



**Vacancy for one post of Executive Personal Assistant (Temporary Agent – AST4) in the European High Performance Computing Joint Undertaking (EuroHPC) and establishment of a reserve list**

**REF.: EuroHPC/2022/05**

<b>Publication</b>	<b>External</b>
<b>Title of function</b>	<b>Executive Personal Assistant</b> <b><u>(EuroHPC JU)</u></b>

**1. WE ARE**

The European High Performance Computing (HPC) Joint Undertaking (EuroHPC JU) was established by the Council Regulation of 2021/1173 of 13 July 2021 establishing EuroHPC JU and repealing the Council Regulation (EU) 2018/1488 of 28 September 2018. The mission of the Joint Undertaking is to develop, deploy, extend and maintain in the Union a world-leading federated, secure and hyper-connected supercomputing, quantum computing, service and data infrastructure ecosystem; to support the development and uptake of demand-oriented and user-driven innovative and competitive supercomputing systems based on a supply chain that will ensure components, technologies and knowledge limiting the risk of disruptions and the development of a wide range of applications optimised for these systems; and, to widen the use of that supercomputing infrastructure to a large number of public and private users, and support the twin transition and the development of key skills for European science and industry. The overall objectives of the Joint Undertaking are:

(a)

to contribute to the implementation of Regulation (EU) 2021/695 and in particular Article 3 thereof, to deliver scientific, economic, environmental, technological and societal impact from the Union's investments in research and innovation, so as to strengthen the scientific and technological bases of the Union, deliver on the Union strategic priorities and contribute to the realisation of Union objectives and policies, and to contribute to tackling global challenges, including the Sustainable Development Goals by following the

principles of the United Nations Agenda 2030 and the Paris Agreement adopted under the United Nations Framework Convention on Climate Change<sup>1</sup>;

(b)

to develop close cooperation and ensure coordination with other European Partnerships, including through joint calls, as well as to seek synergies with relevant activities and programmes at Union, national, and regional level, in particular with those supporting the deployment of innovative solutions, education and regional development, where relevant;

(c)

to develop, deploy, extend and maintain in the Union an integrated, demand-oriented and user-driven hyper-connected world-class supercomputing and data infrastructure;

(d)

to federate the hyper-connected supercomputing and data infrastructure and interconnect it with the European data spaces and cloud ecosystem for providing computing and data services to a wide range of public and private users in Europe;

(e)

to promote scientific excellence and support the uptake and systematic use of research and innovation results generated in the Union;

(f)

to further develop and support a highly competitive and innovative supercomputing and data ecosystem broadly distributed in Europe contributing to the scientific and digital leadership of the Union, capable of autonomously producing computing technologies and architectures and their integration on leading computing systems, and advanced applications optimised for these systems;

(g)

to widen the use of supercomputing services and the development of key skills that European science and industry need.

Members of the Joint Undertaking are the European Union represented by the Commission, Member States and Associated Countries to the Framework Programme Horizon 2020, and the three private associations: European Technology Platform for High-Performance Computing (ETP4HPC), Association and the Big Data Value Association (BDVA) and the European Quantum Industry Consortium (QUIC).

The EuroHPC Joint Undertaking is located in Luxembourg.

For further information, please consult the following website: <https://eurohpc-ju.europa.eu> or send your question to the Functional Mailbox [recruitment@eurohpc-ju.europa.eu](mailto:recruitment@eurohpc-ju.europa.eu), quoting the post reference code EuroHPC/2022/05 and your family name.

## **2. OVERALL PURPOSE**

The Executive Personal Assistant provides general administrative and clerical support to the Executive Director and Deputy Executive Director.

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<sup>1</sup> OJ L 282, 19.10.2016, p. 4.

## **2.1. Duties and Responsibilities**

### Administrative support and coordination

- Provide assistance by maintaining the Executive Director's diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and calendar;
- Prioritise incoming queries, meeting requests and other Executive Director's contributions and ensure their timely processing;
- Provide administrative support to the Deputy Executive Director;
- Ensure follow-up and respect of deadlines in the Executive Director's activities;
- Organising Director's missions (including reimbursement procedure and budget management), making travel arrangement, preparation of mission file, communication with external partners etc. ,
- Take, transcribe and prepare notes, minutes meetings, routine correspondence, presentations and / or other texts upon request;
- Manage mission forecasts, holidays, leave and flexitime absence records and related personnel administration formalities;
- Liaise and coordinate with the different units' secretaries on administrative matters;
- Ensure the office supplies of the EuroHPC JU;
- Support the Executive Director and Deputy Executive Director with other specific tasks on request.

### Document and file management

- Manage the incoming and outgoing correspondence through the relevant electronic tools;
- Prepare / copy documents for transmission and maintain files;
- File documents and maintain clearly labelled, well organised (clean) filing system and archives;
- Provide day-to-day support to staff concerning document management queries and usage;
- Contribute to administrative quality checks on files for signature.

### Administrative assistance to information and dissemination

- Facilitate internal communication within the Joint Undertaking as well as outside the service;
- Assist in welcoming and informing outside visitors in accordance with security regulations;
- Assist in collection and preparation of materials for publication and web-sites;
- Manage thematic mailboxes and send requested information and documents.

### Support to meetings management and logistical support

- Provide administrative and logistical support for the organisation of internal and external events such as meetings, evaluations, workshops, conferences and public events;
- Support the organisation of inventories in the Joint Undertaking;
- Participate in the planning of logistics needs.

## 2.2. Eligibility Criteria

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

- Be national of one of the Member States of the EU, Iceland, Lichtenstein or Norway and enjoy full rights as citizens.
- Have a post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years<sup>2</sup>.
- Produce evidence of a thorough knowledge of one of the languages of the European Union, preferably English, French or German, and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties (candidates are invited to specify in their CV any language certificates they have obtained which can demonstrate their language skills).
- Produce the appropriate character references as to their suitability for the performance of duties of the post.<sup>3</sup>
- Have fulfilled any obligations imposed by applicable laws concerning military service.
- Be physically fit to perform the duties linked to the post.<sup>4</sup>

## 2.3. Selection criteria

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria.

Successful candidates should have:

### 2.3.1. *Essential qualifications and experience*

- Candidates must have, at the closing date for applications, professional experience of at least nine 9 years (in addition to the number of years stated under the Section 2.2 Eligibility criteria), in a field relevant to this position;
- Proficiency with electronic office equipment (word processing, spread sheets, presentations, electronic communication, use of internet, etc.), and a strong aptitude for working with IT tools;

**Failure to comply with the eligibility and essential qualifications and experience will result in a disqualification of the candidate concerned.**

### 2.3.2. *Advantageous qualifications and experience*

- Working experience in a field related to the duties in an international and multicultural environment, preferably within an European Institution or body;
- Experience in working with Governing Boards and/or Advisory Bodies, in private

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<sup>2</sup> Only diplomas and certificates that have been awarded in the EU member states or that are subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration.

<sup>3</sup>Prior to the appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

<sup>4</sup>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.

- or public sector;
- Familiarity with the political priorities of the European Commission.

**2.3.3. *Candidates invited for an interview and written test will also be assessed against the following criteria, which are essential to the post:***

- Motivation - open and positive attitude;
- Good analytical ability, problem-solving, and organisational skills;
- Excellent interpersonal skills with an ability to interact at all levels inside and outside the organization;
- Ability to work under pressure and respect tight deadlines;
- Customer service orientation,
- High sense of discretion and confidentiality,
- High sense of responsibility, ability to deliver results and attention to detail;
- Excellent planning and organisational skills.
- Sense of initiative and team spirit.

For each of the selection criteria listed above, candidates are invited to (briefly) explain in their motivation letter in which position, activities and responsibilities they acquired their skills.

### **3. 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.

### **4. SELECTION AND APPOINTMENT PROCEDURE**

Applications must be complete and validly submitted by the closing date for applications as specified in section 8. Applications that do not meet the above criteria will be rejected. If, at any stage in the procedure, it is established that the information application is incorrect, the applicant will be disqualified from the selection.

A Selection Committee is nominated by the Appointing Authority of the EuroHPC JU. After the screening of the applications the Selection Committee will, basing itself on elements of the applications, draw up a shortlist of candidates to be invited for an interview and written test. After the interviews and written tests, the Selection Committee will draw up a shortlist of the most suitable candidates to be approved by the Executive Director. The Executive Director may decide to interview the candidates before establishment of the reserve list and/or appointment. The Executive Director of the Joint Undertaking will offer the post to the most successful candidate. 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.

- Applicants invited to an interview and written test will receive an email invitation, with the date, time and location of the interview and test;
- During the interview and written test, the Selection Committee will examine each candidate's profile and will assess their relevancy to the post against the criteria defined in Section 2.3 above. The minimum threshold to pass the interview and written test is 60% of the total points.
- The outcome of the written test will count for 40% of the final score and the

- interview for 60%.
- The interview and written test will be held in English.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience etc.) should not be sent at this stage but must be submitted at a later stage of the procedure if requested. EuroHPC JU has the right to disqualify applicants who fail to submit all the required documents.

**Please note that only the candidates invited to the interview and written test will be contacted.**

The Executive Director may decide to interview the candidates before establishment of the reserve list and/or appointment.

A reserve list may be created and used for recruitment, which may be used in order to fulfil similar vacancies at the EuroHPC JU. It will be valid until 31 December 2023 and may be extended at the discretion of the Appointing Authority of the EuroHPC JU.

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

## **5. EQUAL OPPORTUNITIES**

The EuroHPC JU, as a Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations<sup>3</sup>.

## **6. CONDITIONS OF EMPLOYMENT**

The successful candidate will be appointed by the Executive Director of the EuroHPC JU as a temporary agent, pursuant to article 2 f) of the Conditions of Employment of Other Servants of the European Union for an initial period of three years. The appointment will be in **the grade AST 4**.

Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period of nine months.

After an evaluation of the post holder's performance and the needs of the service the contract may be renewed in accordance with the EuroHPC JU legal basis, subject to budget availability. The period of engagement will not in any case exceed the lifetime of the EuroHPC 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 pay of staff members consists of a basic salary supplemented with specific allowances, including expatriation or family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants available at the following address:

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

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

## **7. APPLICATION PROCEDURE**

Candidates must apply through the EU CV Online system via this link:

[EU CV online](#)

Before applying, candidates should carefully check whether they meet all the eligibility criteria.

To be able to apply online via the EU CV online database, candidates must first create an account or sign into an existing account. If not done already, candidates must first fill in the electronic CV, write the motivation letter and apply to the call for expressions of interest.

**Applications shall be made in English to be considered.**

It is the sole responsibility of each applicant to complete ALL relevant fields of his/her online application and to submit it before the deadline for submission.

All technical questions concerning EU CV online must be sent through the Contact page of EU CV online.

It is strongly advised not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to problems.

Once the deadline has passed, candidates will no longer be able to register.

No supporting documents are required at this stage – these will be required at a later stage.

On completion of the online registration, candidates will receive on screen a registration number, which they must note. This will be the reference number of the candidate in all matters concerning his/her application. If the candidate does not receive a number, the application has not been registered.

After a correct submission of an application, candidates will receive an automated acknowledgement of receipt of their application to the email account indicated in their application. It is the candidate's responsibility to verify that he/she provided the correct e-mail address.

Candidates are invited to indicate any special arrangements that may be required if invited to attend the interview and written test.

If the candidate requires more information, he/she will have to send an e-mail to [recruitment@eurohpc-ju.europa.eu](mailto:recruitment@eurohpc-ju.europa.eu)

**8. CLOSING DATE**

Applications must be submitted via the EU CV online **no later than 23.45 (CET Luxembourg time) on 17 July 2022.**

The closing date may be prolonged.

**9. IMPORTANT INFORMATION FOR CANDIDATES**

Candidates are reminded that the selection committees' 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.

## **10. REVIEW AND APPEAL PROCEDURE**

A candidate who feels that he/she has been treated incorrectly may ask to have his/her application reconsidered by sending, within 20 calendar days of the date of notification, a request for review via email to: [recruitment@eurohpc-ju.europa.eu](mailto:recruitment@eurohpc-ju.europa.eu). The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Committee.

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

If the 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 of Officials of the European Communities and the Conditions of employment of other servants of the European Communities (CEOS), at the following address:

**Executive Director**

**European High Performance Computing Joint Undertaking (EuroHPC JU)**

**Drosbach building – Wing E**

**12E rue Guillaume Kroll**

**L-2920 Luxembourg**

The complaint must be lodged within 3 months counting from the notification of the decision you wish to contest.

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 and the CEOS before the European Union Civil Service Tribunal .

The Appointing Authority does not have the power to amend the assessment decisions of the Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Court unless rules which govern the proceedings of the Selection Committee have been infringed.

It is also possible to complain to the European Ombudsman:

**European Ombudsman**

1 avenue du Président Robert Schuman - BP 403

F-67001 Strasbourg Cedex

Complaints made to the Ombudsman have no suspense effect on the period laid down in the Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty.

## **11. PROTECTION OF PERSONAL DATA**

The EuroHPC JU will ensure the candidates' personal data is processed as required by Regulation (EC) No 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. This applies in particular to the confidentiality and security of such data (Official Journal of the European Community L295 of 21.11.2018). Please note that EuroHPC JU will not return applications to applicants.



For more explanations on data protection, please see the annexed privacy statement.

## **ANNEX – PROTECTION OF YOUR PERSONAL DATA**

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### **1. Introduction**

The EuroHPC Joint Undertaking is committed to protect your personal data and to respect your privacy. The EuroHPC JU collects and further processes personal data 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 (repealing Regulation (EC) No 45/2001)<sup>5</sup>.

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

This statement concerns data processed regarding the recruitment of personnel for the EuroHPC Joint Undertaking. The data will be processed by the EuroHPC Joint Undertaking, under the conditions laid down in this privacy statement.

### **2. Why and how do we process your personal data?**

Purposes of the processing operation: Data are processed for the purpose of organising the selection and recruitment for temporary agents, contract agents, seconded national experts and trainees for the EuroHPC Joint Undertaking; they are only disclosed to the staff of the Joint Undertaking involved in the selection procedures and/or recruitment and those who manage reserve lists.

The data will, under no circumstances, be used for commercial purposes, including for direct marketing purposes. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve our services or for the purposes set out above.

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<sup>5</sup> *OJ L 295, 21.11.2018, p. 39–98*

Your personal data will not be used for an automated decision-making including profiling.

### **3. On what legal ground(s) do we process your personal data**

The processing operations of personal data for the purposes described above, are necessary and lawful for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation 2018/1725), namely to fulfil the tasks of the EuroHPC Joint Undertaking as defined in its establishing Regulation<sup>6</sup>.

#### *Legal basis:*

- Council Regulation of 2021/1173 of 13 July 2021 establishing EuroHPC JU and repealing the Council Regulation (EU) 2018/1488 of 28 September 2018, in particular Article 20 thereof,
- The Statutes annexed to the Council Regulation (EU) 2021/1173 establishing the European High Performance Computing Joint Undertaking,
- The Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union laid down in Council Regulation (EEC, Euratom, ECSC) No 259/68 (1) ('Staff Regulations' and 'Conditions of Employment') and the rules adopted jointly by the institutions of the Union for the purpose of applying the Staff Regulations and Conditions of Employment.

In addition, as the data provided in the selection and recruitment procedures are provided on voluntary basis by candidates themselves, the data subject gives an explicit consent for their processing, which constitutes a complimentary ground for lawfulness of data processing.

### **4. Which personal data do we collect and further process?**

The data of candidates registered for the selection.

- Identification details – information provided by the candidate to allow themselves to be identified and contacted by the EuroHPC Joint Undertaking or the Commission (e.g. surname, first name, date of birth, gender, address, email address);
- Selection criteria information – information provided by the candidate to distinguish their suitability and eligibility for the post advertised (e.g. nationality, education history, training and professional experience, including name and address of the employer) languages spoken, skills and competences, technical and non-technical skills relevant to the position, motivation, strengths and achievements, commitments from the candidate to adhere to any security checks, other related details);
- Information provided by the candidate to support claims for the reimbursement of travel costs for interview and written test or medical visits (e.g. passport details, 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 checks and/or interviews and tests.

Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the candidate automatically from the recruitment procedure.

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

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<sup>6</sup> OJ L 256, 19.7.2021, p. 3–51

The EuroHPC Joint Undertaking will store the applications for varying amounts of time depending on the outcome of each application:

Candidates eliminated during the selection: data are stored for five years after the conclusion of the selection.

Non-recruited applicants included on a Reserve List: the five -year retention period of data applies from the starting date of the expiry of the Reserve List. The validity of Reserve List is in general initially one year and depends on the Vacancy Notice (please refer to it on a case –by –case basis).

After the allotted timeframe for retention of personal data has elapsed, EuroHPC Joint Undertaking may need to keep certain information for statistical purposes. In this case, any data permitting the identification of the candidate will be anonymised according to Article 13 of Regulation (EU) 2018/1725.

## **6. How do we protect and safeguard your data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the EuroHPC JU servers.

All processing operations are carried out pursuant to the Regulation (EU) 2018/1725 and best industry standards.

In order to protect your personal data, the EuroHPC JU has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

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

All personal data provided by you can be accessed on a need to know basis by the staff of the EuroHPC Joint Undertaking. These include:

- Human Resources Officers/Assistants in charge of selection
- Members and Secretary of the Selection Committee
- Executive Director and the Deputy Executive Director of the Joint Undertaking
- Head of Unit and Head of Sector (personal data of candidates included in the reserve list)
- Finance Officers (for reimbursement purposes)

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

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

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller:

### **European High Performance Computing Joint Undertaking (EuroHPC JU)**

**Drosbach building – Wing E**

**12E rue Guillaume Kroll**

**L-2920 Luxembourg**

*Email: [recruitment@eurohpc-ju.europa.eu](mailto:recruitment@eurohpc-ju.europa.eu)*

### **- The Data Protection Officer (DPO) of the EuroHPC JU**

You may contact the Data Protection Officer ([dpo@eurohpc-ju.europa.eu](mailto:dpo@eurohpc-ju.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.