**Grant Manager (ref. VN126)**

**TA – AD 6**

**Declaration of Honor**

**Eligibility & Selection Criteria Grid**

|  |  |
| --- | --- |
| **Last name:** |  |
| **First name:** |  |
| **Nationality:** |  |
| **Gender:** |  |
|  |  |

**A. Eligibility criteria**

1. Minimum qualifications: a level of education which corresponds to completed university studies attested by a diploma in an appropriate field of study when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma in an appropriate field of study when the normal period of university education is three years and, after having obtained the university degree, at least one year of appropriate professional experience: **YES / NO**
2. Minimum professional experience: I have at least **3 years** of proven professional experience gained after obtaining the minimum qualifications required in a field related to the nature of the key accountabilities, preferably in an international research environment: **YES / NO**
3. Language skills: I have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties:  **YES / NO**
4. I am a national of a Member State of the European Union:  **YES / NO**
5. I am entitled to my full rights as citizen:  **YES / NO**
6. I have fulfilled any obligations imposed by the applicable laws concerning military service:  **YES / NO / NA**
7. I am physically fit to perform the duties linked to the post:  **YES / NO**

**B. Selection Criteria**

(1 = slight; 2 = good; 3 = very good; 4 = excellent)

1. Proven work experience in the contractual management of H2020 projects: **1 /2 / 3 / 4**
2. Proven experience in the usage of H2020 IT Tools: **1 /2 / 3 / 4**
3. Proven knowledge of EU research programme and related legal and administrative procedures: **1 /2 / 3 / 4**
4. Planning, analytical and organizational skills: **1 /2 / 3 / 4**
5. Working with others: ability to work in a proactive and autonomous way as well as in a multicultural team: **1 /2 / 3 / 4**
6. Communication (written and oral) and presentation skills: **1 /2 / 3 / 4**
7. Working knowledge of written and spoken English: **1 /2 / 3 / 4**
8. Proven experience in the usage of the following IT tools: COMPASS, SyGMa, EMI: **1 /2 / 3 / 4**
9. Drafting skills and ability to prepare concise and effective report: **1 /2 / 3 / 4**
10. Knowledge of Microsoft Excel and ability to use spreadsheets: **1 /2 / 3 / 4**
11. Knowledge of Air Traffic Management or transversal expertise on domains such as RPAS (Drones) traffic management: **1 /2 / 3 / 4**
12. Knowledge of a third official European Language: **1 /2 / 3 / 4**

**C. Please specify how you learned about this vacancy notice:**

SESAR website **YES / NO**

EPSO website **YES / NO**

Other (please specify) **…………….**

**Date Signature (mandatory)**