

December 2025

**Vacancy Notice for setting up a reserve list for
assistants in the fields of administration, finance and
operations/call coordinator**

**Temporary Agent AST4
Chips-2025-05-AST-Assistants**

Type of contract	Temporary agent 2f
Type of Post	Assistant in the following sectors: administration, finance operations/call coordinator
Type of publication	External
Function group/Grade	AST 04
Duration of contract	3 years (renewable)
Place of employment	Brussels, Belgium
Deadline for applications	18 January 2025, 23:59 (CET, Central European Time, Brussels time)
Reserve list valid until	31.01.2027
Number of persons to be recruited	2
Number of persons for the reserve list (estimated)	9

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1 INTRODUCTION

The Chips Joint Undertaking (Chips Joint Undertaking) is a public-private European Partnership aimed at leveraging investments in the electronics sector in Europe to research and develop innovative key digital technologies. The Chips Joint Undertaking fosters research and innovation collaboration between stakeholders such as industry, public authorities, academia, and research and technology organisations, pulling together and focusing efforts. The Chips Joint Undertaking's strategy is aligned with the Horizon Europe Framework Programme and the programmes of Participating States to attract private investments and contribute to the effectiveness of public support by avoiding unnecessary duplication and fragmentation of efforts, thus contributing to the development of a strong and globally competitive industry in the European Union.

The Chips Joint Undertaking is based in Brussels, Belgium.

As part of the Multiannual Financial Framework (MFF) for 2021-2027 and in line with the Horizon Europe Framework Programme, the Chips Joint Undertaking is established by Council Regulation (EU) 2023/1782 of 25 July 2023 amending Council Regulation (EU) No 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe. The Chips Joint Undertaking is the successor to the former KDT Joint Undertaking¹ and supports the latter's ongoing projects.

The Chips Joint Undertaking addresses clearly defined topics that will reinforce the Union's technological autonomy in electronic components and systems, establishes the Union's scientific excellence and innovation leadership in emerging components and systems technologies, and ensures that components and systems will address Europe's societal and environmental challenges.

Members of the Joint Undertaking are the European Union through the European Commission, Member States and Associated Countries to the Framework Programme Horizon Europe on a voluntary basis, and three industrial associations forming the private members of the Chips Joint Undertaking: 'AENEAS', 'INSIDE' and 'EPoSS'.

For further information, please consult the following website: <https://www.chips-ju.europa.eu>

2 POSITIONS ADVERTISED

a Overall purpose

Three profiles are advertised.

Profile 1: assistant for administration

The assistant provides personal, administrative, and organisational support to the JU Office teams/units in the daily business tasks. She/he reports to the head of sector for administration and the head of unit for administration and finance.

Profile 2: assistant for finance

The assistant provides support to the finance team. She/he reports to the head of sector for finance and and the head of unit for administration and finance.

Profile 3: assistant for operations/call coordinator

The assistant supports the programme and projects officers. She/he reports to the head of unit for operations and communication.

b Duties and responsibilities

Profile 1: assistant for administration

The jobholder will be required to perform the following tasks:

- Support Chips JU staff in tasks linked to administration, HR, Governance;
- Prepare missions order and reimbursements for the staff of the unit;
- Monitor functional mailboxes (route incoming correspondence, prepare draft replies and ensure timely follow-up);
- Manage and update relevant databases, and organise and maintain archives;
- Cover for other administrative support staff in their absence and provide support to other members of a team/Unit, where relevant and if required.
- Undertake any additional tasks as required in the interest of the unit.

Profile 2: assistant for finance

The jobholder will be required to perform the following tasks:

- Initiate and/or verify if needed the financial transactions including commitments, de-commitments, payments, guarantees and credit operations by ensuring compliance with the financial rules and regulations and established procedures;

- Liaise and support relevant internal and external stakeholders on all financial issues and tasks when necessary;
- Assist in the collection of the necessary information and audit files for the Internal Audit Service, European Court of Auditors and ex-post audits and prepare financial transaction following the conclusion of audits (payment/ recovery) if needed and ensure financial transactions are properly filed and recorded in the IT system;
- Participate in the planning, preparing, follow-up and reporting on the budget and provide support to budget management upon request and if applicable;
- Assist in the development of financial procedures and the elaboration of templates and other standard documents.

Profile 3: assistant for operations/call coordinator

The jobholder will be required to perform the following tasks:

- Schedule the process of Horizon Europe/Digital Europe Programme (HE/DEP) Calls;
- Manage the process for the Calls, evaluation and selection phase;
- Assist the drafting of the Chips JU Work Programme in relation to the Calls;
- Takes leading role in the configuration and testing of submission and evaluation tools HE/DEP;
- Liaise with the IT related services;
- Lead the process of selection, contracting, briefing of experts and observers for evaluations;
- Coordinate the drafting and adoption of Call related documents.
- Provide and maintain the call related information on the Chips JU website and the funding and tenders portal;
- Organise evaluation logistics (e.g. experts schedule, facilities reservation, etc.);
- Maintain active communication with applicants and national authorities involved in the Call. E.g. Maintenance of the Call mailbox, provide material for Call information/dissemination;
- Execute the corresponding responsibility in the financial and administrative circuits of the organization according to the internal procedures;
- Undertake additional tasks as required in the interest of the Programmes unit and Call activities.

3 ELIGIBILITY AND SELECTION CRITERIA

a Eligibility criteria

Candidates will be considered for the selection phase based on the following criteria to be fulfilled by the closing date for applications:

i General conditions

- Be a national of a Member State of the European Union;
- Be entitled to her/his full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved;

- Be physically fit to perform the duties linked to the post²
- Very good command of written and spoken English (C level). 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).

ii Education

On the closing date for applications, candidates must have:

- a level of education which corresponds to a post-secondary education attested by a diploma³;

OR

- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years;

b Selection criteria

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

i Essential criteria

- Suitability to perform the tasks described under point 2 b);
- Proven professional experience of **at least 14 years** in carrying out administrative office work;
- Proficient written and spoken English (level C1);
- Excellent office management IT tools;
- 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 skills with an ability to interact and communicate at all levels inside and outside the organization;

ii Advantageous criteria

Profile 1: assistant for administration

- Proven experience in working for EU/international organisation;
- Proven experience in working with EU tools: Ares, Sysper, MIPS;

² Before her/his 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.

³ Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

Profile 2: assistant for finance

- Proven experience in working for EU/international organisation;
- Proven experience in Horizon Europe Research and Innovation programme, Digital Europe Programme or similar research funding or other Union financing programmes;
- Proven experience in working with EU tools: Ares, Compass, e-Grant, PDM, ABAC/SUMMA.

Profile 3: assistant for operations/call coordinator

- Proven experience in working for EU/international organisation;
- Proven experience in Horizon Europe Research and Innovation programme, Digital Europe Programme or similar research funding or other Union financing programmes;
- Proven experience in working with EU tools: Ares, Compass, e-Grant, e-Experts, CPM, CAP.
- Knowledge of national funding programmes and their synergies with EU programmes.

iii Behavioural competences

- Proven ability to work in a team in a multicultural, international and multidisciplinary environment;
- Strong sense of confidentiality and integrity;
- Strong sense of responsibility, commitment and co-operation;
- Ability to establish and develop good inter-personal relations with a broad range of stakeholders in cross-cultural environments;
- Ability to multitask, to prioritise and to meet tight deadlines;
- Cooperative and supportive team player;
- Service-oriented, results-driven and flexible attitude;
- Good social skills and ability to communicate effectively.

In order to be evaluated in the best possible way, candidates are recommended to give evidence of their knowledge with specific examples and/or detailed professional experience. Candidates are invited to be as detailed and as clear as possible in the description of their professional experience and specific skills and competences in their application form.

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

4 APPLICATION PROCEDURE

Candidates must submit an online application using SYSTAL vacancies portal.

Candidates are requested to:

1. Complete the **online application form** - to access the right form, candidates should select the vacancy for which they wish to apply;
2. Upload a **letter of motivation** and a Curriculum Vitae (CV), in the **European CV format** <https://europa.eu/europass/en>
3. Indicate the profile(s) they are applying to:
 - Profile 1 **assistant for administration.**
 - Profile 2 **assistant for finance.**
 - Profile 3 **assistant for operations/call coordinator.**

Candidates should select the profile they apply to (one choice possible).

Candidates are advised to apply using an e-mail address that will remain valid for several months: candidates that will leave their job in the coming months are advised not to use their professional e-mail address.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point. In order to facilitate the selection process, application documents as well as all communications to candidates concerning this vacancy will be in English.

Application forms sent by e-mail or post **will not** be accepted.

Candidates are asked to report any potential change of contact details without delay, to the following e-mail address: vacancies@chips-ju.europa.eu

Please remember to quote the reference of the vacancy for which you have applied in all correspondence: **CHIPS-2025-05-AST4-ASSISTANTS**

Candidates should assess and check before submitting their application that they fulfil all the requirements as specified in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

All documentary evidence of professional experience must indicate both start and end date of previous positions and the start date of the position held currently, full time or part time work has to be also indicated. Freelance or self-employed candidates must provide either a copy of the entry in the relevant trade register, or any official document (for example a tax revenue) showing clearly the length of the relevant professional experience.

5 SELECTION PROCEDURE

A Selection Committee, appointed by the Executive Director of the Chips JU, assesses the applications in accordance with the eligibility and selection criteria outlined in the vacancy notice and establishes a short-list of candidates for an interview and a written test.

- Written test on a topic related to the job description,

- Interview with the Selection committee.

The Selection committee will establish a reserve list of suitable candidates to be approved by the Executive Director. The recruitment will take place only upon a decision of 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.

6 APPOINTMENT AND RESERVE LIST

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

The Executive Director will approve a reserve list and select 2 candidates for 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.

The reserve list may be used to fill other positions of the same nature and of the same grade within the Chips JU.

The reserve list might be used by other Joint Undertakings to cover a similar position: in such a case, candidates will be asked to confirm their explicit consent allowing the Chips JU to transfer their data to the concerned Joint Undertaking.

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 31/12/2027 and may be extended at the discretion of the Executive Director.

7 CONTRACTUAL CONDITIONS

The successful candidate will be appointed by the Executive Director of the Chips as a Temporary Agent – Assistant at grade AST 4, pursuant to Article 2 (f) of the Conditions of Employment of Other Servants of the European Union, for a period of three years.

The successful candidate will be asked to perform nine months of probationary period.

After an evaluation of the post holder's performance, the contract may be renewed in accordance with the Chips JU legal basis. The period of engagement will not in any case exceed the lifetime of the Chips JU.

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.

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laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

- AST 4 Step 1 (subject to indexation in late December 2025): 5,279.52 €
- AST 4 Step 2:(subject to indexation in late December 2025): 5,501.36 €

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

The working language is English.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, which is available on the following web page:

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

8 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.

9 EQUAL OPPORTUNITY

The Chips Joint Undertaking is committed to welcoming and managing diversity, gender equality and inclusion, and welcome applications from all candidates independently of their gender, race, colour, ethnic or social origin, language, religion or belief, age or sexual orientation, including from candidates with disabilities. Assistance can be provided to persons with disabilities during the recruitment procedure.

The Chips Joint Undertaking actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

10 REQUEST FOR REVIEW AND APPEAL PROCEDURES

A candidate who feels that she/he has been treated incorrectly may ask to have her/his application reconsidered by sending, within 20 days of the date of notification, a request for review via e-mail to: vacancies@chips-ju.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 days of receipt of the request.

Appeal procedures

If the candidate considers that she/he has been adversely affected by a particular decision, she/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and the Conditions of employment of other servants of the European Union (CEOS), at the following address:

**Executive Director
Chips JU
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 - <https://eur-lex.europa.eu/>) 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 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
Postal Address
L-2925 Luxembourg**

The Executive Director 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 228 (1) of the Treaty on the Functioning of the European Union 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 – CS 30403
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 270 of the Treaty on the Functioning of the European Union.

11 CHIPS JU PRIVACY STATEMENT

The Chips JU may process your personal data on the basis of the European Regulation (EU) N°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 on the free movement of such data (“EUI-GDPR”) as part of your job application with us (as temporary agent (TA), contract agent (CA), seconded national expert (SNE), interim staff or trainee. Find more about how the Chips JU processes personal data in the context of recruitment procedures in the dedicated [privacy statement](#).

If you have any complaints regarding the processing of your personal data by us, you may always contact us by sending an e-mail to dpo@chips-ju.europa.eu.

If you remain unsatisfied with our response, you are free to file a complaint with the European Data Protection Supervisor(<https://edps.europa.eu>).
