



VACANCY NOTICE

Head of Sector - Innovation Fund – Call coordination and evaluation, programme development and monitoring

Temporary Agent 2(f)
(Ref. CINEA/2025/TA/AD7/07)

The European Climate, Infrastructure and Environment Executive Agency (CINEA)

The European Climate, Environment and Infrastructure Executive Agency (CINEA), established in early 2021, is located in Brussels and has a dynamic, dedicated, multinational team of nearly 600 people who are experts in their field.

CINEA's mission is to support the European Commission to deliver the European Green Deal. To achieve this objective, we manage EU funding for projects in the areas of transport, energy, climate action, environment, maritime, fisheries and aquaculture, to the tune of EUR 65 billion over the 2021-2027 period. We do this through high-quality programme management that supports European beneficiaries to achieve ground-breaking results for a cleaner and more sustainable future. Projects that are funded cover a broad range of topics including the innovative and clean technologies, greener infrastructures, and measures to improve sustainability.

CINEA closely cooperates with seven Directorates-General of the European Commission (*DG Mobility & Transport, DG Energy, DG Research & Innovation, DG Climate Action, DG Environment, DG Maritime Affairs and Fisheries, and DG Regional and Urban Policy*) to manage the following programmes on their behalf:

- The Connecting Europe Facility (CEF): supports high-performing, sustainable and interconnected Trans-European Networks. CINEA manages the fields of Transport and Energy.
- Horizon Europe: the EU's Research and Innovation programme where CINEA manages the programme's cluster dedicated to Climate, Energy and Mobility actions.
- The Innovation Fund: one of the world's largest funding programmes for the demonstration of innovative low-carbon technologies. It focuses on highly innovative clean technologies and big flagship projects that can bring significant emission and greenhouse gas reductions.
- LIFE Programme: entirely dedicated to environmental, climate and clean energy objectives.
- European Maritime, Aquaculture and Fisheries Fund (EMFAF): provides funding to support the Common Fisheries Policy (CFP), the Union's Maritime Policy and the EU's agenda for international ocean governance.
- The EU Renewable Energy Mechanism: supports the achievement of the EU's renewable energy targets by increasing investments in production capacity.
- The Public Sector Loan Facility of the Just Transition Mechanism: A key tool to ensure that the transition towards a climate-neutral economy happens in a fair way, leaving no one behind.

Working environment

CINEA is based in Brussels. The number of staff will grow further over the coming years and the purpose of this publication is therefore to set up a reserve list, which will be used to cover the growing needs of the Agency. The reserve list may also be used by other Executive Agency upon agreement between the respective Appointing Authorities (AECEs).

The Agency fosters a culture of employee empowerment and engagement, emphasising collaboration, respect, integrity, trust, equality, diversity, and inclusion. The Agency and its staff are committed to a number of core values including innovation, client focus, excellence, well-being, care, work-life balance, sustainability and working together.

Creating a sense of belonging is central to the Agency's culture, which supports skill development and well-being through various initiatives. The Agency's comprehensive onboarding programme, supported by HR, the relevant teams, managers, peers and a buddy system, ensures a smooth integration for new staff. We are excited to welcome new talent to our Agency.

More information on CINEA

Website: https://cinea.ec.europa.eu/index_en

X(Twitter): @cinea_eu

LinkedIn: <https://bit.ly/3wtAjwd>

YouTube channel: <https://www.youtube.com/channel/UCDic9AVxO1PP1SgoKbHMwrA>

Description of the job

Working in the Innovation Fund Unit of the Agency's Green Research and Innovation Department, the jobholder will lead the call coordination, evaluation, programme development and monitoring team, providing the team with technical and administrative guidance on the project and portfolio life-cycle management. This will include call development, proposal evaluation, expert management, grant agreement preparation procedures as well as project implementation and monitoring procedures in the framework of eGrants suite. Important part of the work will be also the development and implementation of processes for programme implementation and portfolio management and monitoring, coordination of work related to audits and financial planning, data processing and analysis for feedback to Unit and Department management and the Commission on the portfolio results. The jobholder is also expected to develop and implement public procurement procedures for the unit, if any.

The jobholder will work closely and collaborate with a wider team of colleagues in the Agency and the European Commission.

Management and planning of the teamwork:

- Contribute to the definition of the Unit's overall strategic objectives, work programme and specific objectives in the thematic area covered by the sector and ensure that the resources in the sector are efficiently allocated to achieving these objectives. Actively contribute to Unit's work and resource planning and supervise implementation of the workplan in the sector.
- Ensure effective people management within the sector, support the team members and provide technical and administrative guidance on the thematic areas covered.
- Ensure that all team members are sufficiently aware and regularly informed on all relevant policy and strategic aspects affecting their work and get appropriate feedback on their conduct.
- Manage and monitor the team's and its members' workload and report on activities to the Head of Unit to ensure an optimal balance between workload and available resources.

Administrative and technical management of programmes and projects:

- Steer and supervise the work managed by his/her sector in accordance with the Agency's and the Innovation Fund's procedures and deadlines. Develop and implement the procedures for the call coordination, evaluation, experts management, programme monitoring and reporting, audits and relevant public procurement procedures if any.

- Steer the processes for necessary developments in the eGrants suite for project management and represent the unit in relevant governance procedures and meetings.
- Contribute to financial and procedural planning for the unit.
- Maintain an overview of the technical progress and financial expenditure of projects under his/her responsibility.
- Develop and supervise related procedures and provide the necessary assurance on the legality and regularity of all transactions, including conducting ex-ante/ex-post desktop and on-site verifications when required. Actively contribute to the evaluation of procedures employed and to their constant improvement.
- Ensure collaboration and co-ordination between the Agency and the Commission services responsible for policy issues in the thematic area of the team. Develop and contribute to implementation of effective feedback to policy making, under the leadership of CINEA's management.
- Support the assessment of the relevance, effectiveness and efficiency of the programme and projects in relation to Commission strategy.
- Prepare, manage and monitor the implementation of administrative and technical aspects of covered calls for proposals, competitive bidding schemes and calls for tender. Coordinate the unit's audit work.
- Chair meetings with stakeholders on process or project-related issues and make public presentations on the Agency's work in this area. Actively contribute to and conduct knowledge-sharing activities.
- Manage a small number of Innovation Fund projects (including grant preparation, monitoring, approval of deliverables, contacts with the coordinators, on-site reviews) when requested.

Qualifications and experience required

A. Eligibility criteria

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more **and**, after having obtain the diploma, **6** years professional experience acquired in positions related to the profile of the post;
- Or a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years **and**, after having obtain the diploma, **7** years professional experience acquired in positions related to the profile of the post;
- Or, where justified in the interests of the service, professional training in a relevant technical domain **and**, after having completed the professional training, at least the professional experience indicated in the table below:

Duration of the professional training	Professional experience
Less than 1 year	10 years
At least 1 year but less than 2	9 years
At least 2 years but less than 3	8 years
At least 3 years but less than 4	7 years
4 years or more	6 years

- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another EU language to the extent necessary to perform their duties.

In addition, in order to be eligible candidates must:

- be a national of one of the Member States of the European Union;
- be entitled to their full rights as citizen;
- meet the appropriate character reference as to their suitability for the performance of their duties;
- have fulfilled any obligations imposed by the applicable laws concerning military service, and;
- be physically fit to perform the duties linked to the post.

Please note that only candidates that comply with the Eligibility criteria will be considered for further steps of this Selection procedure.

B. Selection Criteria

Essential:

- At least 3 years of professional experience with EU programme management and monitoring procedures, including development of the calls for proposals, their deployment and full life-cycle monitoring;
- Direct experience with coordination of evaluation of proposals in the context of centrally managed EU programmes, including management of external expert evaluators;
- At least 3 years of proven management skills, in particular ability to coordinate or manage teams and diverse tasks, set priorities, take decisions and oversee their efficient execution.
- Experience with audit work and follow-up.
- Very good knowledge of English, C2 (written and spoken).

Advantageous:

- At least 5 years of professional experience in low-carbon technologies;
- Very good knowledge of the Innovation Fund legal framework and methodologies.
- Additional relevant professional experience in project management and the oversight of larger clusters of projects.
- Familiarity with the EU's energy, climate and research and innovation policies and legislation.
- Professional experience in working of European Institutions, and knowledge of related budgetary and legal procedures.
- Knowledge of other European Union languages, in particular French and/or German (C1).

Personal qualities essential for the position (evaluated during the interview):

- High degree of organisational skills and ability to work under pressure;
- Good interpersonal and communication skills;
- Proven ability to work as a strong team player;
- Ability to set and follow priorities.

The Agency will invite to an interview and written test phase the best candidates, with a maximum of 10 candidates.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the selection committee.

Prior to the engagement of the staff the Agency may request references from former employers and reserves the right to contact them.

The jobholder will be recruited as temporary agent, in the grade AD7, pursuant to Article 2f of the Conditions of Employment of Other Servants of the European Communities (CEOS) of the new Staff Regulations which is into force since the 1st January 2014. The salaries of temporary agents are subject to a community tax deducted at the source. They are exempt from national tax. The European institutions have their own social security and pension scheme. The basic monthly salary, before any deductions or allowance (e.g. child allowance, school allowance, expatriate allowance), applicable from 1 April 2025 for grade AD7, first step is 7 646,86€.

The jobholder will serve a probation period of nine months.

The initial contract will be for a duration of 2 years and may be renewed and turned into a contract of indefinite duration.

The place of employment will be Brussels where the Agency has its activities.

For further information on the legal framework of temporary agents see the web site of the Directorate-General for Human Resources and Security (DG HR) on the internet at

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

Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Application procedure

For applications to be valid, candidates must submit:

- a detailed curriculum vitae, in EU CV format¹;
- a letter of motivation, including their views on the mission of the proposed position (2 pages maximum).

Please note that both the CV and the motivation letter forms an essential basis for the pre-selection decision.

Applications must only be sent through the recruitment online system.

Closing date: applications must be sent no later than **30th May 2025 midnight.**

Supporting documents showing evidence of the provided information may be requested at a later stage.

Candidates are invited to apply in English to facilitate the selection process.

In no circumstances should candidates approach the selection committee themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards this instruction.

Selection procedure

¹ EU CV format available on: <https://europa.eu/europass/en/create-europass-cv>

A - Written tests (30 min)

All pre-selected candidates will be invited to sit the written test at the same time, in general one week ahead of the interview period. In order to ensure the integrity of the tests, there will only be one sitting of the tests. Failure to sit this test will result in the candidate being excluded from the selection procedure.

The test will consist of a case study in English designed to test your:

- your knowledge in the field of the profile;
- your ability to understand, analyse and summarise;
- your drafting ability.

This test will be marked out of 25 (pass mark: 12.5).

Time allowed: 30 minutes

Only candidates that pass the written test will be invited for the oral test.

B – Oral test (30 min)

Interview with a selection board in English to assess:

- your suitability to carry out the duties of a Head of Sector,
- Your specialist knowledge in the field,
- Your communication, inter-personal and problem-solving skills,
- Your general knowledge about the CINEA and related policies.

This test will be marked out of 100 (pass mark: 50).

Both the oral and written tests will be combined on a total of 125. Pass mark: 81,25 out of 125.

Candidates receiving at least the pass mark (81,25 out of 125), all tests combined, will be included in the reserve list of suitable candidates. Please note that inclusion in the reserve list does not guarantee recruitment.

The Agency may organise a second interview with candidates in the reserve list before proceeding with the recruitment.

Please note that the use of artificial intelligence (AI) or any other external assistance during the written test and/or interview is strictly prohibited. Any candidate found to be in breach of this rule will be disqualified from the selection process and their application will not be considered further.

Information to candidates

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent by email only.

Candidates may request clarifications about the processing of their application by sending an email quoting the reference of the vacancy notice concerned, at the following address CINEA-HR-RECRUITMENT@ec.europa.eu

Means of Redress

A. Request for review

Candidates may request a review of any decision taken by the Selection Committee that establishes their results and/or determines whether they can proceed to the next stage of the selection procedure or are excluded. Requests for review may be based on:

- a material irregularity in the selection process; and/or
- non-compliance, by the Selection Committee, with the Staff Regulations, the vacancy notice of the selection procedure, its annexes and/or case law.

Candidates are not allowed to challenge the validity of the Selection Committee's assessment of the quality of their performance in a test or the relevance of qualifications and professional experience. This assessment is a value judgment made by the Selection Committee and disagreement with the Selection Committee's evaluation of tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Candidates may ask for a request for review within 15 calendar days of the date on the email notifying the rejection of their application, indicating clearly the decision that he/she wish to contest and on what grounds. The request should be addressed to the Chairman of the Selection Committee, quoting the number of the selection procedure concerned at the following address: CINEA-HR-RECRUITMENT@ec.europa.eu . Requests received after the deadline will not be taken into account.

Candidates who asked for a request for review will receive an acknowledgment of receipt within 15 working days. The Selection Committee will analyse and decide on the request and candidates will receive a reasoned reply as soon as possible.

B. Other forms of contestation

1. Administrative complaints

Candidates may address an administrative complaint under Article 90(2) of the Staff Regulations to the Director of CINEA acting as the appointing authority.

Candidates may submit a complaint against a decision, or lack thereof, that directly and immediately affects their legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. The Director of CINEA cannot overturn a value judgment made by a Selection Committee.

Candidates may submit their administrative complaint by contacting CINEA within three months of notification of the contested decision or of the date by which a decision should have been made.

The request, indicating clearly the decision that the candidate wish to contest and on what grounds and quoting the number of the selection procedure concerned, should be sent to the following address: CINEA-HR-RECRUITMENT@ec.europa.eu. Requests received after the deadline will not be taken into account.

2. Judicial appeals

Candidates may submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by CINEA's appointing authority rather than by the Selection Committee will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section B.1 Administrative complaints).

For the arrangements for judicial appeals please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

3. European Ombudsman

Candidates, like all EU citizens and residents, may submit a complaint to the Ombudsman. Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see section B.1 Administrative complaints).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

For the arrangements for complaints to the Ombudsman please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

Data protection

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the CINEA. The personal information requested from candidates will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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. Candidates are invited to carefully read the relevant Data Protection Notice available on the dedicated page of CINEA's website: https://cinea.ec.europa.eu/about-us/job-opportunities_en