

Vacancy Notice for a position of Senior HR Officer
in the Chips Joint Undertaking
Temporary Agent AD 05

Reference : Chips-2025-04-AD05-Senior HR Officer

Type of contract	Temporary agent 2f
Type of Post	Senior HR Officer
Type of publication	External
Function group/Grade	AD 05
Duration of contract	3 years (renewable)
Place of employment	Brussels, Belgium
Deadline for applications	18 January 2025, 23:59 (CET, Central European Time, Brussels time)
Reserve list valid until	31 December 2027
Number of persons to be recruited	1
Number of persons for the reserve list (estimated)	3

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1 INTRODUCTION

The Chips Joint Undertaking (Chips JU) 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>

2 POSITION ADVERTISED

2.1. Overall purpose

The Senior HR Officer reports directly to the head of administration and indirectly to the head of unit administration and finance. He/she will lead a team of 1,5 FTE.

She/he will be responsible for the general management of HR matters as described below, including selection and recruitment, learning and development and personnel administration and services.

2.2. Duties and responsibilities

The Senior HR Officer duties include:

In the field of General HR management

- Provide guidance, strategic advice and support on HR matters in the JU to staff and management;

- Ensure the correct application of the EU Staff Regulations and Conditions of Employment of Other Servants of the European Communities (CEOS) as well as relevant implementing rules;
- Develop, review and update the JU's HR implementing rules, policies and procedures, and ensure their implementation;
- Provide support to management and staff in the interpretation of rules, as well as guidance, information and advice on the implementation of HR policies and procedures;
- Ensure and promote compliance of HR-related data protection rules, in close liaison with the Data Protection Officer;
- Liaise with relevant services in the European Commission, the European Court of Auditors and other EU Institutions and Agencies on HR-related issues, as well as the other Joint Undertakings in view of synergies and efficiencies in back-office arrangements;
- Prepare public procurement and tender procedures and manage HR-related contracts;
- Promote a good working culture and team spirit within the JU, whilst looking after wellbeing of staff;
- Be responsible for staff annual appraisal, promotion and provide support and advice to management throughout the process and follow up of career performance management;
- Be responsible for the internal communication on HR related matters;
- Contribute to the drafting of strategic and planning documents, ensuring accuracy of reporting: Work Programme, Annual Activity Report, Financial Statement and similar documentation;
- Contribute to personnel budget planning and the monitoring of its execution in compliance with the approved budget and related financial and procurement rules;
- Collaborate with line managers, establishing good working partnerships to ensure effective organisational cooperation;
- Liaise with the Staff Committee and facilitate social dialogue on HR and staff matters;
- Participate in the common Back Office arrangements for HR Support with the other Joint Undertakings.

In the field of selection and recruitment

- Define and implement the multi-annual recruitment plan of the JU, identify the profiles needed and appropriate recruitment strategies;
- Lead the recruitment processes in line with the Staff Regulations, implementing rules, internal policies and represent HR in staff selection procedures;
- Provide advice and guidance on selection and recruitment procedures and participate in selection boards;
- Organise and manage selections for all types of positions including production of required documentation and communication with candidates.

In the field of Learning and development

- Manage the definition, implementation, and monitoring of general learning and development activities and coordinate them;
- Administer individual learning and development activities and databases and provide the administrative follow-up of training requests;
- Monitor contracts and liaise with relevant training providers;
- Manage the induction training scheme for newcomers;
- Provide feedback reports and data analysis on training needs and achievements and provide guidance in designing learning activities;
- Organise, monitor and support performance management ensuring its timely execution (annual appraisal exercise, objectives set-up, reclassification exercises).

In the field of personnel administration and services

- Coordinate the establishment and follow up on staff individual rights, benefits, obligations and contractual conditions;
- Ensure timely payment of staff salaries and allowances and sound financial management of the JU's HR-related budget;
- Organise and manage administrative procedures for staff entering or leaving the Joint Undertaking;
- Manage absences and working conditions;
- Maintain and supervise information on career, posts, job descriptions, organisational chart, time management, etc. in SYSPER.

3. ELIGIBILITY AND SELECTION CRITERIA

3.1. Eligibility criteria

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

a) 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 post ¹
- 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).

b) Education

On the closing date for applications, candidates must have:

- a level of education which corresponds to completed university studies attested by a diploma² when the normal period of university education is four years or more,
or
- a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;

3.2. Selection criteria

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

a) Essential criteria

- Minimum 3 years of full-time relevant professional experience in Human Resources Management (HRM). Please provide detailed examples of your professional experience, the areas of HRM covered and human resources strategies, policies and procedures that you have developed and implemented;
- Proven professional experience in staff planning and the preparation of HR programming/planning documents;
- Proven knowledge and experience in implementing the EU Staff Regulations, Conditions of Employment of Other Servants and their implementing rules;
- Proficient written and spoken English (level C1);
- Demonstrated professional experience of working at least two (2) years with EU-institutions and procedures.
- Excellent office management IT tools;
- Good analytical ability, problem-solving, and organisational skills;
- Accuracy, persistence, responsibility, resilience and creativity; ability to work both independently and as part of a team;
- Excellent interpersonal skills with an ability to interact and communicate at all levels inside and outside the organization;

¹ 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 Union

² Only qualifications issued by EU Member State authorities and qualifications recognized as equivalent by the relevant EU Member State authorities will be accepted

b) Advantageous criteria

- Professional experience in the implementation and use of HR IT tools (e.g.: SYSPER, e-recruitment tool, etc);
- Proven experience in financial management, control and supervision of budget execution of staff related expenditure including public procurement;
- A university degree or equivalent qualification in human resources, social sciences, law, psychology;
- Proven professional experience in coordinating the work of a team;
- Experience working in an international environment.

c) Behavioural competences

- Proven ability to work in a team in a multicultural, international and multidisciplinary environment;
- Excellent analytical, problem solving and organizational skills;
- Strong sense of confidentiality and integrity;
- Strong sense of responsibility, commitment and co-operation;
- Ability to establish and develop good inter-personal relations with a broad range of stakeholders in cross-cultural environments;
- Ability to multitask, to prioritise and to meet tight deadlines;
- Cooperative and supportive team player;
- Service-oriented, results-driven and flexible attitude;
- Good social skills and ability to communicate effectively.

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.

4. APPLICATION PROCEDURE

Candidates must submit an online application using SYSTAL vacancies portal.

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. 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: **Chips2025-04-AD05-SHRO**.

Candidates should assess and check before submitting their application that 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.

5. SELECTION PROCEDURE

A Selection Committee, appointed by the Executive Director 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 for an interview and a written test.

- Written test on a topic related to the job description,
- Interview with the Selection committee.

The Selection committee will establish a reserve list of suitable candidates to be approved by the Executive Director. The recruitment will take place only upon a decision of 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.

The selection committee has been appointed by the Executive Director on 26.11.2025. It is composed of:

- Anne Salaün, Head of Sector Administration, Chairperson (Chips JU),
- Cecilia Gonzalez Programme Officer, representing the Staff Committee (Chips JU),
- Raphaël Bagnarol, HR manager, External Member (CBE JU),
- Vanessa Méresse/Hanane El Fatmi HR observers (Chips JU).

6. 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.

The reserve list might be used by other Joint Undertakings to cover a similar position: 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 2027** and may be extended at the discretion of the Executive Director.

7. CONTRACTUAL CONDITIONS

The successful candidate will be appointed as a temporary agent at grade AD 05, pursuant to Article 2 (f) of the Conditions of Employment of Other Servants of the European Union, for a period of three years.

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 in any case not 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.

- Step 1: 5,973.44 €
- Step 2: 6,224.44 €

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>

8. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

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.

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9. 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.

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 procedure

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 from the time the candidate is first informed of the outcome of the recruitment procedure³.

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 committee. 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

³ [Staff Regulations of officials of the European Communities and the Conditions of Employment of other servants of the European Communities](#)

Functioning of the European Union:

European Ombudsman
1 Avenue du Président Robert Schuman – CS 30403
F-67001 Strasbourg Cedex

Complaints made to the Ombudsman have no suspensive 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. Find more about how the Chips JU processes personal data in the context of recruitment procedures in the dedicated [privacy statement](#).

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>).
