives and the overall EIT work programme. The Head of Unit reports to the Director and is responsible for the management of the Administration unit, which consists of four sections, namely – Finance and Budget, Procurement and Logistics, Human Resources and IT.



TASKS

In particular, the tasks of the Head of Unit will include the following¹:

- Assist the EIT Director in the management of the office by providing sound advice on administrative matters;
- Support the efficient management of EIT by actively contributing to the Management Team and to the collective work to achieve EIT's strategic objectives;
- Define the Administration unit work programme, coordinating work within the unit and with other units, and representing the unit in management meetings, before senior management, and before the Governing Board;
- Drive organisational innovation in the context of administration in a coordinated manner, based on the identification of internal clients and organisational needs;
- Develop efficient guidelines, policies and actions to ensure effective delivery of the Administration unit in the areas of HR, Finance and Budget, Procurement, General Administration and Security and IT services on the basis of the mission statement, strategic plan and annual work programme of the EIT;
- Set the objectives of the sections within the unit, monitoring and assessing achievements to meet the objectives within the set deadlines and in accordance with high quality standards, coordinating the work of the sections within the unit, and managing, motivating, and supporting the unit's staff towards the attainment of their individual objectives;
- Develop and foster strong relations with EU institutions and other relevant stakeholders.

Other tasks

In co-operation with Management Team, contribute to other EIT activities where such contribution is deemed necessary to achieve the EIT's objectives.

2. ELIGIBILITY CRITERIA

2.1. GENERAL CONDITIONS

By the closing date of this call, candidates must:

- be a national of an EU Member State or an EFTA state²;
- enjoy their full rights as citizens³;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties⁴.

¹ The lists of tasks are indicative and may be subject to revision in case of reorganisation or other reasons in the interest of the EIT.

² EFTA countries are Norway, Iceland and Liechtenstein as defined in Article 2 of the [EEA agreement](#).

³ Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

⁴ Before being engaged, a member of staff shall be medically examined by one of the European Commission's medical officers.



2.2. EDUCATION

Candidates are required to have

- A level of education that corresponds to completed university studies of at least four (4) years attested by a diploma; or
- A level of education which corresponds to completed university studies of at least three(3) years attested by a diploma with an additional year of relevant professional experience⁵.

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted⁶

2.3. EXPERIENCE

Candidates must have at the closing date for applications, professional experience of at least twelve years (12)⁴ (at least thirteen (13) years in the case of completed university studies of less than four years), including professional experience directly relevant to the tasks of at least six years.

Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. Only duly documented professional activity (i.e., remunerated employment or self-employment) is taken into account.

Part-time work will be considered in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g., if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under 'Additional information'. In case of invitation to an interview, the above proof must be provided.

2.4. LANGUAGE SKILLS

As the predominant working language of the EIT is English, candidates must therefore have an excellent command of both spoken and written English. (Note: Native English speakers will be required to

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⁶ In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under 'Additional information'. In case of invitation to an interview, the above proof must be provided.



demonstrate the ability to work in a second EU language at interview stage). Candidates must also have satisfactory knowledge of another official language of the European Union⁷.

3. SELECTION CRITERIA

3.1. ASSESSMENT AT APPLICATION SCREENING STAGE⁸

Applications will be assessed on the basis of the following essential and advantageous criteria:

3.1.1 Essential criteria⁹¹⁰:

- Work experience of at least 3 years in managing or coordinating multinational team/(s) of not less than 5 staff members (for example: Head of Unit, Team leader, Head of Sector or equivalent).¹¹
- Work experience with demonstrated expertise in the public or private sector of at least 5 years in at least two of the following fields¹²:
 - Human resources management
 - Finance and budget management
 - Procurement and building management
 - IT management

3.1.2 Advantageous criteria¹³¹⁴:

- Work experience of at least 5 years in the EU institutions/EU bodies/EU Agencies.
- Work experience with internal controls and/or risk management of at least 1 year.

⁷ Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

⁸ The assessment of work experience by the Selection Board is based solely on the application form completed and submitted by the candidate. Please list all tasks and responsibilities carried out for each work experience indicated in your application.

⁹ These essential criteria will account for 70% of the total score attributed during the application screening stage. Each essential criterion may be assigned a different weighting. Please note only those candidates who meet all the essential criteria will be scored against the advantageous criteria.

¹⁰ In the application, please indicate the key work experience in relation to each of the essential criteria listed under 3.1.1.

¹¹ Please indicate the level of responsibility, the size of team coordinated and/or the number of line reports as well as the number of years in each work experience listed in the application.

¹² Please indicate clearly your expertise (level and type of tasks and number of years), in each field (if applicable) for each work experience listed in the application.

¹³ The advantageous criteria will account for 30% of the total score attributed during the application screening stage. Each advantageous criterion may be assigned a different weighting.

¹⁴ In the application, please indicate the key work experience in relation to each of the essential criteria listed under 3.1.1.



3.2. ASSESSMENT AT INTERVIEW/WRITTEN TEST STAGE

The following will be assessed during either on the interview and/or on the written test:

- Motivation for the advertised position;
- Knowledge of the areas related to finance and budget management, human resources, procurement management and/or IT management;
- Knowledge of internal controls and/or risk management;
- General management skills:
 - The ability to set and revise objectives for the entity within the overall strategic framework and priorities of the European Institute of Innovation and Technology;
 - The ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the entity's and team members' objectives set, in cooperation with the members of the team;
 - The ability to organise, assign and manage the entity's work among the members of the team and to set them challenging but realistic objectives;
 - The ability to empower members of the team while ensuring that they understand what is expected of them and how their work contributes to the entity's objectives;
 - The ability to choose co-workers and to build strong teams with complementary strengths suited to the efficient pursuit of the entity's objectives;
 - The ability to motivate members of the team to achieve the desired results and also to provide regular feedback, acknowledge success and the need for improvement in order to enable them to achieve their objectives and greatest potential;
 - The ability to develop and support career development and learning opportunities for the members of the team;
- Communication skills:
 - The ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team;
 - The ability to solicit inputs from and listen to staff, partners, and stakeholders;
- Interpersonal skills:
 - The ability to deal with people effectively, respectfully and courteously;
 - The ability to build productive and cooperative working relationships with hierarchy and other units and colleagues;
- Negotiation skills:
 - The ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved;
- Excellent spoken and written English.



4. SELECTION PROCESS

HOW TO APPLY

Please consult the Guide for Applicants on the [EIT website](#). It contains detailed instructions to help you submit your application correctly.

Only applications submitted through the EU CV Online system¹⁵ will be accepted.

To apply, you must register in the EU CV Online system via the link provided on the EIT website and follow all instructions concerning the various stages of the procedure. Applications shall be made in English. **Before applying, you should carefully check whether you meet all the eligibility criteria.**

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to an interview (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. Please note that if you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

Deadline for applications: Tuesday 5 March 2024 (17:00 pm Budapest time)

¹⁵ The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.



5. STEPS OF THE SELECTION PROCEDURE

5.1. ADMISSION TO THE SELECTION PROCEDURE

After the deadline for online registration, the selection board will check the submitted applications against the eligibility criteria described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria described in Section 3.1.

5.2. INITIAL ASSESSMENT OF THE APPLICATIONS

The selection board will assess each eligible application according to the qualifications, training and professional experience of the candidate with respect to the profile described in Section 1.1.

5.3. INTERVIEW

Upon completion of the profiles' evaluation, typically up to 12 of the most suitable candidates - based on the highest scores in the pre-selection screening - will be invited to an interview, which will be organised in Budapest or it may take place online via video conferencing facilities. Details of the time, date and address of the interview will be communicated to the candidates in due time.

Candidates invited to an interview will be requested to submit a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

The selection board will carry out an assessment of candidates invited to an interview according to the selection criteria described in section 3.2. The assessment will be based solely on the application submitted by the candidate. The interview and the written test will be conducted in English. Any other languages indicated in the application form might be tested.

Note: native English speakers will be tested to prove their second language skills (as stipulated in 2.4 Language skills).

Candidates will also be required to sit a written test in English which may take place before or after the interview. This might take the form of a case study, multiple-choice questionnaire and/or oral presentation.

5.4. VERIFICATION OF DOCUMENTS AND SCRUTINY

The application of candidates invited to the interview will be checked against supporting documents provided, in order to confirm the accuracy and eligibility of the application.



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.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

5.5. RESERVE LIST

Following the interview as set up in point 5.3, the selection board will propose a shortlist of candidates suitable to be invited for an interview with the Director of the EIT and other members. Shortlisted candidates will also take part in an assessment centre. The most suitable candidates will be placed on a reserve list for approval by the Appointing Authority of the EIT. The adopted reserve list will be valid until **31 December 2024**.

Reserve lists may be extended by decision of the EIT Appointing Authority.

Inclusion on a reserve list does not imply any entitlement to employment at the EIT. Moreover, recruitment will be subject to budgetary availability.

5.6. REQUESTS FOR INFORMATION

The text of this Call for applications contains all the information required. If you have further questions, please contact the EIT via jobs@eit.europa.eu, clearly mentioning the reference of the vacancy notice, your registration number and the nature of your request.

6. ADDITIONAL IMPORTANT INFORMATION

6.1. EQUAL OPPORTUNITIES

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

6.2. SELECTION BOARD

A selection board will be appointed to carry out the evaluation of applications to this vacancy. Please note that the Selection Board's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden and may lead to disqualification from the selection process.



6.3. APPROXIMATE TIMETABLE

The selection process may take a few months to be completed; further information about the status of the procedure will be published on the EIT website.

6.4. RECRUITMENT CONDITIONS / CAREER

Successful candidates may be offered a contract as a member of the Temporary Staff in accordance with the Conditions of employment of other servants of the European Communities. The EIT typically offers Temporary Agents a 5-year contract with the possibility of renewal. Any second renewal is for an indefinite period.

The place of employment will be Budapest.

6.5. CONDITIONS OF EMPLOYMENT

Successful applicants who are offered a contract of employment will, on entry into service, be placed in step 1 or 2 of grade AD 9, according to the length of their professional experience. The estimated net monthly salaries for Temporary Staff at the grades mentioned above, as of 01 July 2023 in Budapest (applying 86.7% correction coefficient in Hungary), are:

Step 1: €5,729.69

Step 2: €5,925.67

Depending on the individual family situation and the place of origin, staff members may in addition be entitled to:

- Expatriation or foreign residence allowance: 16 % or 4 % of the basic salary.
- Annual travel allowance: staff entitled to expatriation or foreign residence allowance are entitled to be paid each calendar year a sum equivalent to the cost of travel from the place of employment to the place of origin for themselves and, if they are entitled to the household allowance, for their spouse and dependant(s). This is a flat-rate payment, based on an allowance per kilometre of geographical distance between the staff member's place of employment and place of recruitment or origin.
- Household allowance: 2% of basic salary + €215.91.
- Allowance for a dependent child or person treated as such: €471.80 per child/person.
- Pre-school allowance: €115.26 per month, for each dependent child who is less than five years old or is not yet in regular full-time attendance at a primary school (until the child reaches the age of eight).
- Education allowance: the EIT covers schooling fees for children of EIT staff members attending or applying to international schools that have signed a cooperation agreement with the EIT. Covered under these provisions are staff member's children from the age of 5, and attending, regularly or on full time basis, or applying for primary or secondary education in an international school, after having been considered eligible by the EIT.



- Reimbursement of transport costs to school: for children attending primary or secondary school, staff may receive reimbursement of the transport costs up to a maximum of €320.12 per month for each dependent child, starting from the first year of primary school.
- Installation allowance: equivalent to two months' basic salary for staff entitled to the household allowance; and one month's basic salary for staff members who are not entitled to the household allowance. This allowance is paid upon successful completion of the probationary period.
- Reimbursement of removal costs.
- Initial temporary daily subsistence allowance: staff entitled to the household allowance: €49.59 per day for a period of 180 days; if you are a probationer, the daily subsistence allowance is granted for the period of probation plus one month. Staff not entitled to the household allowance: €40.00 per day for a period of 120 days. This allowance is not paid beyond the date on which staff members effectively remove their belongings to Budapest.

Other features of key benefits applicable at the EIT include:

- Annual leave entitlement of two days per calendar month plus additional days depending on grade and age. 2.5 days' home leave per annum if you are entitled to the expatriation or foreign residence allowance.
- General and applicable technical training plus professional development opportunities.
- EU Joint Sickness Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance.
- After 10 years of service, staff members are eligible to receive pension from the European Union Pension Scheme on retirement.

6.6. INDEPENDENCE AND DECLARATIONS OF INTEREST

The jobholder will be required to enter a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his or her independence.

6.7. APPEAL PROCEDURE

Candidates considering that their interests have been prejudiced in the selection process by a particular decision may request a review of or launch an appeal against the decision adversely affecting them. Further information about the appeal procedures can be found in the Guide for Applicants on the EIT website¹⁶.

6.8. PROTECTION OF PERSONAL DATA

As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23

¹⁶ Guide for applicants: https://eit.europa.eu/sites/default/files/eit_guide_for_applicants.pdf



October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, offices and agencies and on the free movement of such data (Official Journal of the European Union, L 295/39 of 21 November 2018). This applies in particular to the confidentiality and security of such data.

[Continue here for the application form](#)

If you have difficulties to connect to the above link, you may copy and paste the following link into your Web application.

[https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=pr
emierAcces&CFID=43272198&CFTOKEN=59090936&jsessionId=f4306b041d5468642323TR&langue=EN](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=pr
emierAcces&CFID=43272198&CFTOKEN=59090936&jsessionId=f4306b041d5468642323TR&langue=EN)