

## Vacancy Notice for the position of Administrative Assistant (FG III)

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**Title of Function:** Administrative Assistant  
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### Introduction

The Innovative Medicines Initiative 2 Joint Undertaking (IMI2 JU) is working to improve health by speeding up the development of, and patient access to, innovative medicines, particularly in areas where there is an unmet medical or social need. It does this by facilitating collaboration between the key players involved in healthcare research, including universities, the pharmaceutical and other industries, small and medium-sized enterprises (SMEs), patient organisations, and medicines regulators. IMI2 JU is a partnership between the European Union and the European pharmaceutical industry, represented by the European Federation of Pharmaceutical Industries and Associations (EFPIA).

With a €3.3 billion budget for the period 2014-2024, IMI2 JU is the world's biggest public-private partnership (PPP) in the life sciences. Half of IMI2 JU budget (€1.638 billion) comes from Horizon 2020, the EU's framework programme for research and innovation. This will match €1.425 billion committed to the programme by EFPIA companies, plus up to €213 million that could be committed by other life science industries or organisations that decide to contribute to IMI2 JU as members or associated partners in individual projects.

The specific goal of IMI2 JU is to develop next generation vaccines, medicines and treatments, such as new antibiotics. It will build on the successes and lessons learnt under IMI's first phase. It brings together companies, universities, public laboratories, innovative small and medium-sized enterprises (SMEs), patient groups and regulators in collaborative projects to pave the way for breakthrough vaccines, medicines and treatments to tackle Europe's growing health challenges, and secure the future international competitiveness of Europe's pharmaceutical industry.

For more information please visit the IMI2 JU website: [www.imi.europa.eu](http://www.imi.europa.eu).

## Job description

The Administrative Assistant will provide administrative and secretarial assistance as follows:

- Support to the office maintenance (work environment, well-being, inventory etc.);
- Document management assistance for both the electronic and physical archive;
- Administration and preparation of low-value procurement files;
- Standard secretarial tasks (administration of the mail, handling phone calls, reception of visitors, composition of routine correspondence);
- Back-up for administration of business travels (mission management);
- Performing any other tasks in the area of competence, as assigned.

## Qualification and experience required

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

### Eligibility criteria

- Have a level of post-secondary education attested by a diploma<sup>1</sup>,

OR

a level of secondary education attested by a diploma and, after having obtained the diploma, at least 3 years full-time of appropriate professional experience;

- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least at the B2 level) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV possible language certificates they have obtained and which can 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;
- 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 post.

## Selection criteria

### Essential

- Professional experience in the fields related to the duties (candidates must state clearly in their application how they obtained such experience with concrete examples);
- Proficient user of MS Office tools;
- Very good command of both written and spoken English.

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<sup>1</sup> Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

## Advantageous

- Professional experience of at least 3 years in the fields related to the duties in an EU institution / agency / body;
- Proven experience as an administrative and/or project assistant;
- Knowledge of EU financial regulations and workflows;
- Work experience of ARES or similar document management systems;
- Knowledge of document management principles and tools;
- Knowledge of H2020 IT tools.

Candidates invited to the interviewing process will also be assessed on the following criteria that are essential to the post:

- Excellent organisational skills and ability to set priorities;
- Ability to work independently and to take initiatives
- Service oriented, flexible and with ability to work effectively within a multicultural team ;
- Excellent communication skills – proven ability to communicate with people on all levels;
- Ability to respect confidentiality.

## Independence and Declaration of Interest

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.

## Selection and Appointment Procedure

For each selection process a Selection Committee is nominated by the Appointing Authority. After applications are screened the Selection Committee, basing itself on elements of the application, will draw up a shortlist of candidates to be invited for an interview. After the interviews, the Selection Committee will establish a reserve list of the most suitable candidates to occupy the position advertised. From this list, suitable candidate(s) may be recruited upon decision of the Appointing Authority. The IMI2 JU may decide at any time of the procedure not to pursue with the recruitment.

A binding commitment can only be made after the verification of all conditions<sup>2</sup> and will take the form of a contract signed by the Appointing Authority of the Joint Undertaking.

Candidates should note that inclusion on the reserve list does not guarantee recruitment.

The reserve list established by the Selection Committee will be valid until 31 December 2018. The validity period may be extended.

### **The interview will consist of the following components:**

A set of questions aiming at assessing:

- The candidate's competencies with reference to the job profile;

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<sup>2</sup> Before the appointment, a successful candidate shall undergo a medical examination by the medical services of the Commission in order that the IMI2 JU may be satisfied that she/he fulfils the requirement of article 28(e) of the Staff Regulation of the Officials of the European Communities.

- The candidate's general aptitudes and language abilities to the extent necessary for the performance of their duties;
- The candidate's knowledge on the fields in which the Joint Undertaking operates;
- The candidate's motivation and understanding of the position.

## Equal opportunities

The IMI2 JU, as a European Union body, applies a policy of equal opportunities and no discrimination in accordance with article 1d of the Staff Regulations<sup>3</sup>.

## Conditions of Employment

The successful candidate will be appointed as a Contract Agent FG III, pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities, for a period of three years. After an evaluation of the performance of the post holder's performance and, subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of the IMI2 Joint Undertaking.

The place of employment will be Brussels, where the Joint Undertaking premises are located.

### Remuneration

The successful candidate who is offered a contract of employment will be graded on entry into service in the relevant step (1 or 2), according to the length of his/her professional experience.

**The basic monthly salary for FG III, grade 8 (step 1) is € 2619.87.** In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance.

The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

## Application procedure

For applications to be valid, candidates must submit an online application via IMI2 JU vacancies portal: <https://cloud.imi.europa.eu/web/imi-vacancies>. To access the right form, candidates should select the vacancy for which they wish to apply;

**IMPORTANT:** When submitting more than one application for a position, any new application made by a candidate with the same e-mail address will automatically erase and replace the previous application for that position.

Candidates are advised to apply using an e-mail address that will remain valid for several months.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

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<sup>3</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

In order to facilitate the selection process, the application as well as all communications to candidates concerning this vacancy will be in English.

Application forms sent by e-mail, fax or post will not be accepted.

Candidates are advised not to wait until the last few days before applying as heavy internet traffic or a problem with the internet connection could lead to your online registration being interrupted. After the deadline, applications will no longer be accepted. Candidates are asked to report any potential change of contact details in writing, without delay, to the following e-mail address: [vacancies@imi.europa.eu](mailto:vacancies@imi.europa.eu). Please remember to quote the reference of the vacancy (ies) for which you have applied in all correspondence.

### **Closing date**

Applications must be submitted by **11 September 2017, 23:59 CEST** (Central European Summer Time / Brussels time).

### **Important Information for Candidates**

Candidates are reminded that the Selection Committee's work is 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.

### **Protection of personal data**

Please note that the personal information that IMI2 JU requests from applicants will be processed in line with Regulation (EC) 45/2001 of the European Parliament and 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 (hereinafter referred to as the Data Protection Regulation).

As laid down in Articles 11 and 12 of the Data Protection Regulation, IMI2 JU provides candidates with the following information prior to their application:

**Identity of the controller:** IMI2 JU

**Purpose of processing:**

- To organize selection procedures with the aim of managing applications and the various stages of these selections,
- To manage and check the use of the reserve lists.

**Data concerned:**

The data of candidates registered for these selections.

Candidates are free to give their data on a voluntary basis, although failure to reply will exclude them automatically from recruitment.

**Type of data processed:**

- Identification details: personal data allowing the candidate to be identified, i.e. surname at birth, first name, surname currently used, date of birth, and e-mail address,
- Information provided by the candidate to allow the practical organization of pre-selection and other tests, i.e. street, postcode, town, country, sex, telephone, fax, language for correspondence, and any disability,
- Selection criteria information: information provided by the candidate to distinguish its suitability and eligibility for the post advertised e.g. citizenship, language knowledge, degree (year awarded), title, name of the awarding body, professional experience,

- Information provided by the candidate to support claims for the reimbursement of travel costs for interview or medical visits (e.g. passport details and bank account details) and documents to support other claims to which the candidates may be entitled to during the selection and recruitment process,
- Results of the pre-selection, written and oral tests: on this basis comprehensive statistics are kept to guarantee the transparency of the procedure,
- At the stage of recruitment: commitments from the candidate to adhere any security checks and other related details; original documents provided by the candidate to support the information given during the selection.

**Legal basis:**

- The Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities, laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of the Council, as last amended by Council Regulation (EC, Euratom) No 23/2005,
- The IMI2 JU Regulation, Council Regulation (EC) No 557/2014 of 6 May 2014.

**Recipients of the data processed:**

The administrative staff responsible for processing the files, the Selection Committees and the Appointing Authority. If appropriate, access may be given to IMI2 JU Audit Manager, the European Court of Auditors (for audit purposes), members of IMI2 JU legal and finance team, the Human Resources team and the accountant (for reimbursement purposes), the OLAF, the Civil Service Tribunal and the European Ombudsman (for investigation purposes).

**Lawfulness of processing:**

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities (recruitment of personnel).

**The data subject's rights:**

Candidates have the right to access and rectify their data. They have the right to send updated online applications and rectify incorrect or inaccurate data, by contacting the email address provided in the vacancy notice in question before the deadline for submission of the application elapses. After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only. When candidates contest the accuracy of data, the data is immediately blocked for the period necessary for verifying the accuracy and completeness of data. After the closing date of submitting applications, rectification of data related to the eligibility and selection criteria is not possible. Candidates are also entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

**Date when processing starts:**

Date of application.

**Time limits for storage:**

IMI2 JU will store the applications for different periods depending on the outcome of each application:

- Successful candidates: personal data that are stored in their personal file will be stored for 7 years as of the termination of employment or as of last pension payment.
- Candidates included on a reserve list but not recruited: the data will be stored for 2 years after the end of the reserve list period. Non-successful candidates: the data will be stored for a maximum of 2 years following the Appointing Authority's approval of the outcome of the selection procedure.
- Information provided by the candidate to support claims for the reimbursement of travel costs for interview or medical visits (e.g. passport details and bank account details) and documents to support other claims to which the candidates may be entitled to during the selection and recruitment process will be held for five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate, in accordance with IMI2 JU Financial Rules.

#### Contact information:

- The data protection officer of the IMI2 JU: [data-protection@imi.europa.eu](mailto:data-protection@imi.europa.eu)
- The IMI2 JU HR team: [vacancies@imi.europa.eu](mailto:vacancies@imi.europa.eu)
- The European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

## Appeals

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint, at the following address:

The Executive Director  
Innovative Medicines Initiative 2 Joint Undertaking  
Avenue de la Toison d'Or 56-60  
B-1060 Brussels  
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure start to run from the time IMI informs the candidate by email.

If the complaint is rejected, the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union before:

The European Union Civil Service Tribunal  
Rue du Fort Niedergruenewald  
L-2925 Luxembourg

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the statute of the Ombudsman and the implementing provisions adopted by the Ombudsman. Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to IMI2 JU. Any complaint to the Ombudsman must be made within two years of receiving the Agency's final position on the matter. (<http://www.ombudsman.europa.eu>).