

## CALL FOR APPLICATIONS

### Head of Unit KIC Operations (AD 11) EIT (Budapest)

Ref.: EIT/TA/2012/62

The European Institute of Innovation and Technology (EIT), established on 11 March 2008 by the European Parliament and the Council, aims to become a flagship for excellence in European innovation. The EIT is the first European initiative to integrate fully the three sides of the 'Knowledge Triangle' (higher education, research, business-innovation) and will seek to stand out as a world-class innovation-oriented reference model, inspiring and driving change in existing education and research institutions. Conceived with a clear market-driven focus, the EIT will favour sustainable economic growth and job creation throughout the Union by generating new skills, products, services and business responding both to public demand and to the needs of the knowledge economy.

The EIT is now organising a call for expressions of interest with a view to establishing a reserve list for Temporary Agents (5 years renewable contract) for the profile of **Head of Unit KIC Operations**. The place of employment will be Budapest/Hungary, where the EIT seat is located.

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

## **The job**

### **1 Profile**

Under the direct supervision of the EIT Director, the Head of Unit KIC Operations will determine the long-term strategic objectives of the unit, and will lead the KIC Operations of the EIT and manage the related services accordingly. S/he will contribute the necessary experience, skills and seniority to help shape the current and future partnerships of the EIT with KIC from the unit and its teams - Monitoring & Performance, Assurance & Risk Management and Corporate Knowledge Management -. In so doing, s/he will establish the Unit`s strategies and policies consistent with the EIT`s mission and objectives, thereby deriving the corresponding work program and proposals. S/he will pursue continuous improvements in the area of performance monitoring and grant simplification through directing and managing the Unit activities, and ensure that these are implemented in accordance with the values of the Institute as a service orientation, creative, learning and inspiring organisation. He will also enable staff to develop their potential in establishing smooth operational processes, not only in the operational business but also to help establish a sound knowledge management basis to implement grant operations, extract updated KIC information and extract good practices learning.

#### **1.1 Tasks**

The Head of Unit KIC Operations will manage the unit to ensure maximum effectiveness, efficiency, simplification and co-ordination of all elements of KIC (Knowledge and Innovation Communities) operational activities and grant management of the EIT. S/he will work closely with and provide support to drive success in the KICs and support the EIT in the development and implementation of the overarching policies and procedures directing and continuously improving the activities of its three teams (Monitoring & Performance, Assurance & Risk Management and Corporate Knowledge Management) to ultimately ensure that their goals and targets are achieved to the required EIT quality standards.

### **Effective implementation, performance monitoring and cost reporting on simplified grant management**

- Lead the effective definition, testing and implementation of simplified grant management policies and funding instrument processes and promote their adoption by the EIT, KICs and their partners;
- Ensure effectiveness of grant management processes by analysing their use, measuring their impact, and preparing proposals for continuous improvement;
- Lead the assessment of grant management needs and the development of strategies to meet them, identifying good practice in close collaboration with KICs;
- Identify, develop and implement performance measurements and efficient performance monitoring system for the grant management activities of the EIT;
- Leading the development of most effective operations of grant projects by directing tasks related to the conception, writing, submission, administration, and monitoring of grants and awards taking into account established practices in other programmes;
- Assure effective planning and management of the ex-ante and ex-post control function; select the auditees, prioritise risk and develop the annual work plan on the basis of the priorities of the EIT
- Monitor developments in grant management and seek capacity building opportunities, including complementary funding instruments (e.g. RSFF, BEI, FEI)
- Provide accurate and timely reports on progress against targets against well established business grant cycles accorded with the KICs.

### **Management of effectiveness, efficiency, planning and co-ordination of all elements of KIC operational activities**

- Timely preparation and delivery of the annual grant agreement plans with the KICs, based on analysis of KICs business plan, objectives and performance.
- Identify, in cooperation with the KICs, key success factors and results in the innovation, education and research fields, and key success mechanisms in the winning combinations between these fields; define areas where processes and results can be improved
- Establish the budget requirement, verify and oversee that the necessary tasks and checks have been carried out to ensure sound financial management
- Ensure the appropriate monitoring and controlling KIC grant expenditures, as well as the cost compliance, matching financial support provided by KIC partners (75 % vs. EIT 25 % support) and corresponding additionally through complementary activities.
- Steer and supervise further KIC actions/ call for proposals (plus required studies) and ensure that all the necessary conditions (institutional, budgetary, logistical, etc.) are met. This includes the validation of calls for tender, call for proposals, contracts and subventions conventions prepared by the unit.
- Plan, co-ordinate and steer audit missions to examine the use of EIT resources by beneficiaries.
- Report directly to the Director on audit results, quality assurance and monitoring
- Provide support to develop future innovative support funding instruments
- Timely preparation of the procedures linked to future KIC waves

### **Providing executive support to the KICs in facilitating business processes and annual cycle preparations**

- Support the EIT Director in his capacity as secretary of the Governing Board, regarding all aspects connected to KIC Operations.
- Contribute to cross cutting actions, including networking within and across KICs, including synergies and complementarities at EIT, KIC and Co-Location levels.
- Support the fulfilment of grant compliance issues (e.g. assessment and approval of performance and cost reports, business plans, etc)
- Review grant agreements and provide advice to the Director on potential improvements
- Represent the EIT Director in external and internal and external events as appropriate.

### **Strengthening the capacity of the EIT in Knowledge Management**

- Supervise the identification, development and implementation of the EIT's knowledge management strategy and lead the effective coordination of knowledge management operations at EIT in close collaboration with KICs.
- Ensure that the EIT pioneers an innovative and effective approach to the management of its knowledge and information resources, including social capital
- Manage and support all areas of the EIT in regards to knowledge management activities and programmes, for both internal and external stakeholders
- Ensures effectiveness of KM improvement programmes, projects and activities by supervising analysing KM activities, monitoring their use and measuring their impact

### **Management and planning of the Unit and its staff**

- Contribute to the definition of the Unit's strategic objectives and adopt its operational work programme as well as its regular adaptation
- Establish and follow up the Unit's organisation and ensure effective distribution of duties and responsibilities to the Unit staff
- Evaluate fulfilment of objectives and report to the hierarchy on results achieved
- Verify the conformity of decisions and operations with official regulations and procedures, such as Internal Control Standards and Staff Regulations, to ensure that the Unit meets all its obligations.
- Ensure effective People Management within the Unit. This involves in particular job descriptions, annual appraisal process, monitoring of individual objectives accomplishments, approval of participation in training actions and support to the selection of candidates to vacant jobs
- Maintain interactive communication with her/his team, so that staff is informed on all relevant policy and strategic aspects affecting the Unit work and get appropriate feedback on their actions.
- Approve, authorise and/ or give an opinion on requests regarding personnel administration (i.e. leave, part-time work, external activities, etc.)
- Contribute to enrich internal communication and knowledge sharing within the EIT
- Contribute to the EIT work programme, annual report, etc.
- Represent the Unit and / or the EIT Director within the Institutions on issues of relevance to the work of the KIC Operations Unit as instructed by the EIT Director
- Provide advice to the Director as he may need appropriate.
- Execute any other tasks as deemed necessary for the service.

## **Qualifications and experience required**

### **2 Eligibility criteria**

#### **2.1 General conditions**

By the closing date of this call candidates must:

- be nationals of a Member State of the European Union or an EFTA State<sup>1</sup>;
- enjoy their full rights as citizens<sup>2</sup>;
- 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 duties<sup>3</sup>

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<sup>1</sup> Iceland, Norway, Switzerland, and Liechtenstein.

<sup>2</sup> Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

<sup>3</sup> Before being engaged, a member of staff shall be medically examined by one of the Institution's medical officers.

## 2.2 Education

- Candidates are required to have a level of education which corresponds to completed university studies of at least four years attested by a diploma, or;
- a level of education which corresponds to completed university studies of at least three years attested by a diploma together with an additional year of relevant professional experience<sup>4</sup>.

The above qualifications must be in the following fields: Accounting, Economics, Finance, Public Administration, Science, or Engineering.

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.<sup>5</sup>

## 2.3 Experience

Candidates must have, at the closing date for applications, professional experience of at least 15 years<sup>4</sup> (at least 16 years in the case of completed university studies of less than 4 years), including professional experience directly relevant to the tasks of at least 10 years.

Newly appointed Heads of Unit shall be required to follow a management preparation course before or within three months of taking up their duties. Management courses listed in the Commission's training catalogue and followed by an applicant during the five years prior to publication of the post may be validated by the appointing authority as management preparation courses.

## 2.4 Language skills

Candidates must have a thorough knowledge of one of the languages of the EU and a satisfactory knowledge of another language of the EU<sup>6</sup> to the extent necessary for the performance of her/his duties.

## 3 Selection criteria

### The core abilities:

- General management skills, including:
  - The ability to set and revise objectives for the unit within the overall strategic framework of the European Institute of Innovation and Technology.
  - The ability to establish timely plans for priorities and to monitor and evaluate the progress made towards achieving them, in cooperation with other Units.
  - The ability to lead and guide to the efficient pursuit of the unit's objectives as well as to constructively identify solutions and improvements.
  - 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 unit's objectives.
  - The ability to motivate members of the team to achieve the desired results and also to enable them to achieve their objectives and greatest potential.

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<sup>4</sup> Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question (University degree for AD posts). Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account 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).

<sup>5</sup> 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.

<sup>6</sup> Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

- Communication skills
  - Ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team.
- Interpersonal skills
  - Ability to deal with people effectively and courteously and to build productive and cooperative working relationships with other units and colleagues.
  - Ability to turn challenges into opportunities to collectively learn from practices and generate ideas and proposals for improvements.
- Negotiation skills
  - Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

**Technical qualifications include points of the following type:**

- Familiarity with EU administrative, financial and oversight issues.
  - Staff members must have a good knowledge of the administrative and financial circuits applied within the European Institute of Innovation and Technology and, ideally, experience of them
  - Knowledge of the relevant procedures would clearly be an additional asset. A high degree of competence in handling budgetary resources could be of key importance.
  - Sound experience in the management of public support programmes to innovation, including advanced IT-based management tools support their implementation.

**Specialist knowledge comprises points such as:**

- Knowledge of EU policies, languages, legislation and programmes, where relevant to the post in question
- Specialist knowledge in the field of innovation strategies, EU research and innovation policies, entrepreneurship and higher education

**Essential:**

- Suitability to perform the tasks described in Section 1.1
- Specialist knowledge in the field of EU grant management and other funding instruments
- Knowledge of EU R&D and innovation policies
- Experience in setting up and maintaining knowledge management systems
- Programme managerial experience of at least 5 years
- Excellent communication skills in English, both oral and written
- Very good negotiation and idea generation skills
- Excellent project management and problem-solving skills

**Advantageous:**

- Experience of working in a multicultural and multidisciplinary environment
- Specialist knowledge in the 'knowledge triangle' and dynamics
- Ability to work well under pressure and to respond quickly to new demands
- Knowledge of the Financial Regulations of the European Union
- A degree in Business Administration or a double degree in Economics and Engineering
- Experience in public programmes to support innovation
- Knowledge and experience in entrepreneurship and venture capital

## **The Selection process**

### **4 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 online through the EU CV Online system<sup>7</sup> 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.

**Extended Deadline for applications: 21 March 2012 at midday (12:00 Budapest time)**

### **5 Steps of the selection procedure**

#### **5.1 Admission to the selection procedure**

After the deadline for online registration, the selection committee will check the submitted applications against the general and specific conditions described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria under Section

#### **5.2 Initial assessment of the applications**

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

#### **5.3 Interview**

Upon completion of the profiles' evaluation, the 8 most suitable candidates for the post - based on the highest scores in the pre-selection screening - will be invited to an interview, which will be organised in Budapest. Details of the time, date and address of the interview will be communicated the candidates in due time.

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<sup>7</sup> 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.

Candidates invited to an interview will be requested to submit by email, prior to the interview, 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 committee will carry out an assessment of candidates invited to an interview according to the selection criteria described in Section 3.

The interview will be conducted in English.

Candidates may also be required to sit a written test on the day of the interview. This might take the form of case study, multiple-choice questionnaire and/or oral presentation.

The written tests may consist of the following components, in accordance with the level and profile of the position advertised:

- Specific competencies with reference to the profile,
- General aptitudes and language abilities to the extent necessary for the performance of the duties,
- Knowledge of European integration and institutions.

The above-mentioned components can be combined.

#### **5.4 Verification of documents and scrutiny**

The candidates' application 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**

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Appointing Authority of the EIT for approval. The adopted reserve list, which will be in order of merit, will be valid until 31 December 2012. Reserve lists may be extended by decision of the EIT. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the EIT (e.g. including a further interview).

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

#### **5.6 Information**

The text of this Call for Expressions of Interest contains all the information required. If you should nevertheless have a question, please consult the [Guide for applicants](#) on the EIT website. If you have further questions, please contact the EIT via the [Contact](#) page on the EIT website, clearly mentioning the reference of the vacancy notice, your registration number and the nature of your request.

### **Other important information**

## **6 General information**

### **6.1 Equal opportunities**

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

## 6.2 Selection committee

A selection committee will be appointed to carry out the evaluation of applications to this vacancy. Please note that the Selection Committee'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 some months to be completed; no information will be released during this period.

## 6.4 Recruitment conditions / Career

Successful candidates may be offered a contract as a temporary agent in accordance with Article 2a of the [Conditions of employment of other servants of the European Communities](#) for an initial period of 5 years. The place of employment will be Budapest.

The contract may be renewed for a further period of up to 5 years.

## 6.5 Conditions of employment

Successful applicants who are offered a contract of employment will be placed on entry into service in step 1 or 2 of grade AD 11, according to the length of their professional experience. The estimated net monthly salaries for grade AD 11 Administrators, as at 1 January 2012 in Budapest<sup>8</sup>, are:

- Step 1: € 5018.40
- Step 2: € 5167.20
- Pursuant to Article 44 of the Staff Regulations, the staff member serves a management probationary period of nine months. After passing this probationary period, an additional managerial allowance will be granted (€ 383.44 gross at step 1 and € 399.55 gross at step 2)

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

- Expatriation or foreign residence allowance (16 % or 4 % of the basic salary)
- Household allowance (2% of basic salary + €170.52)
- Dependent child allowance (€372.61 / child)
- Education allowance (The EIT shall cover 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)
- Installation allowance (one or two basic salaries if the period of service is three years or more)
- Reimbursement of removal costs
- Initial temporary daily subsistence allowance (Staff entitled to the household allowance: €39.17 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: €31.58 per day for a period of 120 days)

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<sup>8</sup> This estimate already includes a correction coefficient of 79,2%, currently applied to salary and allowances paid in Budapest. Deductions for the community tax and contributions for medical insurance, pension and unemployment insurance are already included in this estimate. Salaries are exempted from national tax. The salary will be paid in the local currency: Hungarian Forint (HUF).



Other features of working conditions applicable at the EIT are:

- Annual leave entitlement of two days per calendar month plus additional days depending on distance from the place of origin, grade, age
- General and applicable technical training plus professional development opportunities
- EU Joint Sickness and 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

## **6.6 Independence and declarations of interest**

The job holder will be required to enter into 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 website.

## **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 (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.

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