



**Knowledge Management Officer (Temporary Agent, Grade AD6)**

at the Clean Hydrogen Joint Undertaking (Clean Hydrogen JU)

**Reference: CleanH2JU/AD6/2024/03**

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 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 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 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 and under Horizon 2020 (2014-2020) and Horizon Europe (2021-2027)

The Clean Hydrogen JU is located in Brussels, Belgium.

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

## **1. INTRODUCTION**

The Clean Hydrogen JU is publishing a vacancy notice for a 'Knowledge Management Officer'.

## **2. JOB PROFILE AND TASKS**

### **2.1 JOB PROFILE**

The Knowledge Management Officer will report to the Head of Operations and Communication Unit. He/she shall be responsible for creating, sharing, using and managing the knowledge and information in the Clean Hydrogen JU, in particular the management of all knowledge coming from the JU activities, including projects results as well as technology progress against the state of the art and targets, but also the market development conditions and ultimately benchmarking to other geographical areas.

The knowledge management activities will contribute to the overall objective of improved performance, EU competitive advantage, innovation, the sharing of lessons learned, integration and continuous improvement of the JU, while monitoring its activities and their performance against the Horizon Europe KPIs and providing input and feedback to EU policies.

The Knowledge Management Officer shall follow developments in the area of Fuel Cells and Hydrogen, including existing EU and national policies and legislation. He/she should be able to analyse this knowledge and make it purposeful, concrete and action-orientated, and place accordingly the JU within the EU landscape/policy.

### **2.2 TASKS**

The jobholder will perform the following tasks:

- Within the Operations and Communication Unit, lead the Strategic Research Innovation Agenda, SRIA set-up and implementation through setting up/planning and continuous monitoring of KPIs, including revision at mid-term and related amendments;
- Contribute to the Annual Work Programme(s), AWP(s) incl coordinating the annual gap analysis and policy context, procurements/studies, Knowledge management activities, feedback to policies, F2P etc;
- Coordinate the Unit's contribution to the Annual Activity Report(s), AAR(s) incl through annual reporting of programme achievements based on projects results (and PRD exercise) and all the other support activities, implementation of budget, progress towards indicators/targets etc;
- Support the implementation of DG JRC Framework Agreement & Annual Rolling Plans, incl checks of reports and deliverables, and their proper promotion/communication; participate and contribute in international task forces like the IEA HTCP Task Forces (supporting the JRC in such activities);
- Ensure regular contact with JU members and liaison with other stakeholders incl Commission services and Hydrogen Europe or Hydrogen Europe Secretariats on matters related to Knowledge Management such as tools/Observatory or briefings/feedback to policy etc;
- Coordinate the feedback to policy/briefings and support to International Cooperation through providing data and statistical info from projects or state-of-art; Extracting information and reporting/communication (contribution to fact-of-the-month, newsletter etc); portfolio analysis for Annual Programme Review in collaboration with Project Officers (including validation and analysis of performance data collected annually from projects in the TRUST internal database for monitoring of technology against technical KPIs);
- Lead in follow-up of programme performance, in particular to identify and collect all the information that is needed for the monitoring of the JU Programme and projects according to its objectives and obligations, based on the Horizon Europe Regulation, the SBA and its Strategy Map; coordination of risk assessment for operational activities; prepare or acquire the necessary IT tools to support the monitoring of the JU indicators such as conceptualise and prepare the framework for the implementation of the Knowledge Hub platform; Data collection/input & analysis of results, including support to IT development;
- Lead the annual data collection exercise, data validation and data exploitation/analysis including drawing conclusions/trends for communication purposes (in collaboration with Project Officers and Communication team); prepare the data collections tools to be expanded to non-JU projects, which would in turn allow the monitoring of hydrogen technologies across EU Programmes and Partnerships; begin investigating ways to collaborate with Member

States and Hydrogen Valleys to monitor projects funded at national or regional level (in collaboration and support to the synergies officer);

- Lead the Annual Programme Review with support from DG JRC (or external experts): annual assessment of programme progress against KPIs, follow-up on State-of-Art of hydrogen technologies, historical analysis of areas of support, development/adaptation of TIM (Tools for Innovation Monitoring) for the hydrogen technologies; input to publication of Programme Review Report including posters of ongoing projects;
- Monitor market development (development and continuous update of European Hydrogen Observatory, including liaison with private members and European Alternative Fuels Observatory, EAFO and National registration/registries, ACEA association, E-HRS platform, H2V platform, etc); centralise, update and redistribute data related to projects, studies support by the JU and European market deployment monitoring in view of activities of the Clean Hydrogen JU;
- Provide timely and quality input upon request;

Most of the above mentioned documents can be found on our website: <http://www.clean-hydrogen.europa.eu>

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 followed by at least 3 years of professional experience;
- 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>1</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>2</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

- Education/diploma in engineering and/or science (including mathematics, economics);
- Scientific/technical and regulatory understanding of research and development in the hydrogen sector;

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<sup>1</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>2</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.

- Strong analytical skills to evaluate complex technical and scientific information;
- Ability to assess, track and manage detailed project plans;
- Very good command of written and spoken English; proven experience of fluent technical and writing style;
- Good 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 of more than 1 year in a field relevant to the position (knowledge and data management and/or fuel cells and hydrogen), acquired after the completion of studies referred to in the eligibility criteria;
- Knowledge of the scope and aims of the Clean Hydrogen JU;
- Professional experience acquired in liaison with EU funding schemes;
- Familiar with the EU procedures, rules and regulations;

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

Candidates are reminded that the Selection Board'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 31 December 2025 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 Knowledge Management Officer, the grade is AD 6. The basic monthly salary of a temporary agent in the first step at AD 6 level, before any deductions or allowances, is EUR 6418.36

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 **30 September 2024, 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 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  
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 Board. The Court has consistently held that the wide discretion enjoyed by Selection Board 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 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](#).