



**Vacancy notice to establish a reserve list for posts of  
Project Officer (Grade AD5)  
at the Clean Hydrogen Joint Undertaking  
Reference: CleanH2JU/PO/AD5/2024/05**

The Clean Hydrogen Joint Undertaking (Clean Hydrogen JU) is a unique public private partnership supporting research, technological development, and demonstration (RTD) activities in fuel cell and hydrogen energy technologies in Europe. Its aim is to accelerate the market introduction of these technologies, realizing their potential as an instrument in achieving a carbon-lean energy system.

Fuel cells, as an efficient conversion technology, and hydrogen, as a clean energy carrier, have a great potential to help fight carbon dioxide emissions, to reduce dependence on hydrocarbons and to contribute to economic growth. The objective of the Clean Hydrogen JU is to bring these benefits to Europeans through a concentrated effort from all sectors.

The three members of the Clean Hydrogen JU are the European Commission, fuel cell and hydrogen industries represented by the Industry Grouping (HYDROGEN EUROPE) and the research community represented by the Research Grouping (HYDROGEN EUROPE RESEARCH).

The FCH JU was initially established by Council Regulation (EC) 521/2008<sup>1</sup> of 30.05.2008 for a period up to 31.12.2017 to implement part of the FP 7 programme. The FCH 2 JU was later established by Council Regulation (EU) 559/2014<sup>2</sup> of 6 May 2014 for a period up to 31.12.2024 taking over on-going tasks under FP 7 and implementing part of Horizon 2020 programme. The Clean Hydrogen JU was established by Council Regulation (EU) 2021/2085<sup>3</sup> on 19 November 2021 for a period up to 31/12/2031.

**The Clean Hydrogen JU supports:**

- long-term and breakthrough-orientated research,
- research and technological development,
- demonstration and early deployment of the FCH technologies,
- support actions, including pre-normative research

following open and competitive calls for project proposals under Horizon 2020 (2014-2020) and Horizon Europe.

The Clean Hydrogen JU is located in Brussels, Belgium.

For further information please consult the following website: <http://www.clean-hydrogen.europa.eu>

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<sup>1</sup> <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX%3A32008R0521>

<sup>2</sup> [http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:JOL\\_2014\\_169\\_R\\_0007&from=FR](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:JOL_2014_169_R_0007&from=FR)

<sup>3</sup> <https://eur-lex.europa.eu/eli/reg/2021/2085/oj>

# 1. INTRODUCTION

The Clean Hydrogen JU is publishing a vacancy notice for a **Project Officer** (Grade AD5).

## 2. JOB PROFILE AND TASKS

### 2.1. *JOB PROFILE*

The jobholder will report to the Head of Operations and Communication Unit. He/she will be responsible for the implementation of the multi-annual and annual work plans of the Clean Hydrogen JU, and consequently for the entire life cycle of a portfolio of projects that cover research, innovation and demonstration activities of FCH technologies in various sectors/applications. He/she will also be responsible for monitoring of the key performance indicators (KPIs) and associated targets in his projects portfolio, while maximizing the impact of the Clean Hydrogen JU overall programme implementation through dissemination of projects results and achievements, including feedback to policy.

### 2.2. *TASKS*

The jobholder will perform the following tasks:

- Contribute to the programming exercise of the Strategic Research and Innovation Agenda, SRIA and Annual Work Plans (with input and feedback on proposed topics for the calls for proposals);
- Participate in the calls for proposals process, in particular at the evaluation and selection phase by selecting experts/evaluators, moderate meetings etc;
- Prepare the Grant Agreements and supervise entire process (including timely validation of future beneficiaries) in close cooperation with the financial and legal administrative staff;
- Take the measures needed to assess the progress made by the projects in his/her portfolio towards achieving their objectives and related targets/KPIs in close cooperation with the Knowledge Management Officer;
- Monitor and assess the fulfilment by the beneficiaries of their contractual obligations, including administrative and financial aspects, in close cooperation with financial and legal administrative staff, and with the assistance of external experts (if necessary);
- Monitor the overall performance of his/her projects (which may include travelling to attend project meetings) and based on continuous portfolio analysis, be able to provide input to further strategic developments of the private sector;
- Report on review and evaluation activities relating to the projects in his/her responsibility and prepare input to the Annual Activity Reports, including scientific achievements of the projects and progress against the KPIs;
- Ensure timely and adequate communication and dissemination of his/her projects' results while working together with the Knowledge Management Officer and Communication Officers to provide related input on technical content (such as success stories and feedback to policy);
- Undertake additional tasks as required in the interest of the service.

To perform his/her duties, the jobholder shall establish good working relationships with colleagues and positively contribute to effective teamwork. The jobholder may undertake additional tasks, as required in the interest of the service and appropriate to his/her expertise.

## 3. 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:

### 3.1. **ELIGIBILITY CRITERIA**

- A level of education which corresponds to completed university studies when the normal period of university education is three years or more;
- N.B. Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in said EU Member States shall be taken into consideration;
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least B2 level or equivalent) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV any language certificates they have obtained which can demonstrate their language skills);
- Be a national of a Member State of the European Union;
- To be entitled to his or her full rights as a citizen<sup>4</sup>;
- To have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved;
- To be physically fit to perform the duties linked to the post<sup>5</sup>

### 3.2. **SELECTION CRITERIA**

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

#### **Essential:**

- A University degree in Engineering/Science, Economics or any other domain that is deemed relevant to the post;
- Proven experience in project management;
- Scientific, technical and regulatory knowledge of research and development in the fuel cells and hydrogen sector in particular, and of the energy and transport policies in general;
- Strong analytical skills to evaluate complex technical and scientific information;
- Ability to assess, track and manage detailed project plans;
- Ability to extract and summarise information, such as projects' results and achievements for further dissemination and communication (including briefings for policy makers);
- Very good command of written and spoken English; proven experience of fluent technical and writing style;
- Good analytical ability, problem-solving, and organisational skills;
- Accuracy, persistence, responsibility, resilience and creativity; ability to work both independently and as part of a team;
- Excellent interpersonal, written and oral communication skills, with demonstrated ability to communicate both scientific and business information at all levels inside and outside the organization.

#### **Advantageous:**

- Professional experience in the fuel cells and hydrogen community/sector;
- Knowledge of the European Union research and innovation programmes (and beyond);

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<sup>4</sup> 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.

<sup>5</sup> 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 Union.

- Knowledge of IT tools used in H2020 and Horizon Europe programme for the management of Grants.

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

### **3.3. SELECTION PROCEDURE**

A Selection Committee, appointed by the Appointing Authority of the Clean Hydrogen JU assesses / evaluates the applications in accordance with the eligibility and selection criteria outlined in the vacancy notice and establishes a short list of applicants invited for an interview and a written test.

The Selection Committee will interview the shortlisted applicants. These applicants will also sit a written test related to the field of duties. Following this, the Selection Committee will establish a reserve list of suitable candidates to be approved by the Executive Director.

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

The number of candidates invited for an interview will be limited to a maximum of 15.

### **3.4. RESERVE LIST AND APPOINTMENT**

The Executive Director may decide to interview the candidates before establishment of the reserve list and/or appointment.

The reserve list may be used in order to fill positions within Clean Hydrogen JU.

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

The reserve list for this post will be valid until **30 June 2026** and may be extended at the discretion of the Appointing Authority of Clean Hydrogen JU.

## **4. CONTRACTUAL CONDITIONS**

A contract offer will be made as a temporary agent, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities, to which he/she will be subject, for a period of 3 years. The contract may be renewed in accordance with the legal basis applicable to the joint undertaking.

The successful candidate will undergo an initial probationary period of 9 months.

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.

For the position of Project Manager, the grade is AD 5. The basic monthly salary of a temporary agent in the first step at AD 5 level, before any deductions or allowances, is EUR 5672.78

The place of employment is Brussels, Belgium, where the Clean Hydrogen JU has its official seat.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials of the European Communities and its Conditions of Employment of Other Servants of the European Communities, which is available on the following web page: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF>

For reasons related to the Clean Hydrogen JU's operational requirements, the candidate will be required to be available at short notice (maximum 3 months).

## **5. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY**

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.

## **6. EQUAL OPPORTUNITY**

The Clean Hydrogen JU 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. SUBMISSION OF APPLICATION**

For applications to be valid, candidates must submit an online application via the [vacancies portal](#)

- Up-to-date detailed curriculum vitae
- A letter of motivation

Closing date for the submission is **31 January 2025, at 23:59 CET**.

## **8. 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 e-mail to: [recruitment@clean-hydrogen.europa.eu](mailto:recruitment@clean-hydrogen.europa.eu). The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Committee.

The Selection Committee 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  
Clean Hydrogen JU  
WA, TO 56-60  
B-1049 Brussels  
Belgium**

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see the Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is first informed of the outcome of the recruitment procedure).

If the complaint is rejected the candidate may bring a case under Article 236 of the EC treaty and Article 91 of the Staff Regulations and the CEOS before:

**The European Union Civil Service Tribunal  
Postal Address:  
L-2925 Luxembourg**

The Appointing Authority does not have the power to amend the assessment decisions of the Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committee is not subject to review by the Court unless rules which govern the proceedings of the Selection Committee have been infringed.

It is also possible to complain to the European Ombudsman pursuant to Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L 113 of 4 May 1994:

**European Ombudsman**

**1 Avenue du Président Robert Schuman – BP 403**

**F-67001 Strasbourg Cedex**

Complaints made to the Ombudsman have no suspensive 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 236 of the EC Treaty.

## **9. DATA PROTECTION**

The purpose of processing of the data you submit is to manage your application in view of a possible position at the Clean Hydrogen JU. The personal information we request from you 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 Text with EEA reference.

For more explanations on data protection please see the privacy statement [here](#).

