



October 2024

**Vacancy Notice for a post of Head of Unit for Administration and Finance  
in the Chips Joint Undertaking  
(AD10-11)**

Reference: Chips-2024-07-AD10/11-HoU (Admin and Finance)

**Closing date for submission: 03/11/2024, 23:59 (CET, Central European Time, Brussels).**

Type of contract	Temporary agent 2f
Type of Post	Head of Unit
Duration of contract	3 years, or current contract duration
Place of employment	Brussels, Belgium
Deadline for applications	03/11/2024 at 23:59 CET (Central European Summer Time / Brussels time)
Reserve list valid until	31 December 2025

Maximum number of persons to be selected for the reserve list: 8  
Number of Persons to be recruited: 1

**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 Undertaking 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>

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## 1 POSITION ADVERTISED

### a Overall purpose

The Chips Joint Undertaking is organising a recruitment for selecting a candidate for the position of Head of Unit Administration and Finance (hereinafter “Head of Administration and Finance”).

The Head of Administration and Finance is a key middle manager in the organisation, directly reporting to the Executive Director of the Chips Joint Undertaking. In her/his role as a manager, the successful candidate shall ensure that the different teams under her/his supervision deliver professional, efficient and timely services to the JU.

The Head of Administration and Finance has responsibility for human resources, budget and finance, legal affairs, governance and ICT.

She/he has to provide clear leadership, with an emphasis on cost effectiveness, efficiency, timeliness and sound management, and with maintaining a culture of customer service.

She/he will lead a staff of around 15-20 people split in two sectors, finance and administration. Each sector is led by a head of sector.

### b Duties and responsibilities

The tasks of the Head of Administration and Finance will include, among others, the following:

#### Management:

- Plan, organise, supervise and coordinate the work of the unit and monitor achievement of objectives, ensure effective distribution of duties and responsibilities in order to achieve the expected results and outputs using the resources allocated in the most effective and efficient manner and in compliance with existing rules;
- Define the work programme of the unit and coordinate the work of the team and its contribution to the objectives assigned;
- Manage staff under her/his supervision: discuss objectives, provide feedback, perform annual appraisals, address training needs, create a team spirit and an environment in which each staff member feels appreciated;
- Ensure planning, timeliness and compliance of selection and recruitment procedures for staff in the unit;

#### Budget and Finance:

- Develop and maintain the sound financial management of the organisation to ensure the regularity and legality of the financial transactions in accordance with the Joint Undertaking (JU) Financial Rules;
- Coordinate the overall JU budget and the resource estimates plan, and monitor their implementation;

- Supervise and further improve the financial circuits ensuring that financial workflows, procedures and systems are in place to maintain operational excellence, providing support to users of the common financial management and accounting systems, managing the budgetary procedure;
- Provide to the Accounting Officer the information necessary for the production of accounts giving a true image of the Joint Undertaking's assets and of budget implementation;
- Develop relevant guidelines and manuals of procedure for staff on financial circuits and ensure their implementation.

#### Legal affairs and procurement:

- Ensure that all legal affairs are well managed and procurement procedures, grant agreements and contracts are legally sound;
- Supervise and manage the overall planning and reporting on procurement needs, based on Units' inputs;
- Ensure that the procurements are carried out on time, in line with the needs of the organisation and in compliance with the Financial Regulation;
- Carry out ex-ante checks before contract notices are published.

#### Governance:

- Supporting the activities of the Governing Board, the Public Authorities Board and the Private Members' Board: acting as boards' secretariat, organizing meetings and written procedures, preparing decisions, setting up agenda;

#### Human resources :

- Coordinate the JU's human resources management and staff policies;
- Issue HR guidelines and policy actions;
- Oversee the implementation of efficient recruitment procedures in relation to the strategic implementation of the staff establishment plan;
- Support the management in the case of conflicts;
- Promote a healthy and safe working environment for JU staff;
- Ensure that human resources are managed in accordance with the needs of the JU.

#### Information technologies (ICT):

- Supervise the management of the IT work programme and ensure up-to-date technology is available for the JU;
- Manage the ICT operations activities (maintenance of information systems, management of the infrastructure, helpdesk coordination, security coordination);
- Manage the ICT development, business analysis and portfolio management work of the JU, including the drafting and monitoring of work plans, the allocation of resources and the execution of the approved portfolio.

#### Coordination, support, planning and reporting:

- Assist the Executive Director in the management of the JU by providing sound advice on administrative, legal and financial matters, and by contributing to the overall strategy and policies;

- Ensure a regular reporting to the Executive Director and relevant supervisory bodies, including the Governing Board, the European Commission, the European Court of Auditors and the budget authorities on the progress of the work under her/his responsibility;
- Liaise with the Members of the Joint Undertaking, EU institutions, other Joint Undertakings and external partners on all matters falling under the above portfolio;
- Oversee, in collaboration with the Management Team, the timely preparation of the work programmes and the coordination and timely finalisation of the Annual Activity Report of the JU;
- Provide critical input into how the JU develops both strategically and operationally as an organisation.

## 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 post<sup>1</sup>.

#### ii Education

On the closing date for applications, candidates must:

- Have a level of education which corresponds to completed university studies of at least four (4) years attested by a diploma<sup>2</sup>; and, after having obtained the diploma, at least 15 years full-time of appropriate professional experience;

OR

Have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma and, after having obtained the diploma, at least 16 years full-time of appropriate professional experience;

- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level) of another of these languages to the extent necessary for the performance of their duties

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<sup>1</sup> 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.

<sup>2</sup> Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

(candidates are invited to specify in their CV possible language certificates they have obtained, which can demonstrate their language skills).

Eligibility criteria must be fulfilled by the deadline for applications and maintained throughout the selection procedure and appointment.

## 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 in point 1(b).

Professional experience:

- Knowledge and demonstrated professional experience of at least 15 years in areas indicated in point 1(b);
- At least 5 years of management experience, with proven track-record in building, managing and motivating teams (*please indicate the size of the teams you managed and the number of years of management experience that you have*);
- Significant professional experience providing in-depth knowledge in more than one area of public administration;
- Professional experience in working in a multicultural, international and multidisciplinary environment;

Degree:

- A University degree in Law or Finance or HR management or Economics or Business Administration or Engineering or any other domain that is deemed relevant to the post;

Manager's skills:

- Excellent people management competences;
- 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 work within a team;

Specific skills linked to the post:

- Very good financial management competences and a sound understanding of ethics and procurement standards applicable to EU public administrations;
- Proven experience in dealing with complex legal matters;
- Very good knowledge of the EU Staff Regulations, Conditions of Employment of Other Servants of the European Union and related implementing rules;
- Very good knowledge of the EU Financial rules;

#### Soft skills:

- Excellent written and oral communication skills in English;
- Excellent analytical skills;
- Excellent negotiation and problem-solving skills;
- Service-oriented and results-driven attitude;

#### IT skills:

- Ability to use electronic office tools (Word, Excel, PowerPoint, SharePoint, Outlook, Internet, etc.).

#### ii Advantageous criteria

- Working experience in a field related to the duties in an international and/or multicultural environment;
- Knowledge of the Financial Regulation;
- Knowledge of ABAC;
- Knowledge of the Horizon 2020/Horizon Europe and/or DEP Framework Programmes;
- Working in a small team.

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 Executive Director, 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.

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 ASSESSMENT CENTRE

All applicants invited to the interview and written test shall take part in an assessment centre, unless they have already taken part in such an assessment centre in the course of the two years preceding the closing date for the receipt of applications<sup>3</sup>.

The assessment centre shall evaluate the applicants' potential and shall provide an in-depth analysis of managerial skills, adaptability and other core competencies. It shall comprise individual and/or group exercises as well as in-depth interviews focussed on management skills. The result of the assessment centre shall be taken into consideration by the Executive Director.

The Selection Committee will establish a reserve list of suitable candidates to be approved by the Executive Director.

## 5 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.

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 **31.12.2025** 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. 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.

## 6 CONTRACTUAL CONDITIONS

The successful candidate will be appointed as a Temporary Agent AD10-11, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union and will have to serve a probation period of 9 months.

- An AD10 grade will be granted to any external candidate or to a current staff member working for an EU institution with a grade AD10 or below,

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<sup>3</sup> If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, she/he may, at her/his request, be admitted to the assessment centre.

- An AD11 grade will be granted to staff working for an EU institution in a similar grade.

After an evaluation of the post holder's performance, the contract may be renewed in accordance with the Chips U 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.

**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>

## 7 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.

## 8 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.

## 9 APPLICATION PROCEDURE

For applications to be valid, candidates must submit an online application via SYSTAL: [KDT JU Careers Careers - Jobs \(selectminds.com\)](#)

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>

For the letter of motivation and the CV, only Word documents (.doc or .docx) or PDF documents (.pdf) will be accepted.

The application will be rejected if the dossier is incomplete.

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](mailto:vacancies@chips-ju.europa.eu)

Please remember to quote the reference of the vacancy for which you have applied in all correspondence: **Chips-2024-07-AD10/11-HoU (Admin and Finance)**.

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: 03/11/2024, 23:59 (CET, Central European Time, Brussels).**

## 10 SELECTION PROCEDURE

A Selection committee is nominated by the Executive Director of the Chips JU. After applications are screened, the Selection committee 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 (about 1 hour),
- Interview with a panel (about 45 minutes).

The recruitment will take place only upon a decision of the Executive Director of the JU.

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

### **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.

## **11 REQUEST FOR REVIEW AND APPEAL PROCEDURES**

### **Request for review**

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](mailto: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 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 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 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.

## 12 CHIPS JU PRIVACY STATEMENT

The Chips JU, like other EU institutions, bodies, agencies and offices (EU institutions), may process your personal data (also known as personal information) for a number of reasons, from dealing with public requests for information, staff matters, procurement contracts, grant agreements etc.

This privacy statement governs the processing of 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") by the Chips Joint Undertaking 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 Chips JU Privacy Policy [on our website here](#).

## 13 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.