**Grant Manager (ref. VN130)**

**TA – AD 5**

**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 3 years or more **YES / NO**
2. Minimum professional experience: I have at least **2 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 EU research projects **1 /2 / 3 / 4**
2. Proven experience in the usage of IT grant management tools **1 /2 / 3 / 4**
3. Proven knowledge of EU research programme and related legal and administrative procedures **1 /2 / 3 / 4**
4. Interest in the EU aviation policy **1 /2 / 3 / 4**
5. Strong planning, analytical and organizational skills **1 /2 / 3 / 4**
6. Working with others: ability to work in a proactive and autonomous way as well as in a multicultural team **1 /2 / 3 / 4**
7. Strong communication (written and oral) and presentation skills **1 /2 / 3 / 4**
8. Excellent working knowledge of written and spoken English **1 /2 / 3 / 4**
9. Proven experience in the usage of the following IT tools: COMPASS, SyGMa, EMI **1 /2 / 3 / 4**
10. Strong drafting skills and ability to prepare concise and effective reports **1 /2 / 3 / 4**
11. Advanced knowledge of Microsoft Excel and ability to use spreadsheets **1 /2 / 3 / 4**
12. Knowledge of Air Traffic Management or transversal expertise on domains such as RPAS (Drones) traffic management **1 /2 / 3 / 4**
13. A good 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)**