



Vacancy for the post of Head of Unit Administration, Finance and Corporate Support (Temporary Agent 2f – AD10) in the European High performance Computing Joint Undertaking (EuroHPC) and establishment of a reserve list

REF.: EuroHPC/2023/02

Publication	External
Title of function	Head of Unit Administration, Finance and Corporate Support (EuroHPC JU)

1. BACKGROUND

The European High Performance Computing (HPC) Joint Undertaking (EuroHPC JU) was established by the Council Regulation of 2021/1173 of 13 July 2021 establishing EuroHPC JU and repealing the Council Regulation (EU) 2018/1488 of 28 September 2018. The mission of the Joint Undertaking is to develop, deploy, extend and maintain in the Union a world-leading federated, secure and hyper-connected supercomputing, quantum computing, service and data infrastructure ecosystem; to support the development and uptake of demand-oriented and user-driven innovative and competitive supercomputing systems based on a supply chain that will ensure components, technologies and knowledge limiting the risk of disruptions and the development of a wide range of applications optimised for these systems; and, to widen the use of that supercomputing infrastructure to a large number of public and private users, and support the twin transition and the development of key skills for European science and industry. The overall objectives of the Joint Undertaking are:

(a)

to contribute to the implementation of Regulation (EU) 2021/695 and in particular Article 3 thereof, to deliver scientific, economic, environmental, technological and societal impact from the Union's investments in research and innovation, so as to strengthen the scientific and technological bases of the Union, deliver on the Union strategic priorities and contribute to the realisation of Union objectives and policies, and to contribute to tackling global challenges, including the Sustainable Development Goals by following the

principles of the United Nations Agenda 2030 and the Paris Agreement adopted under the United Nations Framework Convention on Climate Change¹;

(b)

to develop close cooperation and ensure coordination with other European Partnerships, including through joint calls, as well as to seek synergies with relevant activities and programmes at Union, national, and regional level, in particular with those supporting the deployment of innovative solutions, education and regional development, where relevant;

(c)

to develop, deploy, extend and maintain in the Union an integrated, demand-oriented and user-driven hyper-connected world-class supercomputing and data infrastructure;

(d)

to federate the hyper-connected supercomputing and data infrastructure and interconnect it with the European data spaces and cloud ecosystem for providing computing and data services to a wide range of public and private users in Europe;

(e)

to promote scientific excellence and support the uptake and systematic use of research and innovation results generated in the Union;

(f)

to further develop and support a highly competitive and innovative supercomputing and data ecosystem broadly distributed in Europe contributing to the scientific and digital leadership of the Union, capable of autonomously producing computing technologies and architectures and their integration on leading computing systems, and advanced applications optimised for these systems;

(g)

to widen the use of supercomputing services and the development of key skills that European science and industry need.

Members of the Joint Undertaking are the European Union represented by the Commission, Member States and Associated Countries to the Framework Programme Horizon 2020, and the three private associations European Technology Platform for High Performance Computing (ETP4HPC) Association and the Big Data Value Association (BDVA/DAIRO) and the European Quantum Industry Consortium (QUIC).

The EuroHPC Joint Undertaking is located in Luxembourg.

For further information, please consult the following website: <https://eurohpc-ju.europa.eu/ju.europa.eu> or send your question to the Functional Mailbox recruitment@eurohpc-ju.europa.eu, quoting the post reference code **EuroHPC/2023/02** and your family name.

¹ OJ L 282, 19.10.2016, p. 4.

2. DUTIES AND RESPONSIBILITIES LINKED TO THE POST

Overall purpose

The Head of Administration, Finance and Corporate Support Unit will be responsible for managing the human, IT and financial resources of the JU according to the principle of sound financial management and in compliance with underlining regulations. In collaboration with the Internal Control and Audit Officer, he/she will also be responsible for implementing internal controls aiming at providing reasonable assurance regarding the achievement of objectives relating to operations, reporting, and compliance.

The responsibilities of the Head of Administration, Finance and Corporate Support Unit include:

(Business) Management and planning

- Provide support to the Executive Director in the management of EuroHPC JU by providing him with sound advice on administrative, HR and financial matters, and by contributing to the overall strategy and policies,
- Coordinate and implement, in cooperation with the HR team, the human resources management and staff policies,
- Coordinate the development and ensure the implementation of the administrative work programme of the JU,
- Contribute to the definition of the Joint Undertaking strategic objectives, work programme and specific objectives, in relation to the different activities of the Unit in collaboration with the other services and teams of the Joint Undertaking,
- Ensure the effective planning and management of the activities of the Administration, Finance and Corporate Support Unit (assuring monitoring of deadlines, progress and fulfilment of objectives),
- Promote a healthy and safe working environment for the JU staff support the management of staff conflicts,
- Contribute to the Annual Work Programme of the JU, with specific input on budget, human resources requests and other administrative aspects,
- Ensure that the administrative arrangements and contracts are in place and are adequately implemented in order to deliver on the JU's objectives,
- Provide critical input into how EuroHPC JU develops both strategically and operationally as an organisation.

Human Resources Management – management of Unit Staff

- Plan, organise and supervise the correct functioning of the Unit,
- Ensure effective distribution of duties and responsibilities to unit staff in order to achieve the expected results and outputs using the resources allocated to the unit in the most effective and efficient manner and in compliance with existing rules,
- Manage staff under his/her supervision (including performance appraisals, training and motivation of staff, etc.),
- Ensure planning, timeliness and compliance of selection and recruitment procedures for staff in the unit,
- Motivate staff, create a good team spirit and create an environment in which each member of staff feels appreciated,

- Regularly discuss objectives; provide feedback to staff,
- Promote respect of codes of conduct, procedures and control standards by the unit staff,
- Maintain effective communication with the team and provide feedback; keep staff informed on all relevant policies and strategic aspects affecting the unit's work.

Budget and Finance – management and planning of budgetary and financial activities

- Develop the sound financial management of the organisation to ensure the regularity and legality of the financial transactions,
- Coordinate the preparation and the monitoring of the overall JU budget and the resource estimates plan,
- Ensure the effective planning and management of budget resources throughout the JU on the basis of the orientations given by the Executive Director,
- Contribute to the development of the budgetary and financial resource management procedures of the JU
- Ensure compliance with the legal and regulatory requirements,
- Ensure the follow-up of the budget execution and of the discharge procedure,
- Act as sub-delegated authorising officer where appropriate.

Internal Control – Internal Control Systems and Risk Management

- Ensure the effective implementation of the Internal Control Standards,
- Promote a risk management culture in the JU and contribute to the JU's risk management,
- Follow-up on the ex-post control results,
- Ensure follow-up of recommendations issued by the IAS and the Court of Auditors.

Administration, Human Resources and IT for the Joint Undertaking

- Supervise the planning and management of IT activities and office infrastructure,
- Ensure up-to-date technology is available for the JU,
- Coordinate, develop and implement the IT policies,
- Ensure the effective management of the IT infrastructure and specific applications needed to support the activities of JU,
- Ensure the implementation of the adequate cybersecurity measures, in line with applicable rules,
- Provide guidance and ensure harmonised and sound procedures, controls and workflows compliant with the JU's rules, the EU Staff Regulation and the EU Financial Regulation,
- Oversee the implementation of efficient recruitment procedures in relation to the strategic implementation of the Staff Establishment Plan,
- Ensure the efficient management and implementation of HR services,
- Ensure compliance with applicable Health & Safety rules.

Coordination, communication, support and reporting

- Ensure a regular reporting to the Executive Director and relevant supervisory bodies, including the JU Governing Board, the European Commission, the European Court of Auditors and the budget authorities (European Parliament, Council) on the progress of the work under his/her 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,
- Contribute to the Annual Activity Report and other relevant documents,
- Ensure quality and effectiveness of communication towards internal and external stakeholders, ensure further effective collaboration with the Commission and related DGs,
- Participate actively in the activities of the various Joint Undertaking and European Commission Working Groups (including at managerial level) and apply the recommendations of relevant activities.

Additional tasks

- Carry out other relevant tasks assigned by the Executive Director.

3. QUALIFICATIONS AND EXPERIENCE REQUIRED

3.1 ELIGIBILITY CRITERIA

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

- Be national of one of the Member States of the EU, Iceland, Lichtenstein or Norway and enjoy full rights as citizens.
- Degree²:
 - a) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, OR
 - b) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- Produce evidence of a thorough knowledge of one of the languages of the European Union, preferably English, French or German, and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.
- Produce the appropriate character references as to their suitability for the performance of duties of the post.³
- Have fulfilled any obligations imposed by applicable laws concerning military service.
- Be physically fit to perform the duties linked to the post.⁴

3.2 SELECTION CRITERIA

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria.

² Only only diplomas that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned.

³ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

⁴ Before the 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.

Successful candidates should have:

3.2.1 Essential qualifications and experience

- 12 years of professional experience⁵ in positions with tasks closely related to the ones described in section 2 in public administration, including at least 5 years of team management experience (please indicate the size of the teams and the number of years),
- 5 years of experience in in the area of Finance and/or Administration,
- Good knowledge of the administrative and financial circuits,
- Strong drafting and presentation skills in English, both orally and in writing (C1 level or higher⁶).

Failure to comply with the eligibility and essential qualifications and experience will result in a disqualification of the candidate concerned.

3.2.2 Advantageous qualifications and experience

- Working experience in a field related to the duties in an international and multicultural environment,
- Knowledge of EU policies, legislation and programmes (in particular EU research programmes), especially those relevant to the JU's activities and the post in question,
- Demonstrated ability to handle budgetary resources and/or in organising work, resources and procedures to achieve operational efficiencies,
- Experience in human resources,
- Experience in overseeing the development of an IT strategy (including IT security) in a small organisation, designing or managing support services related to the job description (such as helpdesk, customer service, administrative services, etc.),
- Experience in the management of audits, in dealing with standards compliance procedures and risk assessment,
- Proven experience in the preparation and implementation of Work Programmes, Work Plans and other strategic and/or operational documents for an organisation,
- Experience in implementing EU financial and procurement rules applicable to the general budget of the European Union,
- Good knowledge of the Staff Regulations and the Conditions of employment of Other Servants of the European Union and Financial Regulations.

⁵ Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question until the deadline for applications.

⁶ Please refer to the Common European Framework of Reference for Languages.

3.2.3 Behavioural competencies

Candidates invited for an interview and written test will also be assessed against the following criteria, which are essential to the post:

Personal qualities

- Proven capacity to analyse complex information, to consider options in a clear and structured manner, to propose and implement recommendations and to make sound decisions,
- Ability to communicate clearly and to present complex subjects simply, both orally and in writing,
- Open, respectful and positive attitude,
- Ability to manage own workload and provide guidance, support and leadership to the team,
- Excellent planning and organizational skills,
- Excellent negotiation, problem-solving and analytical skills;
- The ability to solicit inputs from and listen to staff, partners, and stakeholders,
- Excellent interpersonal skills with an ability to interact and communicate at all levels inside and outside the organization and build productive and cooperative working relationships.

Leadership competencies

- Ability to set objectives for the Unit within the overall strategic framework and priorities of the organisation,
- Ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the Unit's and team members' objectives,
- Ability to motivate members of the team to achieve the desired results and to provide regular feedback, acknowledge success and the need for improvement in order to enable the members of the team to achieve their objectives and greatest potential,
- Ability to build strong teams with complementary strengths, as well as develop and support career development and learning opportunities for the members of the team,
- Ability to create a compelling and unified vision in order to foster engagement.

For each of the selection criteria listed above, candidates are invited to (briefly) explain in their motivation letter in which position, activities and responsibilities they acquired their skills.

4. INDEPENDENCE AND DECLARATION OF INTERESTS

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.

5. EQUAL OPPORTUNITIES

The EuroHPC JU, as a Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations⁷.

6. SELECTION PROCEDURE

Applications must be complete and validly submitted by the closing date for applications as specified in section 9. Applications that do not meet the above eligibility and essential criteria will be rejected.

If, at any stage in the procedure, it is established that the information application is incorrect, the applicant will be disqualified from the selection.

A pre-selection committee is nominated by the Appointing Authority of the EuroHPC JU. Each application is checked to verify whether the candidate meets the eligibility criteria.

All the eligible applications are evaluated by the pre-selection committee based on the elements of the application and having regard to the Vacancy Notice. The quality of information given by the candidate in their application is of utmost importance.

After the screening of the applications, the pre-selection committee will draw up a shortlist of candidates who correspond best to the profile sought. On this basis, shortlisted candidates will be invited to an interview with the pre-selection committee, which will be complemented by a written test.

The interview and written test aim to assess:

- the candidate's skills and experience with reference to the job description (see section 2);
- the candidate's motivation and match of the profile with the post (see section 3);
- 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.

As a result of those assessments, the pre-selection committee will recommend the most suitable candidates to be interviewed by the Executive Director and one member of a grade and management function equal or superior to that of the function to be filled. Those candidates shall also take part in an Assessment Centre⁸. In order to be included in the list, candidates must receive at least 70% of the maximum scores during the shortlist interview and the written test phase. The outcome of the written test will count for 40% of the final score and the interview for 60%.

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 appointing authority.

⁷ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

⁸ These applicants 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, s/he may at his request be admitted to the assessment centre.

Details of the time, date and address of the assessment phase will be communicated to candidates in due course.

As English is the working language of the EuroHPC JU, the interviews, the written test as well as the assessment centre are conducted in English.

Following the interview with the Executive Director and considering the results of interview and written test with the pre-selection committee, as well as the results of the assessment centre, the reserve list of successful candidates who most correspond to the profile sought may be established.

7. APPOINTMENT AND RESERVE LIST

The Executive Director will select from the reserve list the successful candidate and offer 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.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience etc.) should not be sent at this stage but must be submitted at a later stage of the procedure if requested. EuroHPC JU has the right to disqualify applicants who fail to submit all the required documents.

A reserve list may be created and may be used in order to fill vacant positions at the EuroHPC JU. It will be valid until 31 December 2023 and may be extended at the discretion of the Appointing Authority of the EuroHPC JU.

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

Candidates are reminded that the pre-selection committees' 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.

8. CONDITIONS OF EMPLOYMENT

The successful candidate will be appointed by the Executive Director of the EuroHPC JU as a temporary agent 2(f) (AD10) for a period of three years. The successful candidate will be asked to perform nine months of probationary period.

Subject to budget availability, after an evaluation of the post holder's performance and the needs of the service the contract may be renewed not more than once for a fixed period. Any further renewal will be for an indefinite period⁹. The period of engagement will not in any case exceed the lifetime of the EuroHPC JU.

The classification in step will be done in accordance with the JU's general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement and will depend on the assessment of the qualification and professional

⁹ In line with provisions of art. 8 of the Conditions of employment of other servants of the European Union.

experience of the selected candidate¹⁰. At the request of EuroHPC JU, the selected candidates will have to evidence with supporting documents the information contained in their application.

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 pay of staff members consists of a basic salary supplemented with specific allowances, including expatriation or family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants available at the following address: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The place of employment is Luxembourg, where the JU premises are located.

9. APPLICATION PROCEDURE

Candidates must apply through the EU CV Online system via this link:

[EU CV online](#)

Before applying, candidates should carefully check whether they meet all the eligibility criteria.

To be able to apply online via the EU CV online database, candidates must first create an account or sign into an existing account. If not done already, candidates must first fill in the electronic CV, write the motivation letter and apply to the call for expressions of interest.

Applications shall be made in English to be considered.

It is the sole responsibility of each applicant to complete ALL relevant fields of the online application and to submit it before the deadline for submission.

All technical questions concerning EU CV online must be sent through the Contact page of EU CV online.

It is strongly advised not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to problems.

Once the deadline has passed, candidates will no longer be able to register.

No supporting documents are required at this stage – these will be required at a later stage.

On completion of the online registration, candidates will receive on screen a registration number, which they must note. This will be the reference number of the candidate in all matters concerning his/her application. If the candidate does not receive a number, the application has not been registered.

After a correct submission of an application, candidates will receive an automated acknowledgement of receipt of their application to the email account indicated in their

¹⁰ Decision of the Governing Board of the EuroHPC Joint Undertaking No 18/2019 on the application by analogy of the Implementing Rules of the Staff Regulations adopted by the Commission, in specific, Commission decision C(2013) 8970 of 16/12/2013 on Classification.

application. It is the candidate's responsibility to verify that he/she provided the correct e-mail address.

Candidates are invited to indicate any special arrangements that may be required if invited to attend the interview and written test.

If the candidate requires more information, he/she will have to send an e-mail to recruitment@eurohpc-ju.europa.eu

The application will be rejected if it is incomplete.

In order to facilitate the selection process, all communication to candidates concerning this vacancy will be in English.

CLOSING DATE

Applications must be submitted via the EU CV online **no later than 23.45 (CET Luxembourg time) on 28/04/2023.**

The closing date may be prolonged.

10. REVIEW AND APPEAL PROCEDURE

A candidate who feels that he/she has been treated incorrectly may ask to have his/her application reconsidered by sending, within 20 calendar days of the date of notification, a request for review via email to: recruitment@eurohpc-ju.europa.eu. The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Board.

The Selection Board will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

If the 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 of Officials of the European Communities and the Conditions of employment of other servants of the European Communities (CEOS), at the following address:

Executive Director

European High Performance Computing Joint Undertaking (EuroHPC JU)

Drosbach building – Wing E

12E rue Guillaume Kroll

L-2920 Luxembourg

The complaint must be lodged within 3 months counting from the notification of the decision you wish to contest.

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 .

The Appointing Authority does not have the power to amend the assessment decisions of the Selection Board. The Court has consistently held that the wide discretion enjoyed by

Selection Boards is not subject to review by the Court unless rules which govern the proceedings of the Selection Board have been infringed.

It is also possible to complain to the European Ombudsman:

European Ombudsman

1 avenue du Président Robert Schuman - BP 403

F-67001 Strasbourg Cedex

Complaints made to the Ombudsman have no suspense 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.

11. PROTECTION OF PERSONAL DATA

The EuroHPC JU will ensure the candidates' personal data is processed as required by Regulation (EC) No 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. This applies in particular to the confidentiality and security of such data (Official Journal of the European Community L295 of 21.11.2018). Please note that EuroHPC JU will not return applications to applicants.

For more explanations on data protection, please see the annexed privacy statement.

ANNEX – PROTECTION OF YOUR PERSONAL DATA

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1. Introduction

The EuroHPC Joint Undertaking is committed to protect your personal data and to respect your privacy. The EuroHPC JU collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001)¹¹.

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

This statement concerns data processed regarding the recruitment of personnel for the EuroHPC Joint Undertaking. The data will be processed by the EuroHPC Joint Undertaking, under the conditions laid down in this privacy statement.

2. Why and how do we process your personal data?

Purposes of the processing operation: Data are processed for the purpose of organising the selection and recruitment for temporary agents, contract agents, seconded national experts and trainees for the EuroHPC Joint Undertaking; they are only disclosed to the staff of the Joint Undertaking involved in the selection procedures and/or recruitment and those who manage reserve lists.

The data will, under no circumstances, be used for commercial purposes, including for direct marketing purposes. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve our services or for the purposes set out above.

¹¹ OJ L 295, 21.11.2018, p. 39–98

Your personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

The processing operations of personal data for the purposes described above, are necessary and lawful for the performance of a task carried out in the public interest (Article 5(1)(a) of Regulation 2018/1725), namely to fulfil the tasks of the EuroHPC Joint Undertaking as defined in its establishing Regulation¹².

Legal basis:

- Council Regulation of 2021/1173 of 13 July 2021 establishing EuroHPC JU and repealing the Council Regulation (EU) 2018/1488 of 28 September 2018, in particular Article 20 thereof,
- The Statutes annexed to the Council Regulation (EU) 2021/1173 establishing the European High Performance Computing Joint Undertaking,
- The Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union laid down in Council Regulation (EEC, Euratom, ECSC) No 259/68 (1) ('Staff Regulations' and 'Conditions of Employment') and the rules adopted jointly by the institutions of the Union for the purpose of applying the Staff Regulations and Conditions of Employment.

In addition, as the data provided in the selection and recruitment procedures are provided on voluntary basis by candidates themselves, the data subject gives an explicit consent for their processing, which constitutes a complimentary ground for lawfulness of data processing.

4. Which personal data do we collect and further process?

The data of candidates registered for the selection.

- Identification details – information provided by the candidate to allow themselves to be identified and contacted by the EuroHPC Joint Undertaking or the Commission (e.g. surname, first name, date of birth, gender, address, email address);
- Selection criteria information – information provided by the candidate to distinguish their suitability and eligibility for the post advertised (e.g. nationality, education history, training and professional experience, including name and address of the employer) languages spoken, skills and competences, Technical and non-technical skills relevant to the position, motivation, strengths and achievements, commitments from the candidate to adhere to any security checks, other related details);
- Information provided by the candidate to support claims for the reimbursement of travel costs for interview/tests or medical visits (e.g. passport details, 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 checks and/or interviews/tests.

Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the candidate automatically from the recruitment procedure.

¹² OJ L 256, 19.7.2021, p. 3–51

5. How long do we keep your personal data?

The EuroHPC Joint Undertaking will store the applications for varying amounts of time depending on the outcome of each application:

Candidates eliminated during the selection: data are stored for five years after the conclusion of the selection.

Non-recruited applicants included on a Reserve List: the five -year retention period of data applies from the starting date of the expiry of the Reserve List. The validity of Reserve List is in general initially one year and depends on the Vacancy Notice (please refer to it on a case –by –case basis).

After the allotted timeframe for retention of personal data has elapsed, EuroHPC Joint Undertaking may need to keep certain information for statistical purposes. In this case, any data permitting the identification of the candidate will be anonymised according to Article 13 of Regulation (EU) 2018/1725.

6. How do we protect and safeguard your data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the EuroHPC Joint Undertaking.

All processing operations are carried out pursuant to the Regulation (EU) 2018/1725 and best industry standards.

In order to protect your personal data, the EuroHPC JU has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

All personal data provided by you can be accessed on a need to know basis by the staff of the EuroHPC Joint Undertaking. These include:

- Human Resources team in charge of selection
- Members and Secretary of the pre-selection committee
- Executive Director and a member participating in the interviews with the Executive Director
- Sub-contractor in charge of organising the assessment centre
- Finance Officers/Assistants (for reimbursement purposes)

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have

the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller:

European High Performance Computing Joint Undertaking (EuroHPC JU)

Drosbach building – Wing E

12E rue Guillaume Kroll

L-2920 Luxembourg

Email: recruitment@eurohpc-ju.europa.eu

- The Data Protection Officer (DPO) of the EuroHPC JU

You may contact the Data Protection Officer (dpo@eurohpc-ju.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.