



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

REA.D – Coordination and Corporate Services
D.2 – People and Workplace

VACANCY NOTICE
INTER-AGENCY MOBILITY PUBLICATION
Contract Agents FG IV
Project Adviser
(ref. REA-INTER/IV/2026/8)
The European Research Executive Agency (REA)

I. INTRODUCTION

REA is a multicultural and dynamic body set up by the European Commission in 2007, originally for implementing parts of the Seventh EU Framework Programme for research, technological development and demonstration activities. In 2021, the Commission extended the REA's mandate until 2027, delegating to it additional actions of Horizon 2020 and Horizon Europe.

Further information on REA may be obtained at [European Research Executive Agency \(europea.eu\)](https://europea.eu).

In order to fill up to **1** current and future vacant posts in **REA unit B.4 – Agri-Food promotion, Environmental Observation and Innovative Governance**, the European Research Executive Agency (REA) is currently looking for new colleagues as **Project Adviser (contract agent FGIV)**. The number of suitable candidates sought is **3**.

REA Unit B4's mission is twofold, reflecting the objectives of the two programmes managed on behalf of the European Commission.

Under the Promotion of EU agricultural products, it aims to enhance the competitiveness of the Union's agricultural sector by promoting the unique characteristics of EU products in the internal market and in third countries.

Under the slogan [Enjoy it's from Europe Portal](https://enjoyitfromeurope.eu), the projects managed publicise the high quality and safety standards applicable to EU agricultural products, their authenticity as well as the diverse and traditional range of products supported by EU quality schemes. Promotion actions are run by grant beneficiaries selected via calls for proposals (REA.B.4.002 - grants), or by the unit itself using procurement procedures (REA.B.4.003 - own initiatives).

Sector REA.B.4.001 implements part of Horizon Europe Cluster 6 - Food, Bioeconomy, Natural resources, Agriculture and Environment, by launching calls for proposals and funding and monitoring research and innovation projects under Destination 7 – Innovative governance models and tools in support of the Green Deal.

As such, it aims to support European research and innovation in order to:

- develop innovative governance models and support policy making,
- promote the use, uptake and deployment of environmental observations as well as digital solutions,
- strengthen knowledge and innovation systems,
- develop digital and data technologies as key enablers in fields such as biodiversity, bio economy, blue economy, agriculture, consumers.

In addition, this sector is responsible for a number of projects under Horizon 2020 Societal Challenge 5 “Climate action, environment, resource efficiency and raw materials” in the fields of environmental observation and polar science, and under Horizon 2020 Societal Challenge 2 “Food security, sustainable agriculture and forestry, marine and maritime and inland water research, and the Bioeconomy” in the fields of marine science and agriculture.

The unit works in close cooperation with REA B2 and REA B3 and collaborates with the partner DGs of the European Commission contributing to the communication, dissemination, exploitation and assessment of projects’ results, feedback to policy and the publication of relevant reports and information.

II. PROFILE AND DUTIES

The successful candidate will work in **Function Group IV as Project Adviser**. The level of responsibilities is set in accordance with the Function Group.

As part of a team and under the supervision of a Head of Sector, the successful candidate will contribute to the following main functions and duties:

PROGRAM / PROCESS / PROJECT MANAGEMENT

- Define event/campaign strategy, target groups and messages.
- Steer the work of contractors to design and implement event/campaign activities.
- Coordinate with the parent DG and stakeholders (EU delegations, MS' and business representatives in third countries) and integrate their input.

EVALUATION AND QUALITY

- Analyse and assess the results and impact of the event / campaigns, provide feedback, prepare reports with recommendations for improvement.

PROCUREMENT and CONTRACT MANAGEMENT

- Draft, launch, manage and monitor calls for tenders, evaluation and selection of projects.
- Manage specific contracts during their entire lifecycle. Follow up the implementation of projects, monitoring contractual obligations of specific contracts, from the signature until the payment.

BUDGET AND FINANCE

- Finalise contracts in collaboration with financial officers and the legal advisor and monitor the signature of contracts and agreements.

- Prepare amendments of contracts and monitor their signature.
- Make the operational initiation of commitments and payments, ensure that payments are duly executed respecting the deadlines, in collaboration with the financial officers.

COMMUNICATION and PUBLICATION

- Extract and disseminate best practices among the team; facilitate exchange of experiences.
- Disseminate the results of the projects via presentations, Newsletters etc.

The successful candidate will be expected to travel several times per year to countries outside the EU to implement the promotional events on site.

III. ELIGIBILITY CRITERIA

On the closing date of application candidates must:

- Currently be employed by the Commission or the Executive Agencies as Contract Agents;
- Currently be in the Function Group of the published post (FGIV) ⁽¹⁾;
- Have served for at least three years as contract agents 3(a) or 3(b) ⁽²⁾.

This post is also open to CA 3(a) who belong to the function group below the one published and who have passed a general selection procedure under the exercise referred to in Article 13 of Commission Decision C(2017) 6760 final of 16/10/2017 ([General Implementing Provisions \(GIPs\)](#)).

Inter-Agency vacancies are open to candidates that are already employed within the Commission or the Executive Agencies that have adopted Commission Decision C(2017)6760.

Inter-Agency selection procedures organised by REA are not open to members of contract staff already working at REA.

Only complete applications received before the deadline will be considered.

IV. SELECTION CRITERIA

Eligible candidates will be assessed by the Selection Committee against the following selection criteria:

A. Essential qualifications and experience

- A minimum of 3 years of professional experience in managing communication events and/or campaigns.
- A minimum of 1 year of professional experience in managing procurement procedures.

⁽¹⁾ Candidates must have successfully passed an EPSO CAST selection for that same Function Group.

⁽²⁾ The minimum duration must have been obtained either as Contractual Agent 3(a) or 3(b). Cumulative duration as Contractual Agent 3(a) and 3(b) will not be considered.

- Thorough knowledge of English ([C1 level](#))³.

B. Advantageous qualifications and experience

- University degree in a field related to marketing or communication.
- A minimum of 1 year of professional experience in organising communication campaigns and/or events outside Europe.
- A minimum of 1 year of professional experience in the agri-food sector.

A combination of multiple types of relevant experience is considered advantageous.

C. Job-related competencies

- Delivering quality and results
- Problem-solving and analytical skills
- Planning and organisation skills
- Attention to detail
- Sense of initiative, ability to work in an autonomous and proactive way
- Service-oriented mindset
- Excellent oral and written communication skills
- Resilience and ability to work under pressure
- Strong teamwork skills
- Excellent interpersonal skills

V. APPLICATION PROCEDURE

For applications to be valid, candidates must submit all the following documents before the closing date for applications:

- The application form filled in ([fill it out here](#));
- A detailed curriculum vitae, in EU CV format ⁽⁴⁾, clearly indicating the type of work experience which is related to sections II and IV of the vacancy notice ⁽⁵⁾.

Candidates who do not submit their CV and application form by the closing date for applications, will be excluded from the selection procedure.

We kindly request that candidates submit their applications in English ⁽⁶⁾.

If you have a query, you may contact the functional mailbox REA-TALENT-SELECTION@ec.europa.eu quoting the reference of the vacancy notice: REA-INTER/IV/2026/8.

The status of the selection procedure can be found on the [REA Website](#) and the [REA Intranet](#).

The closing date for the submission of the applications is 31 August 2026 (midday,

⁽³⁾ Please note that the minimum levels required above must apply to each linguistic ability. These abilities reflect those of the Common European Framework of Reference for Languages: [Europass LP](#).

⁽⁴⁾ EU CV format is the preferred format available on: [Create your Europass CV|Europass](#)

⁽⁵⁾ Preferably in .pdf.

⁽⁶⁾ See section VI

CET).

Candidates may be disqualified at any stage of the selection procedure if it is established that they:

- Failed to provide a valid application file within the deadline;
- Do not meet all the eligibility criteria;
- Made false declarations or declarations unsupported by the appropriate documents;
- Have cheated during the interview;
- Attempted to contact a member of the Selection Committee in an unauthorised manner;
- Failed to inform the [REA HR](#) of a possible conflict of interest with a Selection Committee member.

VI. SELECTION PROCEDURE

Eligible applications may be screened by the Selection Committee against the selection criteria and the profile and duties (sections II and IV) mentioned in the vacancy notice. Candidates who, based on the information provided in their application, best match the job requirements, will be pre-selected by the Selection Committee to take part in the interview.

According to the [provisions implementing Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3a and 3b](#) which have been [adopted by analogy](#) by REA, 3(b) candidates can be considered if the selection for CA 3(a) is unsuccessful.

During the interview, the candidates will be assessed based on the job requirements as described in the selection criteria, profile and duties and job-related competencies (sections II and IV).

In view of the nature of the duties and the particular field of this selection procedure, the language that will be used for the interview will be English as vehicular language for the performance of the duties of Project Adviser in REA. In addition, English is generally considered the lingua franca of the scientific community which is the REA's primary stakeholder. All formal and informal communication, such as writing reports, answering information requests and holding discussions is in English.

At the end of the selection process, the Selection Committee will propose the best performing candidate(s) to the Authority Empowered to Conclude Contracts of REA (AHCC).

A list of suitable candidates will be available for one year. The recruitment unit as well as other REA units may consider those candidates for a potential future recruitment if they seek a similar profile. Candidates may opt out at any time.

REA draws the candidate's attention to the fact that having been positively assessed and retained in the selection procedure does not provide any assurance of recruitment by the agency.

VII. EQUAL OPPORTUNITIES

The Executive Agencies apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic

features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Furthermore, the Executive Agencies offer an inclusive working environment founded on diversity and equal opportunities in which everyone feels valued and can live up to their full potential. The implementation of these principles is fostered through internal integration actions that value colleagues' diverse backgrounds.

The selection process reflects the above values. The Executive Agencies encourage applications from highly qualified candidates and aim to assign future colleagues with responsibilities based on their skills, competences, professional experience and attitudes in accordance with the principles of non-discrimination, equal treatment and absence of conflict of interest.

VIII. CONDITIONS OF EMPLOYMENT

The successful candidate will be recruited according to paragraphs 4 and 5 of [Article 14 of the provisions implementing Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3\(a\) and 3\(b\)](#) which have been [adopted by analogy](#) by REA.

The successful candidate shall take up duty in the recruiting Agency in principle three months after the job offer, unless it is otherwise agreed between the two Institutions and the staff member concerned.

IX. REQUEST FOR REVIEW

Where a candidate is excluded from the next stage of the selection procedure, they can request a review of the decision taken by the Selection Committee if they consider that there has been a material error or a breach of the rules of the selection. This request for review must be submitted within 10 calendar days of the date on which the contested decision was communicated.

In the request, the candidate must provide the information necessary to identify the nature of the alleged error and the reasons why s/he believes that a review is necessary. Requests received after the deadline, or which are not clear enough to identify the alleged error will not be taken into account.

Requests for review must be sent to REA-TALENT-SELECTION@ec.europa.eu

X. APPEAL PROCEDURES

Complaint on the basis of Article 90(2) of the Staff Regulations of Officials of the European Union (SR)

Candidates may submit a complaint on the basis of Article 90(2) of the Staff Regulations of Officials of the European Union, which is to be sent as a single copy using one of the following methods:

By email to: REA-TALENT-SELECTION@ec.europa.eu

Or by post to:

REA Director

Reference of the selection procedure: **REA-INTER/IV/2026/8** – Project Adviser

SB34 – 08/P198

Boulevard Simon Bolivar, 34

1049 Brussels, Belgium

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complainant.

Judicial Appeal

Candidates may submit a judicial appeal on the basis of 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, candidates may consult the website of the [General Court](#).

Complaint to the European Ombudsman

Candidates, like any citizen of the Union, may lodge a complaint to the European Ombudsman.

Before submitting a complaint to the Ombudsman, candidates 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. For arrangements for complaints to the Ombudsman, candidates may consult the website of the [European Ombudsman](#).

XI. DATA PROTECTION

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible selection and recruitment at REA. The personal information requested from candidates will be processed in line with Regulation (EC) 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. In this regard, candidates should refer to the Data Protection Notices of REA which are available on the [public central register of records](#) and explain how REA processes personal data in relation to selections and recruitment.