

## VACANCY NOTICE FOR POSITIONS OF

### Expert - Climate change - Contract Agent (FG IV)

#### Reference no. EEA/CA/2021/10

Please send us your application by no later than 10 January 2022 at midnight (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising an open competition with a view to establishing a reserve list for contract agents to work as experts on climate change. Candidates from a broad range of topic areas related to climate change are encouraged to apply.

#### THE AGENCY:

The EEA is an Agency of the European Union (EU). We have the mission to support sustainable development and to help achieve significant and measurable improvement in Europe's environment.

The current decade is critical for the European Union (EU) and its neighbouring countries towards achieving their environmental, climate and sustainability ambitions by 2050. The EEA plays a pivotal role by delivering data, information and assessments to support action. We are seeking to recruit new talent to help deliver the ambitions set out in our [new Strategy](#) and to support the many EU policies that rely on the knowledge provided by EEA and its country network Eionet. The EEA, as an agency of the EU, has a clear vision to deliver the data and knowledge needed to achieve Europe's climate ambitions. Successful candidates will join 250 staff and a 38-country network on this mission, and in doing so, operate within a set of core values that drive how we work: respect, professionalism, openness, positivity and trust.

#### JOB DESCRIPTION

The EEA seeks talented individuals across different topic areas in relation to EEA's core area of work on 'Climate change mitigation and adaptation':

1. Mitigation of climate change;
2. Adaptation to climate change;
3. Climate change impacts and vulnerability;
4. Climate finance;
5. Energy, mobility, food, human health and well-being, and ecosystems, in relation to climate change.

All these topic areas are clearly connected: addressing them demands new knowledge and new approaches to implement climate policies at various geographical and governance levels.

You will join an open, positive and multicultural team of enthusiastic experts. Under the responsibility of your Head of Group, reporting to the Head of Programme on Climate, Energy and Transport (see [organisational chart](#)), you will contribute to shaping, managing and delivering work within one of above-mentioned climate-related topic areas, ensuring the high quality of deliverables.

This includes responsibility for activities such as handling and analysing data and quantitative information at EU, national or local level in an EU policy context, developing and maintaining relevant indicators on a specific topic area, synthesising research and assessment findings into actionable policy-relevant messages, supporting policy processes as well as scientific and methodological developments, managing integrated assessments, and managing the activities and deliverables of contractors (e.g. involvement in procurement processes, definition of deliverables and follow-up).

You will work in close collaboration with colleagues across all EEA, and in partnerships with Eionet, EU institutions and other key stakeholders to deliver on initiatives of common interest. Such initiatives may address a variety of objectives including evaluating progress against EU climate-related policy objectives.

#### **ELIGIBILITY CRITERIA:**

Candidates applying must satisfy the following eligibility criteria on the closing date for the submission of applications:

- a) Successful completion of university studies attested by a degree relevant to the field concerned of at least 3 years, plus 1 year of appropriate professional experience;
- b) A minimum of 3 years of relevant professional experience after achieving the qualification set out above.

In addition, in order to be eligible a candidate must:

- Be a national of one of the member countries of the EEA (Member States of the European Union plus Iceland, Liechtenstein, Norway, Switzerland and Turkey);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a thorough knowledge of one of the languages of the EEA member countries and a satisfactory knowledge of another of these languages (corresponding to level B.2 of the Common European Framework of Reference for languages [CEFR](#));

- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.

Candidates should assess carefully and check before submitting their application whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

### **SELECTION CRITERIA:**

#### **Essential:**

(In your application, please provide examples from current or past work experience where these competencies have been applied).

- Professional experience of at least 1 year in performing analysis and assessments within or across the specified climate-related topic areas;
- Demonstrated knowledge of EU or international policy frameworks, policy cycles, institutional settings and networks, in relation to the specified climate-related topic areas;
- Professional experience of at least 1 year in collaboration, networking, stakeholder management or partnerships to jointly advance knowledge developments;
- Demonstrated project management skills (e.g. ability to plan, organise, monitor, and control projects) and experience in leading projects involving a variety of stakeholders;
- Excellent written and verbal communication and interpersonal skills\*;
- Excellent command of written and spoken English language, at least at level C1 in all categories according to the Common European Framework of Reference for Language.

\* Will only be tested at the stage of interview/written test.

#### **Advantageous:**

- Proven experience in communicating complex information to audiences of differing technical understanding and use of different communication modes to do so (written, verbal, web).

### **CONTRACTUAL CONDITIONS:**

The successful candidate will be offered a Contract Agent contract in accordance with Article 3a) of the [Conditions of Employment of Other Servants of the European Communities](#). The selected candidate will be employed for an initial time period of four years, renewable. Successful candidates who are recruited undergo an initial probation period of 9 months.

For information on salary, please see information published under [Contract Agents](#).

The place of work will be Copenhagen, Denmark.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to Contract Agents. These rules specify that:

*“An official shall carry out his duties and conduct himself solely with the interests of the Union in mind. He shall neither seek nor take instructions from any government, authority, organization or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Union.*

*An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.*

*Before recruiting an official, the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the appointing authority shall take this into account in a duly reasoned opinion. If necessary, the appointing authority shall take the measures referred to in Article 11a(2).”*

For further information on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union see:

[Staff Regulations](#)

#### **SELECTION PROCEDURE:**

A Selection Committee is set up for the selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The Selection Committee is bound by the principle of confidentiality as enshrined in Article 6 of Annex III to the Staff Regulations. This works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are eligible. Candidates admitted to a previous selection procedure will not automatically be eligible. **Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

In a spirit of transparency, and in order to align our working methods with current practice in certain Member States, the administration has decided to proceed with the publication of [names of Selection Committee members](#).

Should the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure, the candidate will be disqualified.

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria. The Selection Committee will invite to the interview and to the written test phase the best qualified candidates (maximum of 40). Should the case arise that there are various candidates scoring the same number of points in the 40th ranking, the number of candidates to be invited may be adjusted accordingly to accommodate this. The interview will be held in English and the candidate's knowledge of other languages will also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in the area of expertise required for the post. The test and the interview will take place online.

Following interviews and written tests the Selection Committee will submit the list of suitable candidates to the Appointing Authority who will decide on the establishment of a reserve list covering the topic areas. Recruitment for vacant positions will be based on availability of posts and budget and usually follow-up interviews will be conducted to decide on recruitment for a vacant post within a given topic area. Candidates shall note that inclusion on the reserve list does not guarantee recruitment.

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

Prior to contract signature, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including a police certificate confirming the absence of any criminal record;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.