

# Call for expression of interest for Seconded National Experts

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## Introduction

The Innovative Medicines Initiative 2 Joint Undertaking (IMI2 JU) is working to improve health by speeding up the development of, and patient access to, innovative medicines, particularly in areas where there is an unmet medical or social need. It does this by facilitating collaboration between the key players involved in healthcare research, including universities, the pharmaceutical and other industries, small and medium-sized enterprises (SMEs), patient organisations, and medicines regulators. IMI2 JU is a partnership between the European Union and the European pharmaceutical industry, represented by the European Federation of Pharmaceutical Industries and Associations (EFPIA).

With a €3.3 billion budget for the period 2014-2024, IMI2 JU is the world's biggest public-private partnership (PPP) in the life sciences. Half of IMI2 JU budget (€1.638 billion) comes from Horizon 2020, the EU's framework programme for research and innovation. This will match €1.425 billion committed to the programme by EFPIA companies, plus up to €213 million that could be committed by other life science industries or organisations that decide to contribute to IMI2 JU as members or associated partners in individual projects.

The specific goal of IMI2 JU is to develop next generation vaccines, medicines and treatments, such as new antibiotics. It will build on the successes and lessons learnt under IMI's first phase. It brings together companies, universities, public laboratories, innovative small and medium-sized enterprises (SMEs), patient groups and regulators in collaborative projects to pave the way for breakthrough vaccines, medicines and treatments to tackle Europe's growing health challenges, and secure the future international competitiveness of Europe's pharmaceutical industry.

For more information please visit the IMI2 JU website: [www.imi.europa.eu](http://www.imi.europa.eu).

## Job description

The job holder shall assist IMI in bringing its Patient Engagement Strategy to the next level. From the outset IMI has involved patients in its projects, in developing its engagement strategy and in training patients in order for them to engage in IMI activities as equal partners with researchers and clinicians from the public and private sectors. IMI has listened to the needs expressed by patients and will now create an IMI Patient Community which will give the patient voice a more prominent position in IMI both strategically and operationally. This position will report to the Head of Scientific Operations.

The job holder's main tasks will be the following:

- In collaboration with the IMI science and Communication teams, and relevant external stakeholders, coordinate and implement the patient engagement strategy of IMI
- Drive the creation of the IMI Patient Community (IMI PC)
- Ensure that a transparent and credible process is developed for the appointment, renewal and replacement of the members of the IMI PC and monitor its implementation
- Put in place the Terms of Reference of this community, organise the meetings and communicate the outputs internally and externally
- Coordinate the interactions between members of the IMI PC and report internally on IMI PC activities to the IMI2 JU's advisory bodies (States Representatives Group, Scientific Committee, Strategic Governing Groups) and reporting to the Governing Board

## Qualification and experience required

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

### Eligibility criteria

Be nationals of a Member State of the European Union or EFTA;

- Be employed by a public administration of a Member State of the European Union or EFTA for at least 1 year before the start of the secondment and guarantee to remain in the service of the current employer throughout the period of secondment;
- Have at least 3 years' experience of administrative functions;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of a second of these languages to the extent necessary to perform his/her duties;

## Selection criteria

### Essential

- Very good command of written and spoken English; English being the vehicular language in IMI2 JU;
- A highly experienced professional with a background in patient engagement. The incumbent must have relevant experience and knowledge of patient engagement strategies in the innovative medicines space;
- A requirement for demonstrated excellence on facilitation across different sectors/disciplines;
- A knowledge of the medicines development cycle (applicants **must** state in their application how they have obtained the knowledge);
- Ability to network and interact effectively with patients and other stakeholders
- A University degree in a relevant field.

## Advantageous

- Knowledge of the mission and organization of IMI2 JU;
- An advanced university degree (Master or higher) in a relevant field.

Candidates invited to the interviewing process will also be assessed on the following criteria that are essential to the post:

- A requirement for excellent demonstrated organisational skills;
- Excellent communication skills;
- Ability to work in a complex multicultural team environment;
- Ability to set priorities.

## Selection and Appointment Procedure

For each selection process a Selection Committee is nominated by the Appointing Authority. After applications are screened, the Selection Committee, basing itself on elements of the application, will draw up a shortlist of candidates to be invited for an interview. After the interviews, the Selection Committee will establish a reserve list of the most suitable candidates to occupy the position advertised. From this list, suitable candidate(s) may be recruited upon decision of the Appointing Authority. The IMI2 JU may decide at any time of the procedure not to pursue with the recruitment.

A binding commitment can only be made after the verification of all conditions.

## Equal opportunities

The IMI2 JU, as a European Union body, applies a policy of equal opportunities and no discrimination in accordance with article 1d of the Staff Regulations<sup>1</sup>.

## Conditions of Employment

The secondment will be governed by the IMI2 IU Governing Board Decision n° 18 of 23.06.2016 laying down rules on the secondment of national experts (SNE) to IMI2 JU (document IMI2-GB-DEC-2016-18). The rules governing the use of Seconded National Experts can be found on the website of IMI2 JU: <http://www.imi.europa.eu/work-for-us/job-opportunities>

The period of engagement will be 2 years and in any case it will not exceed the lifetime of the IMI2 JU.

The place of employment will be Brussels, where the Joint Undertaking premises are located.

## Application procedure

Applications should be forwarded to the IMI2 JU by the Permanent Representations of the European Union Member States, the EFTA Secretariat or administrations of the IGOs and, in order to be valid, must include the following:

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<sup>1</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

- a detailed curriculum vitae in Europass CV format in English (see <http://europass.cedefop.europa.eu> );
- a letter of motivation (1 page maximum);
- a letter from their national administrations that they will authorize rapidly the secondment and confirming the employment of the candidate for the last 1 year, and during the whole period of secondment at IMI2 JU.

For the above documents, only Word (.doc or .docx) or PDF documents (.pdf) will be accepted. The maximum file size is 2 MB.

The application will be rejected if the dossier is incomplete.

Applications shall be forwarded to the IMI2 JU by the Permanent Representations of the European Union Member States, the EFTA Secretariat or administrations of the IGOs.

Incomplete applications will be disqualified and treated as non-eligible.

In order to facilitate the selection process, all correspondence to candidates will be in English.

### **Closing date**

Applications must be submitted by **30 November 2017, 23:59 CET** (Central European Time / Brussels time).

### **Important Information for Candidates**

Candidates are reminded that the Selection Committee's work is confidential. It is forbidden for candidates to make direct or indirect contact with their members or to ask anybody else to do so, on their behalf.

## **Protection of personal data**

Please note that the personal information that IMI2 JU requests from applicants will be processed in line with Regulation (EC) 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (hereinafter referred to as the Data Protection Regulation).

As laid down in Articles 11 and 12 of the Data Protection Regulation, IMI2 JU provides candidates with the following information prior to their application:

Identity of the controller: IMI2 JU

#### **Purpose of processing:**

- To organize selection procedures with the aim of managing applications and the various stages of these selections,
- To manage and check the use of the reserve lists.

#### **Data concerned:**

The data of candidates registered for these selections.

Candidates are free to give their data on a voluntary basis, although failure to reply will exclude them automatically from recruitment.

### **Type of data processed:**

- Identification details: personal data allowing the candidate to be identified, i.e. surname at birth, first name, surname currently used, date of birth, and e-mail address,
- Information provided by the candidate to allow the practical organization of pre-selection and other tests, i.e. street, postcode, town, country, sex, telephone, fax, language for correspondence, and any disability,
- Selection criteria information: information provided by the candidate to distinguish its suitability and eligibility for the post advertised e.g. citizenship, language knowledge, degree (year awarded), title, name of the awarding body, professional experience,
- Information provided by the candidate to support claims for the reimbursement of travel costs for interview or medical visits (e.g. passport details and bank account details) and documents to support other claims to which the candidates may be entitled to during the selection and recruitment process,
- Results of the pre-selection, written and oral tests: on this basis comprehensive statistics are kept to guarantee the transparency of the procedure,
- At the stage of recruitment: commitments from the candidate to adhere any security checks and other related details; original documents provided by the candidate to support the information given during the selection.

### **Legal basis:**

- The Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities, laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of the Council, as last amended by Council Regulation (EC, Euratom) No 23/2005,
- The IMI2 JU Regulation, Council Regulation (EC) No 557/2014 of 6 May 2014.

### **Recipients of the data processed:**

The administrative staff responsible for processing the files, the Selection Committees and the Appointing Authority. If appropriate, access may be given to IMI2 JU Audit Manager, the European Court of Auditors (for audit purposes), members of IMI2 JU legal and finance team, the Human Resources team and the accountant (for reimbursement purposes), the OLAF, the Civil Service Tribunal and the European Ombudsman (for investigation purposes).

### **Lawfulness of processing:**

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities (recruitment of personnel).

### **The data subject's rights:**

Candidates have the right to access and rectify their data. They have the right to send updated online applications and rectify incorrect or inaccurate data, by contacting the email address provided in the vacancy notice in question before the deadline for submission of the application elapses. After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only. When candidates contest the accuracy of data, the data is immediately blocked for the period necessary for verifying the accuracy and completeness of data. After the closing date of submitting applications, rectification of data related to the eligibility and selection criteria is not possible. Candidates are also entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

### **Date when processing starts:**

Date of application.

**Time limits for storage:**

IMI2 JU will store the applications for different periods depending on the outcome of each application:

- Successful candidates: personal data that are stored in their personal file will be stored for 7 years as of the termination of employment or as of last pension payment.
- Candidates included on a reserve list but not recruited: the data will be stored for 2 years after the end of the reserve list period. Non-successful candidates: the data will be stored for a maximum of 2 years following the Appointing Authority's approval of the outcome of the selection procedure.
- Information provided by the candidate to support claims for the reimbursement of travel costs for interview or medical visits (e.g. passport details and bank account details) and documents to support other claims to which the candidates may be entitled to during the selection and recruitment process will be held for five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate, in accordance with IMI2 JU Financial Rules.

**Contact information:**

- The data protection officer of the IMI2 JU: [data-protection@imi.europa.eu](mailto:data-protection@imi.europa.eu)
- The IMI2 JU HR team: [vacancies@imi.europa.eu](mailto:vacancies@imi.europa.eu)
- The European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

## Appeals

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint, at the following address:

The Executive Director  
Innovative Medicines Initiative 2 Joint Undertaking  
Avenue de la Toison d'Or 56-60  
B-1060 Brussels  
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure start to run from the time IMI informs the candidate by email.

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

The European Union Civil Service Tribunal  
Rue du Fort Niedergruenewald  
L-2925 Luxembourg

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the statute of the Ombudsman and the implementing provisions adopted by the Ombudsman. Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to IMI2 JU. Any complaint to the Ombudsman must be made within two years of receiving the Agency's final position on the matter. (<http://www.ombudsman.europa.eu>).