

## Vacancy Notice for the position of Programme Officer – Call Coordinator (AD 5)

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### Contents

1	Introduction .....	1
2	Job description .....	2
3	Qualification and experience required .....	3
4	Selection criteria .....	3
5	Independence and Declaration of Interest .....	4
6	Selection and Appointment Procedure .....	4
7	Equal opportunities .....	5
8	Conditions of Employment .....	5
9	Application procedure .....	6
10	Protection of personal data .....	7
11	Appeal procedure .....	9

### 1 Introduction

The Innovative Health Initiative (IHI) aims to translate health research and innovation into real benefits for patients and society, and to ensure that Europe remains at the cutting edge of interdisciplinary, sustainable, patient-centric health research. Health research and healthcare increasingly involve diverse sectors. By supporting projects that bring these sectors together, IHI will pave the way for a more integrated approach to healthcare, covering prevention, diagnosis, treatment, and disease management.

IHI is a partnership between the European Union and European industry associations representing the pharmaceutical, medical technology, biotechnology, digital health and vaccine industries, namely COCIR, EFPIA (including Vaccines Europe), EuropaBio, and MedTech Europe. IHI's total budget is EUR 2.4 billion. Half of this comes from Horizon Europe, the EU's research and innovation programme. The IHI

industry partners have committed EUR 1 billion to IHI, and a further EUR 200 million can be committed by other organisations that decide to support the objectives of IHI in specific areas of research by becoming contributing partners.

For more information, please visit the IHI JU website: [www.ihj.europa.eu](http://www.ihj.europa.eu).

## 2 Job description

### 2.1 Profile

The Programme Officer – Call Coordinator will be assigned duties and responsibilities within the scientific operations team related to the planning, management and implementation of IHI call launch, evaluation and reporting. In addition, the Programme Officer – Call Coordinator will also coordinate the overall planning and management of project interim reviews.

### 2.2 Tasks

The Programme Officer - Call Coordinator will be responsible for the coordination of the overall planning, management and monitoring of IHI calls for proposals and evaluations. In particular, the tasks of the Programme Officer - Call Coordinator will include, amongst others, the following:

- coordinating the call preparation, including the topic development, and the call publication in the relevant IT tools;
- ensuring the set-up, testing, opening, monitoring, submission and closure of the call;
- organising the admissibility and eligibility phase of the submitted proposals with the support of the Scientific Project Officers;
- monitoring all questions from applicants, following up on IT issues related to the submission environment and handling applicants' complaints before and after the submission phase;
- coordinating the selection of external evaluators, ethic experts, independent observers and ensuring the preparation of expert pools and expert contracts;
- coordinating logistics for remote and central evaluations;
- providing feedback on enquiries received from internal staff and experts regarding the evaluation process (evaluation criteria, conflict of interest, hearings, issues related to experts' contracts etc.);
- ensuring the appropriateness and quality of all call-related documents and information including the drafting of evaluation reports and ranking lists for Governing Board decisions, and ensuring proper closure of the call;
- providing statistical input for IHI papers, communications or other documents concerning the evaluation activities;
- assisting in the collection of the call documentation for audit and control by Commission services (Internal Audit Service) or the European Court of Auditors;
- representing IHI in working groups and Commission committees related to the experts and call management ;
- promoting awareness of evaluation needs and benefits within IHI;
- leading the overall planning and management of project interim reviews;
- participating in the implementation of IHI scientific priorities;
- collaborating in the activities of the scientific operations team.

The successful candidate might undertake other tasks and activities as deemed necessary under the responsibility of the Head of Scientific Operations, as tasks may evolve according to the development of IHI structure or activities.

### 3 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:

#### 3.1 General conditions

- Be a national of a Member State of the European Union;
- Enjoy their full rights as a citizen<sup>1</sup>;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post<sup>2</sup>;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least 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).

#### 3.2 Education

- Have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma<sup>3</sup>.

Eligibility criteria must be fulfilled by the deadline for applications, and maintained throughout the selection procedure and appointment

### 4 Selection criteria

#### 4.1 Essential

- Suitability to perform the tasks described under point 2.2;
- Demonstrated experience in the planning, management and implementation of call for proposals evaluations of EU programmes, similar national funding or other grant programmes (applicants **must** state in their applications how they have obtained such experience with specific examples);
- Demonstrate a high level of organisational and planning skills (applicants **must** state in their applications how they have obtained such experience);

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<sup>1</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

<sup>2</sup> Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

<sup>3</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.

- Fluent written and spoken English (native or near-native level).

## 4.2 Advantageous

- A PhD in a field relevant to the position (such as medical biosciences, pharmacy, medicine, chemistry, ICT, data management, biomedical engineering etc.);
- Demonstrated experience in managing research and innovation grants/projects;
- Knowledge of call proposal and evaluation processes of the European Commission framework programmes e.g., H2020 or Horizon Europe;
- Previous experience of European Commission call management IT tools.

## 4.3 Candidates invited for an interview will also be assessed against the following criteria, which are essential to the post:

- knowledge and experience in performing the tasks listed under point 2 “job description”;
- strong analytical ability and problem-solving skills
- excellent interpersonal and collaboration skills: ability to work both independently and as a team player;
- strong customer service-oriented approach;
- very good communication skills;
- self-control under pressure in demanding situations;
- ability to handle many tasks simultaneously while delivering high-quality work;
- ability to work effectively under tight deadlines in a highly dynamic work environment;
- proficiency in the use of electronic office tools and the organisation of remote meetings (MS Office tools, in particular Excel, Word processing, Outlook, PowerPoint, etc.)

In order to be evaluated in the best possible way, candidates are recommended to give **evidence of their knowledge with specific examples and/or detailed professional experience**. Candidates are invited to be as detailed and as clear as possible in the description of their professional experience and specific skills and competences in their application form.

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

## 5 Independence and Declaration of Interest

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

## 6 Selection and Appointment Procedure

### 6.1 Assessment of the application

For each selection process, a Selection Committee is nominated by the Executive Director of IHI JU.

After applications are screened, the Selection Committee, based on the vacancy notice and on elements of the application, will draw up a list of suitable candidates to be invited for an interview, which will be held either in Brussels, or remotely.

The interview will consist of a written test and an interview in order to assess

- the candidate's motivation and understanding of the position;
- the candidate's skills with reference to the job description;
- the candidate's knowledge of the field in which IHI JU operates;
- the candidate's general aptitudes and language abilities as necessary for the performance of their duties.

The Selection Committee may also decide to include additional tests.

## 6.2 Appointment and reserve list

The recruitment will take place upon a decision of the IHI Executive Director (the Appointing Authority).

The Executive Director of the IHI JU will select a successful candidate from the reserve list and offer them the post. A binding commitment can only be made after the verification of all conditions<sup>4</sup> and will take the form of a contract signed by the Appointing Authority of IHI.

The reserve list could be used to fulfil other positions within IHI.

The reserve list will be valid until **31 December 2023** and may be extended at the discretion of the Appointing Authority.

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

IHI may decide at any time during the procedure not to pursue the recruitment.

## 7 Equal opportunities

IHI, as a European Union body, applies the principles of equal opportunities and non-discrimination in accordance with article 1d of the Staff Regulations<sup>5</sup>.

## 8 Conditions of Employment

The successful candidate will be appointed as a **Temporary Agent AD 5**, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities, for a period of three years. After an evaluation 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 IHI JU.

The place of employment will be Brussels, where the IHI JU premises are located.

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<sup>4</sup> Before the appointment, a successful candidate shall undergo a medical examination by the medical services of the Commission in order that IHI 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.

<sup>5</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

## 8.1 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 AD 5, step 1 is EUR 5.010,72.** 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 from national taxation.

## 9 Application procedure

### Important information for candidates

For applications to be valid, candidates must submit an online application via the IHI vacancies portal: <https://cloud.ih.europa.eu/web/ih-vacancies/ih-vacancies> .

To access the correct form, candidates should select the vacancy for which they wish to apply.

When filling in their application, candidates are requested to **provide examples** of their **professional experience** and **competences**.

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.

Candidates are asked to report any potential change of contact details in writing, without delay, to the following e-mail address: [vacancies@ih.europa.eu](mailto:vacancies@ih.europa.eu).

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

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.

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

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

Candidates are reminded that the Selection Committee's **work is confidential**. It is forbidden for candidates to make direct or indirect contact with the Selection Committee members or to ask anybody else to do so on their behalf.

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.

### Closing date

Applications must be completed and submitted by **4 February 2022, 23:59 CET** (Central European Time / Brussels time).

## 10 Protection of personal data

The personal information that IHI JU requests from applicants 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 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter referred to as the Data Protection Regulation).

### Types of personal data

The following details are collected in the context of staff selection procedures:

- Personal details: names, gender, date and place of birth, nationality, civil status, family situation and related supporting certificates, residence certificate, ID format photos;
- Contact details;
- Passport number/ ID number; financial identification form, bank account; legal entity form;
- Degrees, diplomas or educational certificates concerning knowledge of languages, professional experience, current and previous employment contracts, recommendation letters, motivation letters;
- Moral conduct - recent criminal record;
- Declaration concerning conflicts of interest.

### Purpose and technical means of personal data processing

The main purpose of the collection of the data above is to prepare selected candidates' files and to finalise the recruitment procedure to permit entry into service.

Recruitment files are stored electronically and access is protected by the management of access rights. Paper documents are archived in physical files and stored in a locked cabinet until their destruction.

### Legal basis

- articles 12 - 15 of the Conditions of Employment of Other Servants of the European Union;
- general implementing provisions on the procedure governing the engagement and the use of temporary agents at IHI JU.

### Who has access to your personal data and to whom is it disclosed?

For the purposes detailed above, access to your personal data is given to the following people, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European Union law:

Only authorised IHI JU staff have access to your personal data for the purposes of screening, interviewing and recruiting candidates. The people to whom your data is disclosed include:

- members of the Selection Committee;
- IHI JU human resources staff.

### Erasure

You may make a request for the erasure of your personal data under the conditions laid down by Article 19 of Regulation (EU) 2018/1725. In this case, you should send a written request to the e-mail address mentioned under "Access".

We will respond to your request without undue delay and at the latest within one month. You could further request cancellation of your application and deletion of all linked personal data by making use of the contact information mentioned above.

## **Restriction of processing**

You may make a request for restricting the processing of your personal data under the conditions laid down by Article 20 of Regulation (EU) 2018/1725 for the following reasons: you would like to contest the accuracy of the personal data; you consider that the processing is unlawful and you would oppose the erasure of the personal data and request the restriction of the use of the personal data instead; when IHI JU as controller no longer needs your personal data for the purposes of the processing, but it is required by you as data subject for the establishment, exercise or defence of legal claims; or when you have objected to processing pursuant to Article 23(1) of Regulation (EU) 2018/1725, pending the verification of legitimate grounds.

In this case, you should send a written request to the e-mail address mentioned under "Access".

## **Right to data portability**

You have the right to receive the personal data, which you have provided to us in a structured, commonly used, and machine-readable format, and you may also request us to transmit this data to any other controller under the conditions of Article 22 of Regulation 201/1725. In this case, you should send a written request to the e-mail address mentioned under "Access".

## **Right to object**

You may object at any time to processing of your personal data under the conditions laid down by Article 23 of Regulation (EU) 2018/1725, on grounds relating to your particular situation. In this case, you should send a written request to the e-mail address mentioned under "Access".

## **What are your rights and how can you exercise them?**

### **Access**

In case you wish to access your personal information, you can contact IHI JU's Data Protection Officer at [Data-Protection@ihi.europa.eu](mailto:Data-Protection@ihi.europa.eu)

You may make a request to access the IHI JU register of data processing operations in order to obtain more detailed information on how we treat and protect your personal data, in accordance with Article 17 of Regulation (EU) 2018/1725.

### **Rectification**

You can, if need be, rectify any inaccurate personal data throughout the entire selection process by sending a written request to the above-mentioned e-mail address.

You cannot, however, send us any changes of your personal data related to the admissibility criteria after the application deadline.

## **How long do we keep your personal data?**

Recruitment files of successful candidates are stored for a period of ten years as of the termination of employment.

The files of non-recruited applicants are retained for up to two years following the recruitment procedure. The retention of files of non-recruited applicants on reserve lists is fixed in terms of the validity and the actual extension of the respective reserve lists.

The periods indicated above may be extended in the event of audits initiated prior to the applicable expiry dates.



## Contact information

For any questions related to your rights, feel free to contact the Data Controller at [Data-Protection@ihi.europa.eu](mailto:Data-Protection@ihi.europa.eu), indicating 'Data Protection' in the subject and explicitly specifying your request.

## Recourse to the European Data Protection Supervisor

You have the right to submit a complaint at any time directly to the European Data Protection Supervisor:  
Rue Wiertz 60 – MO 63  
B-1047 Bruxelles  
Belgium  
Tel: +32 2 283 19 00  
Fax: +32 2 283 19 50  
E-mail: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

## 11 Appeal procedure

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

### 11.1 Request for review of the decision taken by the Selection Committee

After receiving the letter notifying the candidate of the decision taken by the Selection Committee, he/she may submit a written request for a review of such a decision, setting out the reasons for the request to the following e-mail address: [vacancies@ihi.europa.eu](mailto:vacancies@ihi.europa.eu)

### 11.2 Appeals

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under article 90(2) of the Staff Regulations within the time limits provided for at the following address:

#### **Innovative Health Initiative Joint Undertaking**

For the attention of the Executive Director  
IHI JU • TO 56 • 1049 Brussels  
Belgium

The complaint must be lodged within three months, starting from the time IHI JU informs the candidate by e-mail.

Should the complaint be 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 Court of Justice of the European Union  
Rue du Fort Niedergruenewald  
L-2925 Luxembourg  
[https://curia.europa.eu/jcms/jcms/T5\\_6308](https://curia.europa.eu/jcms/jcms/T5_6308)

### 11.3 Complaint to the European Ombudsman

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 IHI JU. Any complaint to the Ombudsman must be made within two years of receiving the Joint Undertaking's final position on the matter. (<http://www.ombudsman.europa.eu>).