



European Research Council
Executive Agency

Established by the European Commission

CALL FOR EXPRESSION OF INTEREST

Seconded National Experts for the ERCEA

ERCEA/SNE/167/2018

The European Research Council Executive Agency (ERCEA) is organising a Call for Expression of Interest in view of establishing a Reserve List of maximum ten candidates for each profile:

Seconded National Experts Research Programme Experts in the Scientific Department

For the following profiles:

- 1. Neuroscience**
- 2. Ecology and/or evolutionary biology**
- 3. Human geography and/or environmental social sciences**
- 4. Demography and/or linguistics**
- 5. Condensed matter physics**
- 6. Computer Science and informatics**
- 7. Management and analysis of scientific evaluation and peer review processes**

Applications **MUST** be forwarded by the Permanent Representations,
the EFTA Secretariat or the Permanent Delegation of Turkey by
Monday, 9 July 2018, at 12:00 (midday) Brussels time.



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SNE Research Programme Experts in the Scientific Department of the ERCEA

Person Specification

The purpose of this Call for Expression of Interest is to draw up seven Reserve Lists of Seconded National Experts (SNEs) for specific scientific profiles. Candidates will have one of the following profiles:

1. Neuroscience
2. Ecology and/or evolutionary biology
3. Human geography and/or environmental social sciences
4. Demography and/or linguistics
5. Condensed matter physics
6. Computer Science and Informatics
7. Management and analysis of scientific evaluation and peer review processes

You may only apply to one profile. You must make your choice when you apply and you will not be able to change it after you have validated your application. If you encounter difficulties in choosing one of these profiles, you should select the profile that best matches with your main area of expertise.

Job Description

The duties of the successful candidate will be one or several of the following:

Coordination of the Evaluation and Selection of Research Proposals

- Provide support to meetings of Scientific Panels for the selection of research proposals by external experts, in one or more scientific/technical area(s) mentioned in the profile chosen, including the preparation, organisation, operation of the meetings and the documentation of results;
- Provide support to the overall management and coordination of the peer review process of submitted applications;
- Provide support to the ex-post assessment of completed projects by external experts;
- Contribute to the development of guidelines, orientations and new approaches relating to the proper implementation of the programme.

Project/Process Management

- Assess the scientific implementation of projects;
- Contribute to the analysis of the ERC portfolio of funded projects;
- As appropriate, analyse and assess the results and impacts of the programme, provide feedback and suggestions for improvement;
- Analyse data related to the evaluation of applications in order to improve and optimise the peer review process.



External Communication

- Present the programme and project results at workshops, seminars, conferences and other public events, to both internal and external stakeholders;
- Contribute to publications produced by the programme intended for external stakeholders;
- Extract and disseminate best practices and facilitate exchange of experiences;
- Collate information and draft replies to questions from external stakeholders;
- Produce reports/minutes on high level meetings as required.

Main Skills and Qualifications

- Candidates should have a level of education which corresponds to having completed university studies of at least three years in relation with one or more scientific/technical area(s) mentioned in the profile chosen, attested by a diploma. Further relevant research qualifications at PhD level are particularly recommended;
- Candidates should have appropriate professional experience as a researcher in one or more scientific/technical area(s) mentioned in the profile chosen for at least five years. Experience in the management of research projects would also be an asset;
- Experience, knowledge and understanding of peer review processes in funding agencies or other academic settings is also an asset;
- Very good command of written and spoken English;
- A thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary for the performance of their duties;
- Excellent interpersonal skills (including the ability to work in a team and exercise diplomatic skills);
- Excellent communication and drafting skills (including the capacity to communicate technical or specialised information).

Working Environment

The job holder will work in the Scientific Department of the ERCEA, which carries out the tasks of the ERC that require an understanding of the scientific subject matter. It implements the peer review process for the selection of ERC grants and the processes for scientific monitoring of grants. The Department advises the Scientific Council in areas related to scientific matters.



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Who we are

The ERCEA is dedicated to selecting and funding the excellent ideas that have not happened yet, and the scientists that are dreaming them up.

In practice, the ERCEA supports the work of the ERC, the first pan-European funding body sustaining the best frontier research in Europe, established by the European Commission in February 2007. The ERCEA was created in order to manage the Ideas Programme, part of the EU's Seventh Research Framework Programme (FP7). Its mandate was renewed until 2024, for the implementation of part of the Horizon 2020 Framework Programme for Research and Innovation (2014-2020).

In order to achieve the ERC's objectives, the ERCEA manages several frontier research grants: 'Starting Grants' targeted at early-career, emerging research leaders, 'Consolidator Grants', aimed at excellent researchers who are already independent, 'Advanced Grants' that support established top researchers, as well as 'Synergy Grants' for groups of two to four Principal Investigators to jointly address ambitious research projects. The grants fund projects in any field of research, with excellence as the sole selection criterion. Since the creation of the Agency, over 8,000 frontier research projects have been supported. Under Horizon 2020, the ERCEA has a total budget of some € 13 billion.

The ERCEA is dedicated to excellence in research and in all aspects of its work, and seeks to attract professional, highly-motivated staff with the right qualifications and expertise. The working environment at ERCEA is modern, dynamic, inspiring and engaging.

The Agency is situated in the heart of Brussels and expected to count a total staff of 529 by the end of 2020. For more details on the ERC and ERCEA, please visit our website: <http://erc.europa.eu/>

General Conditions of Secondment

This Call for Expression of Interest is intended to establish seven Reserve Lists of maximum ten candidates for positions as SNEs.

In particular, please note that:

- SNEs are persons employed by a national, regional or local public administration or an intergovernmental organisation (IGO), who are seconded to the ERCEA so that the Agency can benefit from their expertise in a particular field.
- An SNE must be a national of an EU Member State or of a European Free Trade Association (EFTA) Member State (Iceland, Liechtenstein, Norway and Switzerland) or a member of a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement on staff secondments (Turkey).
- The SNE must have worked for their employer on a permanent or contract basis for at least 12 months before the secondment.
- The SNE's employer shall continue to pay the SNE's salary, maintain their administrative status, and be responsible for all social rights, particularly social security and pensions. On this basis, the secondment is not an employment, nor does it lead to an employment.
- The SNE shall be entitled, throughout the period of the secondment, to a daily subsistence allowance (currently € 138.15 per diem) and a monthly subsistence allowance depending on the distance between the place of origin and the place of secondment.



Rules applicable to National Experts seconded to the ERCEA may be found here:

https://erc.europa.eu/sites/default/files/document/file/rules_applicable_to_SNE_revised.pdf

Please carefully read these rules before applying to ensure you fulfil the eligibility criteria.

The initial duration of the secondment is typically two years. The secondment may be renewed up to a total period not exceeding four years (see Article 4 of the above-mentioned rules).

The place of secondment is Brussels, Belgium.

The secondment is expected to start in the last quarter of 2018.

Submission of applications

Each electronic application shall contain the following documents:

a) A detailed Curriculum Vitae in Europass format (that can be obtained at the following address <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>);

b) A motivation letter clearly mentioning the call reference and your e-mail address for correspondence.

Please mention in the subject line your family name followed by the title of the profile for which you wish to apply:

FAMILY NAME – ERCEA/SNE/167/2018 – PROFILE.

The Permanent Representation, the EFTA Secretariat or the Permanent Delegation of Turkey must send your application to the ERCEA before the deadline to the following e-mail address: ERC-SELECTION@ec.europa.eu

The ERCEA will only take into account applications received by the deadline, which is **Monday, 9 July 2018 at 12:00 (midday) Brussels time**. Please liaise with your Permanent Representation, the EFTA secretariat or the Permanent Delegation of Turkey to ensure that your application reaches us well on time.

Selection procedure

All the applications are pre-screened and evaluated based on their skills and qualifications, and the best-qualified candidates are shortlisted for an interview.

Notification to candidates

All candidates will be notified about the outcome of their application from ERC-SELECTION@ec.europa.eu



Equal opportunities

The ERCEA values difference and promotes equality. We apply a policy of equal opportunities and accept applications without discrimination on any grounds (such as sex, race, colour, ethnic or social origin, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation). We offer flexible family-friendly working arrangements (flexitime, teleworking) in consideration of operational needs.

Protection of personal data

The ERCEA ensures that applicants' personal data are processed as required by Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

A Specific Privacy Statement is published on the ERC's website at the following address:

https://erc.europa.eu/sites/default/files/content/Privacy_Statement_SNEs.pdf

Candidates are invited to carefully read it, as it provides useful information about the processing of their personal data and relevant rights.

Request for review

The ERCEA and the Selection Committee operate in the context of the general principles of European Union law as interpreted by the courts. In assessing candidates' merits, Selection Committees observe the principle of equal treatment.

If you nevertheless believe that one of these principles has not been applied in your case, you have the right, **within 10 calendar days** from the date when the letter notifying you of the decision was sent to you, to request a review by sending a letter stating your reasons to the e-mail address: ERC-SELECTION@ec.europa.eu.

Please quote in the subject line of your letter:

- The number of the selection process concerned;
- Your name;
- 'Request for review';
- The stage of the selection concerned in your complaint.

The ERCEA will forward it to the Chairperson of the Selection Committee if it comes within the Committee's remit, and you shall receive a reply as soon as possible.