

Annex to the vacancy notice

1 How to submit your application

- For applications to be valid, candidates must submit an online application via the IHI JU online application tool at <https://aa293.referrals.selectminds.com/ihi>
- 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 an IHI account and fill in an application form.
- 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.
- The application form is only available in English. In order to facilitate the recruitment procedure, candidates are kindly invited to fill in their application form in English and communication with candidates concerning this vacancy will be in English.
- 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 strongly advised not to wait until the last few days before the deadline** since heavy internet traffic or a problem with their internet connection could lead to not being able to submit the application on time.
- Candidates are reminded that the selection committee's **work is confidential**. It is forbidden for candidates to make direct or indirect contact with the selection committee members or to ask anybody else to do so on their behalf.
- Candidates with a disability or a condition which might require special arrangements for taking the tests are kindly invited to fill in the relevant information in the online application form.
- 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.

- The personal information that IHI JU requests from applicants will be processed in line with Regulation (EU) 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 and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter referred to as the Data Protection Regulation). More information can be found here: [IHI Privacy Statement](#)
- All candidates will be informed of the outcome of the selection procedure.
- Questions regarding selection procedures can be sent to the IHI HR Team via vacancies@ihi.europa.eu. Please remember to quote the reference of the vacancy(ies) for which you have applied in all correspondence.
- Information concerning the status of the selection procedure can be found at the following address: www.ihi.europa.eu/job-opportunities
- If candidates encounter technical issues while filling in the application form or their candidate profile, or during the selection procedure, they should contact IHI HR Team at vacancies@ihi.europa.eu.

2 Selection procedure

For each selection process, a selection committee is nominated by the Executive Director of the IHI JU.

The screening of applications will be carried out using the information provided by candidates in the online application form, and in particular the information provided in the section "Job specific questions", which candidates must complete.

After applications are screened, the selection committee, based on the vacancy notice and on elements of the application, will draw up a list of the best-qualified candidates to be invited for an interview, which will be held in Brussels or remotely.

The interview will consist of a written test and an 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.

The selection committee may also decide to include additional tests.

The interview will mainly be held in English, but knowledge of other EU languages may also be tested. Based on the results of the interviews and any additional tests, the selection committee will draw up a shortlist of candidates.

Native English speakers will be expected to demonstrate their knowledge of a second EU language¹.

¹ Article 28(f) of the Staff Regulations of Officials of the European Communities.

Further assessments such as psychometric testing or assessment centres may be organised for certain positions.

All shortlisted candidates for managerial positions who are invited to the interview with the Executive Director will also be asked to take part in an assessment centre. The assessment centre is carried out by an external consultant.

Appointment and reserve list

The recruitment will take place upon a decision of the IHI JU Executive Director (the Appointing Authority).

The Executive Director of the IHI JU will select a successful candidate from the reserve list and offer them the post. A binding commitment can only be made after the verification of all conditions² and will take the form of a contract signed by the Appointing Authority of the IHI JU.

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.

The reserve list could be used to fulfil other positions within the IHI JU depending on the needs of the Joint Undertaking and will be valid until the date indicated in the relevant vacancy (the validity of the reserve list may be extended).

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 IHI JU may decide at any time during the procedure not to pursue the recruitment.

The IHI JU, as a European Union body, applies the principles of equal opportunities and non-discrimination in accordance with article 1d of the Staff Regulations,

3 Requests, complaints and appeals

3.1 Requests for feedback

Candidates can request feedback regarding their results. They should expect to receive an answer at the latest within 15 working days from the request.

Please note that the request for feedback does not extend the deadlines to submit a request for internal review or administrative complaint under Article 90(2) of the Staff Regulations.

3.2 Requests for internal review

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, setting out the reasons for the request to the following e-mail address: vacancies@ihi.europa.eu. Request for review can be submitted either by email or by post in both cases, request for review has to be submitted **within 10 days for the date written on the notification on the decision**. The date of the email or postmark will be evidence of timely submission. Please indicate the name used in your application clearly in all correspondence.

² Before the appointment, a successful candidate shall undergo a medical examination by the medical services of the Commission in order that the IHI JU may be satisfied that she/he fulfils the requirement of article 28(e) of the Staff Regulation of the Officials of the European Communities.

3.3 Administrative complaints

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 to the Executive Director of IHI JU within the time limits provided for at the following address:

Innovative Health Initiative Joint Undertaking

For the attention of the Executive Director
IHI JU • TO 56 • 1049 Brussels
Belgium

Or it can be submitted at the following address: vacancies@ihi.europa.eu

Deadline: The complaint must be lodged within three (3) months, from the date on which the contested decision was notified to the candidate or from the date by which a decision should have been made.

Information to be provided: the complainant shall indicate clearly the decision she/he wishes to contest and on what grounds.

Complaints received after the deadline will not be taken into account.

3.4 Judicial appeals

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>

3.5 European Ombudsman

All EU citizens and residents can make a complaint to the European Ombudsman pursuant to Article 228 of the TFEU.

Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see Sections 2 and 3).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

please consult the website of the European Ombudsman <http://www.ombudsman.europa.eu>