

VACANCY NOTICE FOR A POST OF HEAD OF ADMINISTRATION AND FINANCE

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CONTENT

1. WHO WE ARE	2
2. JOB DESCRIPTION	2
3. ELIGIBILITY CRITERIA	4
4. SELECTION CRITERIA	5
5. INDEPENDENCE AND DECLARATION OF INTERESTS	6
6. SELECTION PROCEDURE	6
7. APPOINTMENT AND RESERVE LIST	7
8. EQUAL OPPORTUNITIES	7
9. CONDITIONS OF EMPLOYMENT	7
10. APPLICATION PROCEDURE	8
11. CLOSING DATE	9
12. REVIEW AND APPEAL PROCEDURE	9
13. PROTECTION OF PERSONAL DATA	11

1. WHO WE ARE

The Circular Bio-based Europe Joint Undertaking (CBE JU), a €2 billion partnership between the European Union and the Bio-based Industries Consortium (BIC), funds projects advancing competitive circular bio-based industries in Europe. The partnership is building on the success of its predecessor, the Bio-based Industries Joint Undertaking (BBI JU), while addressing the current challenges facing the industry.

Shifting from non-renewable fossil raw materials and minerals to circular bio-based production processes is essential to reach the EU's climate targets as set out in the European Green Deal. Strong, resource-efficient and competitive biobased industries are important drivers of this change. By producing renewable bio-based products and materials from waste and biomass in an innovative, sustainable and circular way, they can contribute significantly to the EU's climate neutrality target by 2050 while creating jobs and economic growth in regions across Europe.

The role of CBE JU is to bring together various actors from bio-based industries, ranging from farmers to scientists, to solve the technological, regulatory and market challenges of the sector. Its public-private funding scheme boosts innovation and market deployment and paves the way for future investments.

The CBE JU Programme Office is implementing the CBE JU's Strategic Research and Innovation Agenda (SRIA) under the leadership of its Executive Director and following the rules of Horizon Europe, the EU's research and innovation programme. Tasks of the Programme Office include management of calls for project proposals, programme monitoring to administration, financial management, legal control, human resources, and communication.

CBE JU has been established for the 2021-2031 period. The CBE JU's working language is English. For further information, please consult the CBE JU website: www.cbe.europa.eu

2. JOB DESCRIPTION

The Head of Administration and Finance is a key middle manager in the organisation, directly reporting to the Executive Director.

In his/her role as manager, the successful candidate will provide clear leadership and ensure that the different teams under his/her supervision deliver professional and efficient services to the JU in line with CBE corporate values: professionalism, commitment, team spirit, care and excellence.

S/he will have responsibility for human resources, budget and finance, legal affairs, IT, security and business continuity and is expected to lead a staff of around 10-15 people.

The position will entail the following tasks and responsibilities:

Management

- Lead and direct the Administration and Finance Unit and its staff. Define the work programme of the unit and coordinate the work of the team and its contribution to the agreed objectives;

- Manage the budget, finance, procurement, legal, human resources and IT functions of the CBE JU by developing, implementing and monitoring strategies, policies, rules and processes in the unit, in line with the CBE's mission and objectives, as well as the EU Financial and Staff Regulations;

Coordination, support, planning and reporting

- Assist the Executive Director in the management of the CBE JU by providing him/her with sound advice on administrative, legal and financial matters, and by contributing to the overall strategy and policies;
- Provide critical input into how the JU develops both strategically and operationally as an organisation;
- Ensure a regular reporting to the Executive Director and relevant supervisory bodies, including the CBE JU Governing Board, the European Commission, the European Court of Auditors and the budget authorities;
- Coordination and finalisation of the Annual Work Plan (AWP) and Annual Activity Report (AAR) with specific input on the areas under her/his responsibility;
- Liaise with the Members of the Joint Undertaking, EU institutions, other Joint Undertakings and external partners on all matters falling under his/her portfolio;
- Be in charge of and responsible for risk management and internal control;

Budget and Finance

- Ensure sound financial management of the organisation to ensure the regularity and legality of the financial transactions in accordance with the CBE JU Financial Rules;
- Coordinate the overall preparation of the CBE JU budget and the resource estimates plan, and monitor their implementation;
- Supervise and further improve the financial circuits ensuring that financial workflows, procedures and systems are in place to maintain operational excellence; act as Authorising Officer;
- Provide to the Accounting Officer the information necessary for the production of accounts giving a true image of the Joint Undertaking's assets and of budget implementation;

Legal and procurement

- Ensure that all legal affairs are well managed and procurement procedures, grant agreements and contracts are legally sound;
- Supervise and manage the overall planning and reporting on procurement needs, based on Units' inputs and organisational needs;

Human Resources

- Coordinate the JU's human resources management and staff policies;
- Oversee the implementation of efficient recruitment procedures in relation to the strategic implementation of the Staff Establishment Plan;
- Be responsible for the smooth and effective coordination, supervision and implementation of the Back Office Arrangements (BOA) for HR activities, for which CBE is the Lead JU;
- Promote a healthy and safe working environment for JU staff;

Information technologies (ICT)

- Supervise the management of the IT work programme and ensure up-to-date technology is available for the JU;
- Manage the ICT operations activities (maintenance of information systems, management of the infrastructure, helpdesk coordination, security coordination);
- Manage the ICT development, business analysis and portfolio management work of the CBE JU, including the drafting and monitoring of work plans, the allocation of resources and the execution of the approved portfolio;

Housing, Security and Business continuity

- Coordinate activities required to provide the CBE JU with efficient premises (business continuity, works, maintenance, operations, reception, cleaning, catering, health and safety);
- Coordinate the preparation, implementation and management of physical security procedures, including security awareness programs, emergency procedures and incidents;
- Facilitate logistical support to the CBE JU and coordinate the physical security aspects of the CBE JU;

The successful candidate may be required to undertake other tasks and activities as necessary under the responsibility of the Executive Director according to the evolution and development of the CBE JU's structure or activities. Duties may evolve depending on the needs of the CBE JU.

3. ELIGIBILITY CRITERIA

Candidates will be considered for the selection phase based on the following criteria to be fulfilled by the closing date for applications:

- Have a level of education which corresponds to completed university studies of at least four (4) years attested by a diploma¹ and, after having obtained the diploma, at least fifteen (15) years full-time of appropriate professional experience;
OR
Have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma and, after having obtained the diploma, at least sixteen (16) years full-time of appropriate professional experience;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level or equivalent) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their application form any diplomas or certificates they have obtained which demonstrate their language skills);
- Be a national of a Member State of the European Union;
- To be entitled to his or her full rights as a citizen;

¹ Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

- To have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved;
- To be physically fit to perform the duties linked to the post².

4. SELECTION CRITERIA

Eligible candidates will be considered for the selection phase on the basis of the following criteria, to be fulfilled by the closing date for applications:

4.1 Essential qualification and experience

- Professional experience of at least five (5) years in positions involving tasks similar to those listed in section 2 of this vacancy notice;
- Professional experience of at least five (5) years in management positions including budget responsibility³;
- Excellent knowledge of the EU Staff Regulations and related implementing rules;
- Excellent knowledge of the EU Financial and procurement rules applicable to EU public administrations;
- Excellent command of written and spoken English language (at least C1 level in all categories according to the Common European Framework of Reference for Language)

4.2 Advantageous qualification and experience

- A University degree in Law, Finance, HR, Economics, Business Administration or any other domain that is deemed relevant to the post;
- Knowledge of ABAC (financial and accounting system of the European Commission), e-grants;
- Experience in the management of audits, in dealing with standards compliance procedures and risk assessment;
- Knowledge of the Horizon 2020 and/or Horizon Europe Framework Programmes;
- Professional experience in a similar position in a European Institution;

4.3 Behavioural competences

- High motivation – open and positive attitude;
- Excellent communication and interpersonal skills with ability to establish and maintain effective working relationships in a multicultural environment;
- Leadership and people management skills;
- Managerial, planning and organisational skills;
- Excellent negotiation, networking, problem-solving and analytical skills;

² Before his/her appointment, the candidate shall be medically examined in line with the requirement of Article 12(2)(d) of the Conditions of employment of other servants of the European Communities.

³ In your application form, please indicate (1) title and role of management positions held; (2) numbers of staff under responsibility in these positions; (3) the size of budgets managed; and (4) numbers of hierarchical layers above and number of peers

- Ability to work under pressure and prioritise tasks in a demanding working environment;
- Service-oriented and results-driven attitude;
- High level of both resilience and confidentiality.

Failure to comply with the eligibility and essential selection criteria will result in a disqualification of the applicant concerned.

5. INDEPENDENCE AND DECLARATION OF INTERESTS

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

6. SELECTION PROCEDURE

The Appointing Authority of the CBE JU nominates a pre-selection committee. The pre-selection committee decides on those candidates who are admitted to the pre-selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the pre-selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria. The pre-selection committee will invite for an interview candidates that they deem best qualified. The interviews will be held in English and the candidate's knowledge of other languages will also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in the area of expertise required for the post. The written test and the interview will take place in Brussels or remotely.

Following this, the pre-selection committee will establish a list of suitable candidates to be interviewed by the Executive Director and one member of a grade and management function equal to that of the function to be filled. All candidates invited by the Executive Director shall take part in an assessment centre, unless they have already taken part in such an assessment centre in the course of two years preceding the closing date for the receipt of applications at the requisite level. If an applicant has taken part in an assessment centre within this 2-year period, but not within the 18 months preceding the closing date for the receipt of applications, he/she may at his/her request be admitted to the assessment centre.

Candidates are reminded that the work of the selection committee is strictly confidential. It is forbidden for candidates to make direct or indirect contact with their members or to ask anybody else to do so on their behalf.

Please refer to Article 9 and Article 15 of the [Decision of the BBI Governing Board](#) laying down implementing rules on middle management for further information regarding the selection process and appointment.

7. APPOINTMENT AND RESERVE LIST

The Executive Director of the Joint Undertaking will select the successful candidate and offer the post. A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Executive Director.

The reserve list may be used in order to fill vacant positions within the CBE JU.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until 31 December 2025 and may be extended at the discretion of the Appointing Authority of the CBE JU.

8. EQUAL OPPORTUNITIES

The CBE JU, as a Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

9. CONDITIONS OF EMPLOYMENT

The successful candidate will be appointed by the Executive Director of the CBE JU as a temporary agent at grade AD 11 for a period of 3 years.

The successful candidate will be required to serve 9 months of probationary and managerial trial period. Please refer to section 6 of the [Decision of the BBI Governing Board](#) laying down implementing rules on middle management in Annex for further information.

After an evaluation of the post holder's performance, the contract may be renewed in accordance with the CBE JU legal basis.

The period of engagement will in any case not exceed the lifetime of the CBE JU.

Remuneration will be based on the Union scale of salaries. Pay is subject to Union tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

The successful applicant who is offered a contract of employment will be graded on entry into service at step 1 or step 2 of the relevant grade, according to the length of his/her professional experience. The indicative basic monthly salaries of AD 11 are:

Step 1: 10.903,14 €

Step 2: 11.261,05 €

The place of employment is Brussels, where the JU premises are located.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials of the European Communities and its Conditions of Employment of Other Servants of the European Communities, which is available on the following web page:<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Information reserved for applicants employed under Article 2(f) of the CEOS, in EU Institutions or Agencies other than CBE JU

According to GB Decision BBI-GB-18/16 adopting the implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS, and in particular Article 12 (2), if a successful applicant from this external procedure, on the closing day for applications, as well as on the day of taking up duty at CBE JU:

- Is a member of temporary staff under Article 2(f) of the CEOS, and
- Is employed within their agency in function group and grade included in the range “AD10 – AD11”, CBE JU shall offer the applicant, in writing, the opportunity either:
 - a) To be assigned to the post by means of internal mobility, as per Article 12 of GB Decision BBI-GB-18/16. In this case the contract at CBE JU will be in continuity with the contract of the previous EU Institution (namely with regard to grade, step, seniority in step, and duration).

OR

- b) In case the eligibility, qualification and professional experience requirements for the grade indicated in this vacancy notice (AD11) are met, to be assigned to the post on the basis of a new contract (first fixed-term) of three years duration, subject to the probationary period of 9 months, at the grade indicated in the vacancy notice (AD11).

Candidates should note that, in any case, prior to the final appointment, they will have to successfully pass the managerial trial period, if not yet successfully served.

10. APPLICATION PROCEDURE

Candidates shall submit their application online using the CBE online application tool at <https://aa293.referrals.selectminds.com/cbe>

The online tool is the only way of submitting job applications. It allows candidates to enter their application until the deadline in order to make changes.

Applications sent via email or post are not accepted. The evaluation of a candidature will be based solely on the online application.

In order to submit their application, candidates will have to create a CBE account and fill in an application form. The application form will contain specific questions related to the position; these questions are meant to verify and assess the eligibility and the suitability of the candidate to the job.

The application form is only available in English. Candidates are kindly invited to fill in their application form in English, in order to facilitate the recruitment procedure.

Candidates are requested to ensure that they provide the correct email address in their application form as this will be the main channel of communication for correspondence relating to the selection procedure.

Candidates with a disability or a condition which might require special arrangements for taking the tests are kindly invited to fill in the relevant information in the online application form.

All candidates will be informed of the outcome of the selection procedure.

Questions regarding selection procedures can be sent to: recruitment@cbe.europa.eu.

Please remember to quote the reference of the vacancy(ies) for which you have applied in all correspondence.

In case candidates encounter technical issues while filling-in the application form or their candidate profile or during the selection procedure, they should contact the CBE recruitment team at recruitment@cbe.europa.eu

11. CLOSING DATE

Applications must be submitted by **18 February 2024, 23:59 CET** (Central European Time / Brussels time).

The closing date of this vacancy may be prolonged.

It is the responsibility of the candidate to complete the online application before the submission deadline stated in the vacancy notice. Candidates are strongly advised not to wait until the last few days before the deadline as heavy internet traffic or internet connection issues could lead to an impossibility for them to submit their applications on time.

12. REVIEW AND APPEAL PROCEDURE

Applicants who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

12.1 *Requests for review*

The applicant may submit a request for review in writing to the Selection Committee stating the reasons for the request. Any arguments must be based on information provided in the application form, no subsequent information can be taken into account.

Request for review can be submitted either by email or by post. In both cases, request for review has to be submitted **within 10 days of the date written on the notification on the decision**. The date of the email or postmark will be evidence of timely submission. Please indicate the name used in your application clearly in all correspondence.

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

12.1.a. Submission by email: Request for review can be sent to recruitment@cbe.europa.eu

12.1.b. Submission by post: Request for review can be sent to the below address:

Circular Bio-based Europe Joint Undertaking (CBE JU)

[Title and reference number of the selection]

Human Resources Department

Avenue de la Toison d'Or, 56-60

B-1060 Brussels

Belgium

12.2. *Appeal procedure*

▪ Within three months of the date written on the notification of the decision, the applicant may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union, at the following address by registered mail only :

Circular Bio-based Europe Joint Undertaking (CBE JU)
Human Resources Department
[Title and reference number of the selection]
Avenue de la Toison d'Or, 56-60
B-1060 Brussels
Belgium

The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the action adversely affecting him/her.

▪ Within three months of the date written on the notification of the decision, the applicant may submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Union to the General Court of the European Union:

General Court of the European Union
Rue du Fort Niedergrünwald
L-2925 Luxembourg
URL: <http://curia.europa.eu>

The time limits for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

▪ Make a complaint to the European Ombudsman: like all citizens of the European Union, an applicant can make a complaint to the:

European Ombudsman
1 avenue du Président Robert Schuman
CS 30403
67001 Strasbourg Cedex
FRANCE
<http://www.ombudsman.europa.eu>

Please note that complaints made to the European Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the General Court of the European Union under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged to the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

13. PROTECTION OF PERSONAL DATA

The personal information the CBE JU requests from candidates will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. Personal data shall be processed solely for the purpose of the performance, management and follow-up of information in view of a possible appointment at the CBE JU. In case of any query concerning the processing of personal data, a request shall be addressed to the CBE JU Data Protection Officer (DPO@cbe.europa.eu).

