

## Annex to the Vacancies Notices

### Table of contents

|    |                                                |   |
|----|------------------------------------------------|---|
| 1. | Application procedure .....                    | 2 |
| 2. | Selection and appointment procedure .....      | 3 |
| 3. | Independence and declaration of interest ..... | 4 |
| 4. | Equal opportunities .....                      | 4 |
| 5. | Protection of personal data .....              | 4 |
| 6. | Appeal procedure .....                         | 4 |

# 1. Application procedure

## **Important information for candidates**

- For applications to be valid, candidates must submit an online application via the Global Health EDCTP3 Joint Undertaking (Global Health EDCTP3) online application tool at <https://aa293.referrals.selectminds.com/edctp3>.
- The online tool is the only acceptable means of submitting job applications. It allows candidates to enter their application until the deadline in order to make changes. Applications sent via e-mail or post are not accepted. The evaluation of a candidature will be based solely on the online application.
- In order to submit their application, candidates will have to create a Global Health EDCTP3 account and fill in an application form.
- Candidates are requested to ensure that they provide in their application form the correct e-mail address as this will be the main channel of communication for correspondence relating to the selection procedure.
- It is the responsibility of the candidates to complete the online applications before the submission deadline stated in the vacancy notice. Candidates are advised not to wait until the last few days before applying as heavy internet traffic or a problem with the internet connection could lead to your application being interrupted. After the closing date, applications will no longer be accepted.
- Applications shall be made in English to be considered. In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in English.
- The application form may contain specific questions related to the position and they are meant to verify and assess the eligibility and the suitability of the candidate to the job. When filling in their application, candidates are requested to provide examples of their professional experience and competences.
- Candidates with a disability or a condition which might require special arrangements for taking the tests
- 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 of the procedure if requested.
- Questions regarding selection procedures and/or technical issues while filling in the application form or their candidate profile can be sent to [jobs@global-health-edctp3.europa.eu](mailto:jobs@global-health-edctp3.europa.eu).
- Please remember to quote the reference of the vacancy in all communications regarding the selection procedure.

## 2. Selection and appointment procedure

### 2.1 Selection Committee

For each selection process, a Selection Committee is nominated by the Executive Director of Global Health EDCTP3. A Selection Committee is composed of at least 3 members (and alternates), including a member designated by the Global Health EDCTP3 Staff Committee.

The names of the Selection Committee members will be communicated to the shortlisted candidates in the invitation letter to their assessment.

Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning the selection procedure. The Selection Committee's internal proceedings are strictly confidential and any contact with its members is strictly forbidden. The Chair of the Selection Committee reserves the right to disqualify any candidate who disregards these instructions.

### 2.2 Screening of applications

After applications are screened, the Selection Committee, based on the vacancy notice and on elements of the application, will draw up a shortlist of candidates to be invited for an assessment (interview and/or written test), which will be held remotely. The candidates not invited to the assessment will be informed that they were not selected.

The assessment evaluates the following:

- The candidate's motivation and understanding of the position.
- The candidate's skills with reference to the job description.
- The candidate's knowledge of the field in which the Joint Undertaking operates.
- The candidate's general aptitudes and language abilities as necessary for the performance of their duties.

The assessment will be conducted in English.

### 2.3 Appointment and reserve list

The Executive Director, who is the Appointing Authority, will select the successful candidate to be offered 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 of Global Health EDCTP3 <sup>1</sup>.

The reserve list may be used in order to fill vacant positions within Global Health EDCTP3 and shared with other Joint Undertakings (JUs).

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on the availability of posts and budget.

The reserve list will be valid until **31 December 2026** and may be extended at the discretion of the Appointing Authority.

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<sup>1</sup> 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 Communities.

### 3. Independence and declaration of interest

The successful candidate will be required to make a declaration of their commitment to act independently in the public interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

### 4. Equal opportunities

Global Health EDCTP3, as a European Union body, applies a policy of equal opportunity for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions or opinions, financial situation, disability, age, sexual orientation, marital status or family situation.

### 5. Protection of personal data

Regulation (EU) 2018/1725 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 and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter "the Regulation") applies to the processing of personal data carried out by GH EDCTP3 JU.

Global Health EDCTP3 protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

The Global Health EDCTP3 Privacy Policy describes the measures taken to protect your personal data with regard to the data processing operations in the context of the recruitment of staff. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

More information on Data Protection at GH EDCTP3 JU can be obtained in the Data Protection Register and in the Privacy Notices published on the Global Health EDCTP3 website: [https://www.global-health-edctp3.europa.eu/about-us/vacancies-0\\_en#data-protection](https://www.global-health-edctp3.europa.eu/about-us/vacancies-0_en#data-protection).

### 6. Appeal procedure

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

## 6.1 Request for review of the decision taken by the Selection Committee

After receiving the letter notifying the candidate of the decision taken by the Selection Committee, he/she may submit a written request for a review of such a decision, within 10 calendar days from the date when the letter/e-mail notifying him/her of the decision was sent to him/her, setting out the reasons for the request to the following e-mail address: [jobs@global-health-edctp3.europa.eu](mailto:jobs@global-health-edctp3.europa.eu)

## 6.2 Appeals

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations at the following address:

### Global Health EDCTP3 Joint Undertaking

For the attention of Dr Michael Makanga, Executive Director  
TO 56  
1049 Brussels, Belgium

The complaint must be lodged within three months, starting from the date the Global Health EDCTP3 notifies the candidate of the act adversely affecting him/her.

Should the complaint be 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 of Officials and Conditions of Employment of Other Servants of the European Union before:

The Court of Justice of the European Union  
Rue du Fort Niedergruenewald  
L-2925 Luxembourg  
[https://curia.europa.eu/jcms/jcms/T5\\_6308](https://curia.europa.eu/jcms/jcms/T5_6308)

## 6.3 Complaint to the European Ombudsman

Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union:

Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to Global Health EDCTP3. Any complaint to the Ombudsman must be made within two years of receiving the Joint Undertaking's final position on the matter. (<http://www.ombudsman.europa.eu>).

### The European Ombudsman

1 avenue du Président Robert Schuman  
CS 30403  
F-67001 Strasbourg Cedex  
FRANCE  
<http://www.ombudsman.europa.eu/start.faces>

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations for lodging complaints or submitting

an appeal before the General Court according to Article 270 of the Treaty on the Functioning of the European Union.