

November 2024

**Vacancy Notice for establishing a reserve list for
Administrative Assistant in the Chips Joint Undertaking**

Contract Agent FG III

Chips-2024-10-FGIII-AA

Closing date for submission: 05/01/2025, 23:59 (CET, Central European Time, Brussels).

The Chips Joint Undertaking (Chips Joint Undertaking) is a public-private European Partnership aimed at leveraging investments in the electronics sector in Europe to research and develop innovative key digital technologies. The Chips Joint Undertaking fosters research and innovation collaboration between stakeholders such as industry, public authorities, academia, and research and technology organisations, pulling together and focusing efforts. The Chips Joint Undertaking's strategy is aligned with the Horizon Europe Framework Programme and the programmes of Participating States to attract private investments and contribute to the effectiveness of public support by avoiding unnecessary duplication and fragmentation of efforts, thus contributing to the development of a strong and globally competitive industry in the European Union.

The Chips Joint Undertaking is based in Brussels, Belgium.

As part of the Multiannual Financial Framework (MFF) for 2021-2027 and in line with the Horizon Europe Framework Programme, the Chips Joint Undertaking is established by Council Regulation (EU) 2023/1782 of 25 July 2023 amending Council Regulation (EU) No 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe. The Chips Joint Undertaking is the successor to the former KDT Joint Undertaking¹ and supports the latter's ongoing projects.

The Chips Joint Undertaking addresses clearly defined topics that will reinforce the Union's technological autonomy in electronic components and systems, establishes the Union's scientific excellence and innovation leadership in emerging components and systems technologies, and ensures that components and systems will address Europe's societal and environmental challenges.

Members of the Joint Undertaking are the European Union through the European Commission, Member States and Associated Countries to the Framework Programme Horizon Europe on a voluntary basis, and three industrial associations forming the private members of the Chips Joint Undertaking: 'AENEAS', 'INSIDE' and 'EPoSS'.

For further information, please consult the following website: <https://www.chips-ju.europa.eu>

[1] Council Regulation (EU) No 2021/2085 of 19 November 2021 establishing the KDT Joint Undertakings under Horizon Europe.



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1 POSITION ADVERTISED

a Overall purpose

The Administrative Assistant provides personal, administrative, and organisational support to the JU Office teams/units in the daily business tasks. He/she reports directly to the Head of Unit. The jobholder will work in the Administration and Finance providing administrative support to the Head of Unit and the team. In particular, the Administrative Assistant will be in charge of any task related to the facility management of the White Atrium building.

b Duties and responsibilities

The jobholder will be required to perform the following tasks: Administrative support:

- Provide support on the administrative tasks of the facility management team, coordinating the day-to-day business of any administrative task related to the White Atrium building;
- Prepare missions order and reimbursements of mission costs in MIPS for the Head of unit and the team in line with the budget and travel policies in place;
- Monitor functional mailboxes (route incoming correspondence, prepare draft replies and ensure timely follow-up);
- Support Chips JU staff in tasks linked to administration;
- Manage and update relevant databases, and organise and maintain archives;
- Document management: coordinate and supervise document registration, filing and archiving tasks.
- Responsible of the office supplies and materials;
- Cover for other administrative support staff in their absence and provide support to other members of a team/Unit, where relevant and if required;

2 ELIGIBILITY AND SELECTION CRITERIA

a Eligibility criteria

Candidates will be considered for the selection phase based on the following criteria to be fulfilled by the closing date for applications:

i General conditions

- Be a national of a Member State of the European Union;
- Be entitled to her/his full rights as a citizen;
- 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 post⁵

- Very good command of written and spoken English (C level). Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level or equivalent) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV any language certificates they have obtained which can demonstrate their language skills).

ii Education

On the closing date for applications, candidates must have:

- a level of education which corresponds to a post-secondary education attested by a diploma; OR
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three (3) years;.

b Selection criteria

Candidates selected based on the above eligibility criteria will then be evaluated according to the following selection criteria:

i Essential criteria

- Suitability to perform the tasks described under point 1 b);
- Proven professional experience of at least **2 years** in carrying out administrative tasks (forming part of the minimum 3-year experience referred to under point 2 a) ii);
- Proven professional experience working with the Regulations, rules and procedures of relevance to EU institutions;

⁵ Before her/his 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 Union.

⁶ Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

ii Advantageous criteria

- A sound knowledge of the European Institutions administrative and budgetary procedures;
- Knowledge of EU IT tools (ARES, SYSPER2, MIPS, TEAMS, WEBEX, ZOOM, 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 a disqualification of the applicant concerned.

3 SELECTION PROCEDURE

A Selection Committee, appointed by the Appointing Authority of the Chips JU, assesses the applications in accordance with the eligibility and selection criteria outlined in the vacancy notice and establishes a short-list of candidates invited for an **interview and a written test**.

The Selection Committee will interview the short-listed candidates. These candidates will also sit a written test related to the field of the duties. Following this, the Selection Committee will establish a **reserve list** of suitable candidates to be approved by the Executive Director.

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

4 APPOINTMENT AND RESERVE LIST

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

The Executive Director will approve a reserve list and select one candidate for the post. 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.

The reserve list may be used to fill other positions of the same nature and of the same grade within the Chips JU. Other Joint Undertakings can also ask to access the reserve list. In such a case, candidates will be asked to confirm their explicit consent allowing the Chips JU to transfer their data to the concerned Joint Undertaking.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget. The reserve list for this post will be valid until **31 December 2026** and may be extended at the discretion of the Executive Director.

The reserve list might be used by other Joint Undertakings to cover a similar position.

5 CONTRACTUAL CONDITIONS

The successful candidate will be appointed by the Executive Director of the Chips JU as a **contractual agent Function Group III** for a period of three years, renewable pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union.



The successful candidate will be asked to perform nine months of probationary period.

After an evaluation of the post holder's performance, the contract may be renewed in accordance with the Chips JU legal basis. The period of engagement will not in any case exceed the lifetime of the Chips 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 successful applicant who is offered a contract of employment will be graded in accordance to Article 86(1) of the CEOS, taking into consideration their qualifications and professional experience at the time of entry into service.

Contract staff engaged in Function Group III shall be graded within their function group according to the following rule (always in step 1):

Qualifications and professional experience	Grade
less than 5 years	8
Between 5 years and 15 years	9
15 years or more	10

The indicative basic monthly salaries of FG III are (allowances not included):

FG III grade 8: EUR 3,111.21

FG III grade 9: EUR 3,520.14

FG III grade 10: EUR 3,982.81

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

The working language is English.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, which is available on the following web page:

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

6 DECLARATION OF COMMITMENT TO SERVE PUBLIC INTERESTINDEPENDENTLY



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 her/his independence. Candidates must confirm their willingness to do so in their application.

7 EQUAL OPPORTUNITY

The Chips Joint Undertaking is committed to welcoming and managing diversity, gender equality and inclusion, and welcome applications from all candidates independently of their gender, race, colour, ethnic or social origin, language, religion or belief, age or sexual orientation, including from candidates with disabilities. Assistance can be provided to persons with disabilities during the recruitment procedure.

The Chips Joint Undertaking actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

8 APPLICATION PROCEDURE

Candidates must submit an online application using our SYSTAL vacancies portal.

For applications to be valid, candidates must submit an online application via SYSTAL.

Candidates are requested to:

1. Complete the **online application form** - to access the right form, candidates should select the vacancy for which they wish to apply;
2. Upload a **letter of motivation** and a Curriculum Vitae (CV), in the **European CV format** <https://europa.eu/europass/en>

Candidates are advised to apply using an e-mail address that will remain valid for several months: candidates that will leave their job in the coming months are advised not to use their professional e-mail address. 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 as indicated below. In order to facilitate the selection process, application documents as well as all communications to candidates concerning this vacancy will be in English.

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

Candidates are asked to report any potential change of contact details without delay, to the following e-mail address: vacancies@chips-ju.europa.eu

Please remember to quote the reference of the vacancy for which you have applied in

all correspondence: **Chips-2024-12-FGIII-AA**

Candidates should assess and check before submitting their application whether they fulfil all the requirements as specified in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

All documentary evidence of professional experience must indicate both start and end date of previous positions and the start date of the position held currently, full time or part time work has to be also indicated. Freelance or self-employed candidates must provide either a copy of the entry in the relevant trade register, or any official document (for example a tax revenue) showing clearly the length of the relevant professional experience.

The Chips JU has the right to disqualify candidates who fail to submit all the required documents on the date of interview.

Closing date for submission: 05/01/2025, 23:59 (CET, Central European Time, Brussels).

9. SELECTION PROCEDURE

A Selection Board is nominated by the Appointing Authority of the Chips JU. After applications are screened, the Selection Board will, based on elements of the applications, draw up a shortlist of candidates to be invited for an interview.

The Suitable candidates will be invited for a written test and an interview:

- Written test on a topic linked to the job description
- Interview with a panel

The recruitment will take place only upon a decision of the Appointing Authority of the JU.

Following this, the Selection Board will establish a reserve list of suitable candidates to be approved by the Executive Director.

Candidates are reminded that the different selection committees' works are 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.

Important information for candidates

Candidates are reminded that the selection committee's works are confidential. It is forbidden for candidates to make direct or indirect contact with its members or anybody else that does so, on their behalf.

10 REQUEST FOR REVIEW AND APPEAL PROCEDURES

A candidate who feels that she/he has been treated incorrectly may ask to have her/his application reconsidered by sending, within 20 days of the date of notification, a request for review via e-mail to: vacancies@chips-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 days of receipt of the request.

Appeal procedures

If the candidate considers that she/he has been adversely affected by a particular decision, she/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and the Conditions of employment of other servants of the European Union (CEOS), at the following address:

Executive Director

Chips JU

TO 56-60

B-1049 Brussels

Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see the Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 - <https://eur-lex.europa.eu/>) starts to run from the time the candidate is first informed of the outcome of the recruitment procedure).

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

Postal Address

L-2925 Luxembourg



The Executive Director does not have the power to amend the assessment decisions of the Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Committee 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 pursuant to Article 228 (1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman

1 Avenue du Président Robert Schuman – CS 30403

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 on the Functioning of the European Union.

11 CHIPS JU PRIVACY STATEMENT

The Chips JU may process your personal data on the basis of the European Regulation (EU) N°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 on the free movement of such data ("EUI-GDPR") as part of your job application with us (as temporary agent (TA), contract agent (CA), seconded national expert (SNE), interim staff or trainee. Find more about how the Chips JU processes personal data in the context of recruitment procedures in the dedicated [privacy statement](#).

12 INDEPENDENCE AND DECLARATION OF INTEREST

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.

If you have any complaints regarding the processing of your personal data by us, you may always contact us by sending an e-mail to dpo@chips-ju.europa.eu. If you remain unsatisfied with our response, you are free to file a complaint with the European Data Protection Supervisor (<https://edps.europa.eu>).