Global Health
EDCTP3

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Annex to the Head of Operations Vacancy Notice
Reference: GHEDCTP3/2026/TA/06

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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.
- Please remember to quote the reference of the vacancy in all communications regarding the selection procedure.

2. Selection procedure

2.1 Pre-Selection Committee

The Executive Director of the GH EDCTP3 JU nominates a pre-selection Committee composed of at least 3 members, including a member designated by the Staff Committee of the GH EDCTP3 JU or another EU Institution.

The names of the pre-selection Committee members will be communicated to the candidates in the invitation letter to their pre-selection phase.

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

2.2 Screening of applications and pre-selection phase

After applications are screened, the pre-selection Committee, based on the vacancy notice and on elements of the application, will draw up a list of candidates to be invited for a written test and interview, which will be held in Brussels or remotely. The candidates not invited will be informed that they were not selected.

The selection phase will be conducted in English and will consist of a written test and an oral interview in order to assess:

- 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.

Following the pre-selection phase, the pre-selection Committee will draw up its conclusion and establish a reserve list of suitable candidates to participate in a management assessment centre run by external consultants.

2.3 Assessment centre

All shortlisted applicants by the pre-selection Committee 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. 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, he/she may at his/her request be admitted to the assessment centre.

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.

3. Appointment and reserve list

The Appointing Authority and one member of a grade a management function equal to that of the function to be filled shall interview the short-listed candidates. The Appointing Authority will select the successful candidate to be offered the post. The result of the assessment centre shall be taken into consideration by the Appointing Authority. 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 [1].

The reserve list may be created and may be used to fulfil other positions within the Global Health EDCTP3 depending on the needs of the Joint Undertaking.

If candidates are included in the reserve list of suitable candidates for this selection procedure, thier personal data may be shared - subject to candidate's explicit consent - with other EU Agencies or Joint Undertakings[2] seeking to fill similar positions. This will allow the suitable candidates to be considered for additional job opportunities across multiple EU Agencies and Joint Undertakings, only if needed in the future. The candidate's explicit consent will be sought each time another EU Agency or Joint Undertaking requests access to the reserve list of suitable candidates.

The reserve list will be valid until **31 December 2028** and may be extended at the discretion of the Appointing Authority.

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 Global Health EDCTP3 may decide at any time during the procedure not to pursue the recruitment.

[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 Communities.

[2] In accordance with the *Memorandum of Understanding (MoU) on the Sharing of Reserve Lists of Suitable Candidates among EU Agencies and Joint Undertakings*, signed on 8 June 2026, only participating EU Agencies and Joint Undertakings explicitly listed in the relevant vacancy notice are entitled to use the resulting reserve list to meet their recruitment needs.
The participating organisations covered by this arrangement are: European Cybersecurity Competence Centre (ECCC), European High Performance Computing Joint Undertaking (EuroHPC JU), Agency for the Cooperation of Energy Regulators (ACER), Chips Joint Undertaking (Chips JU), Authority for Anti-Money Laundering and Countering the Financing of Terrorism (AMLA), European Centre for the Development of Vocational Training (Cedefop), European Banking Authority (EBA), Clean Aviation Joint Undertaking (CA JU), European Union Agency for Railways (ERA), European Union Agency for Criminal Justice Cooperation (Eurojust), European Insurance and Occupational Pensions Authority (EIOPA), Clean Hydrogen Partnership (Clean Hydrogen JU), Circular Bio-Based Europe Joint Undertaking (CBE JU), European Union Agency for Cybersecurity (ENISA), European Union Agency for Law Enforcement Training (CEPOL), SESAR Joint Undertaking (SESAR 3 JU), Smart Networks and Services Joint Undertaking (SNS JU), European Labour Authority (ELA), and Innovative Health Initiative Joint Undertaking (IHI JU).
An EU Agency or Joint Undertaking joining the MoU after the publication of a vacancy notice shall not be entitled to use the reserve list established through that selection procedure.

4. Conditions of employment

The successful candidate will be recruited as a Temporary Agent pursuant to article 2(f), AD11, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union, for a period of three years, with a probation period of 9 months and a managerial trial period.

After an evaluation of the post holder's performance, and subject to budget availability, the term of office may be extended. The period of engagement will not in any case exceed the lifetime of the GH EDCTP3 JU.

Information reserved for applicants employed under Article 2(f) of the CEOS, in EU Institution other than GH EDCTP3 JU:

According to GH EDCTP3 JU Governing Board decision EDCTP3-GB-DEC-2022-7 adopting the implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS, and in particular Article 12 (2), if a successful applicant from this external procedure, on the closing day for applications, as well as on the day of taking up duty at GH EDCTP3 JU:

- Is a member of temporary staff under Article 2(f) of the CEOS, and
- Is employed within their agency in function group and grade included in the range "AD10 – AD12",

GH EDCTP3 JU shall offer the applicant, in writing, the opportunity either:
a) To be assigned to the post by means of internal mobility, as per Article 10 of EDCTP3-GB-DEC-2022-7. In this case the contract at GH EDCTP3 JU will be in continuity with the contract of the previous EU Institution (namely with regard to grade, step, seniority in step, and duration).
OR

b) In case the eligibility, qualification and professional experience requirements for the grade indicated in this vacancy notice, (AD11) are met, to be assigned to the post on the basis of a new contract (first fixed-term) of three years duration, subject to the probationary period of 9 months, at the grade indicated in the vacancy notice (AD11).

Remuneration:

The successful candidate who is offered a contract of employment will be graded on entry into service in the relevant step (1 or 2), according to the length of his/her professional experience.

The basic monthly salaries for a Temporary Agent AD 11, as of 1 July 2026 in Brussels, are:

step 1: EUR 13.436,61

step 2: EUR 14.001,23

In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation or foreign residence allowance, family allowances including household allowance, dependent child allowance, pre-school allowance and an education allowance.

The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

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 (CEOS) of the European Union, which is available on the following web page:

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

The place of employment is Brussels, where the [Organisation] JU premises are located. Flexible hybrid working arrangements, within EU rules, combining on a weekly basis, presence at the office and teleworking are currently in place at the JU.

5. 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.

6. 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.

7. 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.

8. Appeal procedure

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

8.1 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

8.2 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

8.3 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.