



**Seconded National Experts (SNEs) in the Operations and Communication Unit
of the FCH 2 Joint Undertaking**

Ref. FCH2JU/SNE/2019/Permanent

The Fuel Cells and Hydrogen 2 Joint Undertaking (FCH 2 JU) is a unique public private partnership supporting research, technological development and demonstration (RTD) activities in fuel cell and hydrogen energy technologies in Europe. Its aim is to accelerate the market introduction of these technologies, realizing their potential as an instrument in achieving a carbon-lean energy system.

Fuel cells, as an efficient conversion technology, and hydrogen, as a clean energy carrier, have a great potential to help fight carbon dioxide emissions, to reduce dependence on hydrocarbons and to contribute to economic growth. The objective of the FCH 2 JU is to bring these benefits to Europeans through a concentrated effort from all sectors.

The three members of the FCH 2 JU are the European Commission, fuel cell and hydrogen industries represented by the Industry Grouping (HYDROGEN EUROPE) and the research community represented by the Research Grouping (HYDROGEN EUROPE RESEARCH).

The FCH JU was initially established by Council Regulation (EC) 521/2008 of 30.05.2008 for a period up to 31.12.2017 to implement part of the FP 7 programme. The FCH 2 JU was later established by Council Regulation (EU) 559/2014¹ of 6 May 2014 for a period up to 31.12.2024 taking over on-going tasks under FP 7 and implementing part of Horizon 2020 programme.

The FCH 2 JU supports:

- long-term and breakthrough-orientated research,
- research and technological development,
- demonstration and early deployment of the FCH technologies,
- support actions, including pre-normative research

following open and competitive calls for project proposals under FP7 programme (calls 2008 to 2013) and under Horizon 2020 (2014-2020).

The FCH 2 JU is located in Brussels, Belgium.

For further information please consult the following website: <http://www.fch.europa.eu>

¹ http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:JOL_2014_169_R_0007&from=FR

1. INTRODUCTION

The FCH 2 JU is launching a call for candidates who are interested in a fixed-term agreement on secondment as Seconded National Experts (SNEs).

SNEs enable the FCH 2JU to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available, and gives the opportunity to National Authorities to profit from the exchange of expertise and to develop effective and smooth working relationships

2. JOB PROFILE AND DUTIES

2.1 JOB PROFILE

The SNEs will work in the Operations and Communication Unit of the FCH 2 JU. They will report to the Head of Unit or the person appointed by the Head of Unit. They will reinforce the capabilities of the FCH 2 JU to both manage a large portfolio of projects but also to report on the activities/results within these projects and beyond, contributing through the dissemination/communication activities to the different EU policies.

2.2 DUTIES

Depending on the SNE profile and experience, his/her responsibilities may include in particular the following:

- Provide professional support related to his/her expertise to the implementation of the strategic plan (Multi-Annual Work Plan) and objectives of FCH 2 JU priorities as set out in Annual Work Plans (AWPs); this includes planning, management and monitoring of calls for proposals, evaluations, projects implementation and monitoring, fulfilment by the beneficiaries of their contractual obligations, including administrative and financial aspects;
- Performing tasks related to grants and procurements in their area of expertise;
- Contribute to the review and evaluation activities relating to the projects in his/her responsibility and prepare input to the Annual Activity Reports, including Key Performance Indicators data;
- Providing support to monitoring and benchmarking activities (data collection, reports writing etc) in collaboration with the Knowledge Manager;
- Ensure timely and adequate dissemination of results of projects of which he/she is responsible and work together with the Knowledge Management Officer and with the Communication Officer where necessary to provide input on technical content;
- Contributing to the implementation of communication activities in synergy with all stakeholders (in particular European Commission, Hydrogen Europe and Hydrogen Europe Research) but also communication plans of projects and other activities supported;
- Supporting the organisation of various FCH 2 JU events (i.e. meetings, workshops, annual Programme Review Days and Stakeholder Forum etc) and undertaking the necessary roles for the successful implementation of these events;

- Contributing to FCH 2 JU's activities in traditional (printed) and social media (FCH 2 JU website, LinkedIn, Facebook, Twitter, ...); monitoring, analysing and reporting on the impact on the traditional and social media;
- Contributing to news items, articles and content for traditional and social media; ensuring that the content remains attractive and up-to-date;
- Supporting and maintaining procedures ensuring that communications activities, products and outputs are produced in accordance with the rules and procedures of the FCH 2 JU;
- Ensuring good communication with external stakeholders by ensuring a positive image of the FCH 2 JU office;
- Interacting with the FCH 2 JU members and stakeholders in a positive and proactive way by fostering a strong sense of team spirit;
- Assist the Head of Unit by providing advice/opinions and inputs to various reports and deliverables, including drafting replies to different requests for policy input;

The SNEs in the Operations and Communication Unit may undertake additional tasks as required in the interest of the service and appropriate to their expertise.

3. ELIGIBILITY CRITERIA

Candidates will be considered for the selection phase based on the following formal criteria, which must be **fulfilled by the deadline for applications**:

Employment before and during secondment: SNE candidates must come from a national, regional or local public administration² or a public intergovernmental organisation (IGO).

Candidates must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.

Nationality: Be a citizen of a Member State of the European Union or of an EFTA Member State;

Be entitled to full rights as a citizen³;

Military service: Have fulfilled any obligations imposed by the laws of their home country concerning military service;

University degree or diploma: Have a level of education which corresponds to completed university studies of at least three years, attested by a diploma;

Professional experience: Have at least three years of professional experience in the domain of scientific, technical, economic, communications, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD as defined in the Staff

² Public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliamentary services, the courts, central banks and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities, such as national regulatory authorities (NRAs).

³ 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

Regulations of Officials and the Conditions of Employment of Other Servants of the European Union;

Support of the current employer: The current employer must support the candidate and commit to pay his/her salary during the secondment period.

4. SELECTION

4.1 SELECTION CRITERIA

The SNEs in the Operations and Communication Unit will be selected based on the following criteria:

- Practical experience in the energy and/or transport fields in engineering, economic, communications or other advisory functions;
- Sound knowledge of the European and National Framework(s) policy and regulation for energy and/or transport applications;
- Experience in project management and/or communications;
- Ability to represent the FCH 2 JU in European/international meetings and to undertake the appropriate roles for supporting the interests of the FCH 2 JU;
- Ability to work in an international, multicultural and multilingual environment;
- Good analytical, problem-solving and organisational skills as well as motivation and interpersonal skills;
- Ability to work under pressure and to meet tight deadlines producing high quality results;
- Ability to fit well into the team of the Operations and Communication Unit at the appropriate level;
- Proven capacity of team-player spirit and conflicts avoidance that will enable him/her to contribute in a coordinated effort with other members of the group striving for a common goal;
- Thorough knowledge of English as a working language⁴ and a satisfactory knowledge of another European Union language to the extent necessary for the performance of his/her duties;
- Ability to use electronic office tools (word processing, spreadsheets, presentation software, email, internet, project management tools, etc.).

Advantageous:

It is desirable for the selected candidate to have the following:

- Knowledge of the FCH technology and/or FCH markets;
- Experience in data collection and development of benchmarking reports;
- Practical knowledge of the financial rules of the EU and experience in their application for both grants and procurements;

⁴ English is the main working language of the FCH 2 JU

- Experience in the work related activities of FCH 2 JU (e.g. participation in different stakeholders working groups) or of other European or international organisation for fuel cells and hydrogen technologies;
- A university degree in the field of economics, communications, engineering or similar (e.g. chemistry, physics, mathematics, etc.) of at least 3 years full-time duration, conferring entitlement to undertake postgraduate studies (e.g. MSc, PhD, etc.);

4.2 INDEPENDENCE AND DECLARATION OF INTERESTS

The SNEs in the Operations and Communication Unit shall, during the period of secondment carry out his/her duties under the management of the FCH 2 JU and the responsible Head of Unit. They shall carry out the duties and conduct themselves solely with the interest of the FCH 2 JU in mind.

For these purposes the selected candidates must sign a **declaration of honour** (including confidentiality and absence of conflict of interest) before the secondment starts and the employer must submit a corresponding declaration.

4.3 SELECTION PROCEDURE

The applications received will be screened against the eligibility criteria listed in this vacancy notice. Eligible applications will be assessed against the selection criteria on a regular basis. Where deemed necessary, a candidate can be contacted by telephone or videoconference to clarify details from the CV.

The candidates who are assessed to be the most suitable on the basis of the selection criteria will be retained. Their application file will be stored in a database and when a position is available which suits the profile of the candidate, she/he may be invited for an interview and/or written test.

A position as SNE may be offered according to the needs of the FCH 2 JU and budget availability. The secondment will be effected by an exchange of letters between the Executive Director of the FCH 2 JU and the Permanent Representation, as described in the Decision.

All applicants will be notified about the outcome of the assessment of their application.

5. SUBMISSION OF APPLICATIONS

This call for expressions of interest is open-ended with no deadline for applications.

Candidates should send their applications, preferably in English and clearly indicating the vacancy reference number: **FCH2JU/SNE/2019/Permanent** only to the Permanent Representation to the EU of their country, or the EFTA Secretariat or the administration of the IGO which will forward them to the following address: recruitment@fch.europa.eu

The FCH 2 JU will consider applications as long as the call remains open on the FCH 2 JU's website. Please liaise with your Permanent Representation (or EFTA Secretariat or IGO administration) to ensure that your application reaches the FCH 2 JU.

For applications to be valid, candidates must submit:

- a) A covering/motivation letter summarising the reasons for applying and highlighting the professional experience and the suitability and strengths in relation to the post;
- b) A curriculum vitae using the Europass CV format (please indicate the legal length of the diplomas obtained)⁵;
- c) Written confirmation from the public administration (or IGO) regarding their support of the candidacy and their commitment to continue paying the SNEs salary and to maintain his/her administrative status throughout the period of secondment.

It is the responsibility of the candidate to complete and submit all required application documents in time. Applications will be rejected if the dossier is incomplete.

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.

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

Candidates are asked to report any potential change of address in writing without delay to recruitment@fch.europa.eu

6. CONDITIONS OF THE SECONDMENT

The secondment will be governed by the **Decision of the Governing Board of the Fuel Cells and Hydrogen 2 Joint Undertaking** laying down rules on the secondment of national experts to the FCH 2 JU (<https://fch.europa.eu/sites/default/files/FCH-JU-GBDecision-SNEs.pdf>)

This notice concerns Seconded National Expert (SNE) positions. The secondment is not an employment, nor does it lead to an employment at the FCH 2 JU. The SNE shall remain in the service of his/her employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay his/her salary, to maintain his/her administrative status (permanent official or contract staff member) throughout the period of secondment. The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

The SNE is entitled to subsistence allowances under the conditions of secondment provided for in Article 16 of the above mentioned Decision.

The final recruitment will be confirmed by an exchange of letters between the FCH 2 JU and the seconding authority (employer in the Member State concerned).

The initial period of secondment may not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, where the interests of the service warrant it, FCH 2 JU Executive Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

The total period of secondment shall not exceed the lifetime of the Joint Undertaking.

The place of secondment is Brussels, Belgium.

7. DATA PROTECTION

The purpose of processing of the data you submit is to manage your application in view of a possible secondment to the FCH 2 JU. The personal information we request from you will be

⁵ The Europass CV can be downloaded from <http://europass.cedefop.europa.eu/htm/index.htm>

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 Text with EEA reference.

For more explanations on data protection please see the privacy statement [here](#)