



European Innovation Council and SMES Executive Agency (EISMEA)

CALL FOR EXPRESSION OF INTEREST

The European Innovation Council and SMEs Executive Agency (EISMEA) is launching a Call for Expression of Interest for the establishment of a Reserve List for the position of:

Financial Investment Adviser
(Ref.: EISMEA/IV/2021/008)

Type of contract	Contract Agent ¹
Function group and grade	FGIV
Duration of contract	1 year (with the possibility of extension)
Estimated number of candidates to be placed on the Reserve List	10
Unit	EISMEA E3.3
Place of employment	Brussels, Belgium
Deadline for application	22/06/2021, Brussels time

1. ABOUT US

The European Innovation Council and SMEs Executive Agency (EISMEA) was established on 1 April 2021 by the Commission Implementing Decision (EU) 2021/173 of 12 February 2021.

In compliance with Commission Decision C(2021) 949 final of 12 February 2021, EISMEA should ensure a clear focus on innovation and the single market. It should create strong synergies to support the recovery of the European economy, by grouping in one agency all the activities of the European Innovation Council (EIC) and the programmes related to small and medium-sized enterprises. The EIC, the EU Innovation Ecosystems programme (EIE) and Interregional Innovation Investments (I3) programme will ensure visibility for innovation, key to supporting the modernisation and sustainability of the EU economy.

EISMEA should provide high quality support to beneficiaries, turning EU policy into action; ensure that actions funded by these programmes deliver results; and provide the Commission with valuable input for its policy tasks.

¹ According to Article 3a of the Conditions of Employment of Other Servants of the European Union (CEOS).

EISMEA is committed to the public service principles for European Union civil servants: commitment to the European Union and its citizens, integrity, objectivity respect for others and transparency. EISMEA will operate according to the following principles: clear Union-added value, autonomy, ability to take risks, efficiency, effectiveness, transparency and accountability.

EISMEA reports to five parent Directorates-General of the European Commission: the Directorate-General for Research and Innovation (R&I) (lead parent-DG), the Directorate-General for Communications Networks, Content and Technology (CNECT), the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (GROW), the Directorate-General for Justice and Consumers (JUST), the Directorate-General for Regional and Urban Policy (REGIO).

2. PROGRAMMES MANAGED BY EISMEA

In compliance with Commission Decision C(2021) 949 final of 12 February 2021, EISMEA is:

- Entrusted with the implementation of the following (parts of) Union programmes:
 - Horizon Europe, pillar III: the European Innovation Council (EIC) and European Innovation Ecosystems (EIE), representing around 85% of the delegated budget;
 - Structural Funds: Interregional Innovation Investments , representing around 5% of the delegated budget;
 - Single Market Programme (SMP): COSME; Internal market; support to standardisation; and Consumers, representing around 10% of the delegated budget.
 - Interregional Innovation Investments
- Contributing to the Commission representation for a number of tasks and activities;
- Entrusted with the implementation of the following (parts of) Union programmes in terms of legacy:
 - Horizon 2020: Part I: Future and emerging technologies FET-Open and FET-Pro-Active (including when labelled as EIC pilot), which under the 2014-2020 MFF was implemented by the Research Executive Agency (REA) and by the Commission;
 - Horizon 2020: Part II: Access to Risk Finance (including EIC inducement Prizes) and Innovation in SME's, which under the 2014-2020 MFF was implemented by the Executive Agency for Small and Medium-sized Enterprises and by the Commission;
 - Horizon 2020: Part II and III: Fast Track to Innovation (FTI), which under the 2014-2020 MFF was implemented by the Executive Agency for Small and Medium-sized Enterprises and by the Commission;
 - Horizon 2020: Part II and III: SME instrument, which under the 2014-2020 MFF was implemented by the Executive Agency for Small and Medium-sized Enterprises and by the Commission;
 - other EIC related prizes, such as iCapital (H2020 SC 6 WP) and Women Innovators' Prize (H2020 SWAFs WP), which under the 2014-2020 MFF were implemented by the Commission;

- any other activities covered since 2018 under the EIC pilot part of Horizon 2020 WP on Innovative SMEs, which under the 2014-2020 MFF were implemented by the Research Executive Agency and the Executive Agency for Small and Medium-sized Enterprises and by the Commission;
- COSME and the Competitiveness and Innovation Framework Programme (CIP), which under the 2014-2020 MFF was implemented by the Executive Agency for Small and Medium-sized Enterprises;
- Internal Market and support to Standardisation activities, which under the 2014-2020 MFF were implemented by the Commission;
- Consumer Programme, which under the 2014-2020 MFF was implemented by the Consumers, Health, Agriculture and Food Executive Agency.

3. JOB DESCRIPTION

Overall purpose

Under the direct supervision of the Head of Department/Head of Unit/Head of Sector/Team leader, the job holder is responsible for managing and implementing the equity investment of the EIC fund for the EIC Accelerator beneficiaries as well as contributing to the design and implementation of InvestEU financial instruments.

We offer a challenging post for an Investment Advisor wishing to take initiatives and be part of a result-oriented high-performing team. The job holder will be an active member of the Unit's team leading the EIC Fund. The task focuses on implementing operationally the EIC Fund as well as co-ordinating policy developments aimed at increasing EU investment in innovation and developing tailor-made financial instruments in the context of direct blended finance, while monitoring results of the EIC Fund pilot phase compartment and Horizon Europe compartment to be set up.

In addition, the post is focusing on the set up and management of financial instruments aiming at supporting innovation and innovative SMEs, small mid-caps and mid-caps.

The post includes a wide range of coordination tasks with EU and private stakeholders of the EIC Fund as well as the framing of policy choices for the coming years' financial instruments.

The job entails also responsive work in terms of briefings and analysis in response to new political priorities and the constant search for new funding solutions within the existing legal framework.

The job holder reports directly to the Head of Sector as well as to Heads of Unit and Department but works closely with other staff, both within the unit and with other directorates of DG R & I, notably on thematic investments. In addition, he/she will have a close working relationship with colleagues in the relevant DGs implementing InvestEU: ECFIN, GROW, DEFIS, CNECT.

Functions and duties

EIC Accelerator equity support/ EIC Fund

- Liaise with the EIB and Investment Committee Members regarding the implementation of the investment component of the blended finance by the EIC Fund,

including on financing structuring;

- Coordinate with the EIB on the financial and commercial due diligence performed by the latter as Investment adviser of the EIC Fund;
- Coordinate the flow of investment deals with the Investment Committee (IC) of the EIC Fund and act as part of the Secretariat of the IC;
- Follow up investment deals;
- Liaise with various service providers on compliance checks prior to the investment as well as ongoing checks, and guide their work when needed;
- Coordinate the work of experts carrying out technology Due Diligence
- Develop contacts with potential external investors;
- Represent the sector by preparing and giving presentations on the EIC Fund and the EIC in general in conferences, seminars and working groups;
- Report on investment deals regarding financial and EU policy aspects;
- Provide support to board members representing the EIC Fund in invested companies;

InvestEU

- Contribute to the policy design of the Research Digitalization Innovation (RDI) window and to the SME window;
- Contribute to the policy follow up and reporting of the Research Digitalization Innovation (RDI) window and to the SME window
- Liaise with InvestEU implementing partners (EIB group and others) for specific financial products development

4. PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS

A. Eligibility criteria²

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

1. Have successfully passed in the function group of the present call for expression of interest the selection tests organised by EPSO {Computer-based multiple choice question (MCQ) tests composed of verbal, numerical, abstract reasoning and competency tests} as indicated in the Call for Expression of Interest³ for contract staff launched by EPSO on 5 January 2017 in view to create a pool of candidates from which the Executive Agencies can recruit⁴;
2. Have a level of education which corresponds to completed university studies of at least three years attested by a diploma in the field of finance, business administration, engineering or any other relevant social science degree (e.g. economics or law);
3. Produce evidence of thorough knowledge of one of the languages of the European Union and of a satisfactory knowledge of another EU language to the extent necessary

² Articles 82 to 84 of the CEOS and Decision of EASME Steering Committee of 14 December 2017 on the application by analogy of Commission Decision C(2017)6760 final of 16 October 2017 on the engagement of contract staff. EISMEA being the legal successor of EASME, general implementing provisions remain applicable until a new Decision may be taken by EISMEA Steering Committee.

³ <https://europa.eu/epso/doc/call-cast-agencies/en-tra-cast-p-1-4-2015.pdf>

⁴ Candidates on COM/3/2013/FGIV contract agents pool are not considered eligible for this post.

for the performance of the duties;

4. Be a national of a member state of the European Union;
5. Be entitled to his or her full rights as a citizen;
6. Have fulfilled any obligations imposed by the applicable laws concerning military service;
7. Meet the character requirements for the duties involved;
8. Be physically fit to perform the duties linked to the post⁵.

B. Selection criteria

1. After obtaining the qualifications mentioned in point A.2 here above, candidates must have acquired at least 1 year in direct experience with either the EIC Fund, InnovFin, or InvestEU, EIT and its KICs and EIF and EIB, or equivalent and experience relevant professional experience⁶ in the described functions and duties (point 3);
2. Very good oral and written command of English⁷. Spoken and written skills equivalent to level C1 or higher level for working purposes⁸;
3. Excellent command in Office suite (excel, PPT, etc.), data management tools (access, etc.), find, access and retrieve relevant data from professional databases, internet, etc.;
4. Knowledge and/or proven experience working in a team involved in negotiations etc.

Advantageous

1. A proven background (Studies or professional experience) in budgetary guarantees and other financial instruments;
2. Knowledge and/or proven experience working in negotiations with banks and/or with the EIB group;

⁵ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that EISMEA may be satisfied that (s)he fulfils the requirement of Article 82(d) of the CEOS.

⁶ The minimum professional experience is required bearing in mind the level of responsibility that the jobholder will have to exercise. Professional experience is counted only from the time the candidate obtained the diploma and qualifications for being eligible (see section 4.A above).

⁷ The language options for this selection procedure have been defined in line with the interests of the service, which require newly recruited Contract Agents to be immediately operational and capable of communicating effectively in their daily work. Accordingly, given that newly recruited staff need to be able to assume their duties immediately without receiving additional language training, the newly recruited Contract Agents must be able to communicate with the already operating staff in EISMEA and services in the Commission in at least one of the limited number of vehicular languages most commonly used within the services where they will be recruited, otherwise this selection procedure would lose its purpose and, ultimately potentially severely impair the efficient functioning of the institutions. It has long been standard practice to use mainly these languages for internal communication purposes in the EU institutions and these are also the languages most often used when communicating inside the institutions and with the outside world. Consequently, considering the nature of the duties performed by Contract Agents, in light of the principle of proportionality, in balancing the interests and needs of the service and the abilities of candidates, and given the particular fields covered by this selection procedure, it is legitimate to make this choice of languages so as to ensure that all candidates are able to work in them, whatever their first official language. Indeed, since the execution of professional duties is linked to the specific linguistic context of the institutions, professional vocabulary is required in at least one of the most common vehicular languages. Assessing specific competencies in this way allows the institutions to evaluate candidates' ability to be immediately operational in an environment that closely matches the reality they would face on the job.

⁸ Please refer to the Common European Framework of Reference for Languages.

3. Knowledge and/or proven experience in analysing company cycle (start-up, scale-up, expansion, etc.) and/or investment stages (seed, early stage, late stage, etc.);
4. Knowledge and/or proven experience in analysing term sheets, investment contracts, corporate governance (Statute, General assembly minutes, etc.), investment regulation and authorities, competition law, etc.;
5. Knowledge and/or proven experience in analysing profit & loss accounts and balance sheets, debts instruments and collaterals, financial instruments (financial rounds, equity mechanism, etc.);
6. Knowledge and/or proven experience in leading experts group and preparing relevant written feedbacks and data-driven recommendations for decision-makers.

Candidates need to describe explicitly to what extent they meet the above-mentioned selection criteria (both essential and advantageous). In particular, they need to (i) explain in their applications how their professional experience and knowledge relates to financial instruments and venture capital, and (ii) specify how long and where the professional experience and knowledge were acquired during their career.

5. SELECTION PROCEDURE

A. Admission to the selection procedure

First, the submitted applications will be checked against the eligibility criteria (section 4.A). Only eligible applications will be assessed further.

B. Assessment of eligible applications

The Selection Committee will analyse the motivation letters and CVs of eligible applicants with reference to:

- The selection criteria ("Professional qualifications and other requirements" - section 4.B, under points "Essential" and "Advantageous"),
- The overall assessment of the quality and suitability of the application based on the requirements of the post.

Applications which do not meet one or more of the essential selection criteria (see section 4.B) will not be evaluated further.

Upon completion of the assessment, the Selection Committee will establish a shortlist of candidates matching best the needs of the Agency for the functions and duties mentioned in this Call.

C. Interview

Shortlisted candidates who have successfully passed the CAST selection valid for Executive Agencies in the function group of the present call for expression of interest will be invited for

an interview (duration: 45 minutes, language of the interview: English⁹).

The interview will assess the following skills and competences of the applicants:

- Knowledge and skills relevant to the duties described in the job description above;
- Knowledge of the organisation, structure, working procedures and policies of the Agency, the European Commission services/ and/or other EU institutions;
- High motivation, strong aptitude for team work and the capacity to work autonomously;
- Ability to work under pressure and manage his/her responsibilities within tight deadlines.

The interviews are indicatively planned in week 26 (starting 28 June 2021).

Candidates are invited to indicate in their online application any special arrangements that may be required if invited to attend an interview.

D. Reserve list

It is estimated that 10 candidates with the highest marks achieved in the interview will be proposed to the Director of the Agency for inclusion on the reserve list.

The reserve list will be valid until 31 December 2022 and may be used for other positions with similar duties in the same function group. The validity of the reserve list may be extended by decision of the Director.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment in the Agency.

A second round of interviews may be organised before the offer of an employment.

6. SELECTION COMMITTEE

A Selection Committee will be appointed for this selection procedure and will be composed of at least four members, including a member designated by the Staff Committee of the Agency.

The names of the Selection Committee members will be communicated to candidates upon notification of the outcome of the assessment of eligible applications (see section 5. Selection Procedure, B - Assessment of eligible applications).

Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning this recruitment. The Agency's Director reserves the right to disqualify any candidate who disregards these instructions.

⁹ See footnote 8.

7. APPLICATION PROCEDURE

To apply for this position, candidates must submit an online application via the [EU CV online database](#) (candidates must first create an account or sign in to their active account).

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

There is no obligation to submit applications in English, however documents sent in English will greatly facilitate the work of the Selection Committee.

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

It is the sole responsibility of each applicant to complete ALL relevant fields of his/her online application and to send it before the deadline for submission. Any information or documentation provided after the deadline will not be taken into account.

The candidate will be disqualified if:

- (s)he does not complete online registration by the deadline;
- at any stage in the procedure it is established that information a candidate provided is incorrect or false;
- (s)he failed to inform the HR service of the Agency of a possible conflict of interest with a Selection Committee member;
- (s)he attempted to contact a member of the Selection Committee either directly or indirectly concerning this recruitment procedure.

Candidates are invited to indicate in their online application any special arrangements that may be required if invited to attend an interview.

8. EQUAL OPPORTUNITIES

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the ground of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

9. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The selected candidate(s) will need to have a valid CAST in the function group of the present call for expression of interest in order to be recruited (see section 4.A).

Any offer of employment shall be made by Director on the basis of the reserve list. A contract offer will be made for the position of contract staff member, in function group IV in

accordance with the Agency's Implementing Provisions on the employment of contract staff under Article 3a of the Conditions of Employment of Other Servants of the European Union¹⁰, for an initial duration of one year, with the possibility of renewal (a second renewal of the contract will lead to a contract of indefinite duration).

The classification in grade will be done in accordance with EISMEA general implementing provisions on conditions of employment of contract staff¹¹ and will depend on the assessment of the qualification and professional experience of the selected candidate. At the request of EISMEA, the selected candidates will have to evidence with supporting documents the information contained in their application.

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

For further information on working conditions of contract staff, see the Agency's website ([Working for EISMEA](#)) or the web site of the European Personnel Selection Office ([EPSO](#)).

The place of employment will be Brussels, Belgium, where the Agency has its premises.

10. REQUEST FOR REVIEW

If the candidate believes a mistake has been made, (s)he may request a review of the Agency's decision. This must be made within 10 calendar days of the date of the e-mail notifying the candidate of the outcome of the selection procedure. The request must quote the reference number of the selection procedure concerned and the candidate must substantiate the reasons for requesting a review. It must be for the attention of the Chairperson of the Selection Committee and sent to the following address: EISMEA-HR-Recruitment@ec.europa.eu. The Selection Committee will review the request and notify the candidate of its decision within 15 calendar days of receipt of the request.

11. APPEAL PROCEDURE

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Communities ("Staff Regulations"), any candidate may submit to the Agency a complaint against an act adversely affecting him/her. Any such complaint should be sent for the attention of the Director of EISMEA to the following address: EISMEA-HR-APPEALS@ec.europa.eu. The complaint should quote the reference number of the selection procedure concerned and it must be lodged within 3 months from the date on which the candidate is notified of the act adversely affecting him/her.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the General Court at <http://curia.europa.eu/jcms/>.

¹⁰ Decision of EASME Steering Committee of 14 December 2017 on the application by analogy of Commission Decision C(2017)6760 final of 16 October 2017 on the engagement of contract staff. EISMEA being the legal successor of EASME, general implementing provisions remain applicable until a new Decision may be taken by EISMEA Steering Committee.

¹¹ See footnote 10.

The candidate can make a complaint to the European Ombudsman. Before submitting such complaint, the candidate must first make the appropriate administrative approaches to the institutions and bodies concerned (see above). Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.

Please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>) for further information on the arrangements for complaints to the Ombudsman.

12. DATA PROTECTION

The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at the Agency. The personal information requested by the Agency from candidates will be processed in accordance 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. In this regard, please see the [Data Protection Notice](#).