

AGRIFOOD CAMPUS OF INTERNATIONAL EXCELLENCE (ceiA3) OPEN CALL FOR AN INTERNSHIP AT THE CEIA3 INTERNATIONAL PROJECTS OFFICE IN BRUSSELS

The General Coordinator, on behalf of Governing Council of the ceiA3, in compliance with Article 7 of the statutes of the Consortium, hereby commence the procedure, by the competitive selection scheme, for the recruitment of an intern under the collaboration agreement with "Santander Universidades", according to the following:

TERMS OF THE CALL

FIRST. -PURPOSE

The purpose of this call is to provide one internship for collaborate at the Brussels Delegation of the ceiA3.

SECOND.- OBJECT

Call for a full-time internship at the ceiA3 International Projects Office in Brussels.

The mission of the ceiA3 International Projects Office in Brussels is to oversee the participation of the ceiA3 in the EU Programmes for scientific and technological cooperation, and to provide support in the preparation and implementation of EU projects, developed by the ceiA3.

The main activities involved in this internship are the following:

- Overview of all EU Programmes of relevance to the ceia3, with special focus on the Framework Programmes for research, technological development and innovation.
- Informing and advising ceiA3 staff as to the most appropriate Work Programmes and funding schemes for new EU projects, providing general guidelines for the preparation of proposals for such projects, and reviewing the proposals during the preparation phase.
- Coordinating the internal process of approval and submission of EU projects with the participation of the ceiA3, in liaison with other services concerned.
- Participation in the management and dissemination activities of EU projects, coordinated by the ceiA3, within the limit of available resources.



- Relations with other EU entities, especially those involved in the agrifood sector towards the establishment of new collaborations by attending relevant meetings and brokerage events.
- Relations of the ceiA3 with the European Commission, Parliament and Council, and other European institutions.

THIRD.- INTERNSHIP CONDITIONS

- The monthly amount of the grant involved in this internship is 1,300€.
- The duration of the grant is five months, expandable to six.
- The estimated starting date is at the end of February, 2015.

FOURTH.- ELIGIBILITY CRITERIA

Candidates must possess:

- An academic training level of at least a Bachelor degree, preferably in one of the related areas of the ceiA3.
- Proven expertise in European RTD project management, especially within FP7 and H2020.
- Proven previous work experience in the European Commission or other EU institutions located in Brussels; minimum 10 months, carried out within the last 5 years.
- Proven oral and written command of the English and Spanish languages (C2 level or equivalent); other languages will also be valued.

FIFTH.- APPLICATIONS

Applicants must complete and submit the Application Form (Annex I), together with:

- Curriculum Vitae in Europass format
- Copy of identity card or passport
- Copy of certification of academic training
- Documentation proving all relevant work experience



- Documentation proving language level (in lieu of official accreditation, a written argumentation of the language competence should be included)
- A Letter of Intent with synthetic description of the reasons for participation and capacities that will contribute to the functions described within the Terms of the Grant (maximum one page).

Applications must be submitted in English and addressed to the General Coordination of the ceiA3, both by email (address administracion@ceia3.es, and Subject: "EU Projects Office Internship Brussels"), and by post (address: ceiA3-Rectorado Universidad de Córdoba. Avda. Medina Azahara, 5. 14071 Córdoba. Spain).

Applications sent by e-mail must include the required application documents (indicated above) as scanned PDF attachments.

The Application submission period will be open for ten calendar days, starting the day after the publication of this call.

SIXTH.- SELECTION PROCESS

The Selection process is based on the information and merits declared in the Application Form (Annex I), confirmed by the corresponding documentation, as well as on interviews.

Interviews may be conducted at the Central ceiA3 Delegation in Cordoba, the ceiA3 Delegation in Brussels, or online, if necessary. The language of the interview will be English.

Provisional Outcome: a Provisional List of Selected Candidates will be made public based on the information, merits, and interviews of the initial selection process. Subsequently, there will be a period of ten working days for submission of claims.

Final Outcome: The Final Outcome of the call will be published after examination of the documentation provided. The final selected applicant shall submit the required documents of Acceptance of the Internship within a period of ten working days starting from date of publication of the Final List of Selected Applicants by the Technical Evaluation Commission. The address for submission of the original, signed document, is the General Registry of the University of Cordoba, and the documents must be addressed to the General Coordination of the ceiA3 (ceiA3- Rectorado Universidad de Córdoba. Avda. Medina Azahara, 5. 14071 Córdoba. Spain). In case of expiry of this period without the reception of the required documents, the selected candidate shall lose all rights to the post.

The call may be considered void if candidates do not adequately match the profile being sought.



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SEVENTH.- EVALUATION CRITERIA

Applicants will be evaluated according to the following criteria:

- Languages: Up to 10 points. Bilingual oral and written English-Spanish level will be scored with 7 points. Proven command in French or other languages (minimum B2 level), will be scored with 1 additional point for each.
- Previous work experience in the European Commission or other EU institutions. Up to 40 points. 2 points for each 3 months.
- Expertise in European RTD project management. Up to 15 points. One year of expertise is required, especially within FP7 and H2020. 3 points will be scored for each additional 6 months.
- Proven training in FP7 and H2020: Up to 5 points. 1 point for each 3 months of training.
- Interview: up to 30 points. The interview is an excluding factor in the selection process (a score below 15 points will not allow the candidate to continue). Interviews will be conducted by a special commission at the Brussels Delegation, the Central Delegation of the ceia3 (Rectorate of the University of Cordoba, Spain), or by online videoconference, depending on the corresponding needs of the candidates. Language command level will be assessed in the interviews.

EIGHTH.- INFORMATION AND COMMUNICATION

All official communications will be published on the ceia3 website, in the Calls section, at <http://www.ceia3.es/en/calls>, according to Art. 59.5 b), Law 30/92 of the Spanish Legal Regime of Public Administrations and Common Administrative Procedure.

Candidates can contact the ceia3 by email at administracion@ceia3.es.

NINETH. ACCEPTANCE AND PAYMENT OF THE GRANT

The Beneficiary of the internship grant is required to sign and submit an Acceptance Document of the grant.

Payment of the grant will be issued monthly, directly to the Beneficiary, by bank transfer to the account indicated in the Acceptance Document, which must be held by the beneficiary.

The grant referred to in this call will be subject to applicable tax legislation.



TENTH. OBLIGATIONS OF THE BENEFICIARY

The beneficiary must:

- Join to the ceiA3 Brussels Delegation at the designated time.
- Reside in Brussels.
- Develop the tasks indicated in this call, as well as other tasks designated by the ceiA3 General Coordinator.
- Answer to the verification and monitoring actions of ceiA3 Coordination.
- Refund the corresponding or full amount of the grant in case of breach, on his/her behalf, of the obligations under this call.

ELEVENTH. LEGAL FRAMEWORK OF THE CALL

The present call is conducted on a competitive basis and is subject to applicable Spanish regulations for grants and subsidies.

The ceiA3 General Coordinator shall be competent for the resolution of matters that not expressly referred to in the Terms set forth in this call.

The submission of the corresponding application implies the express acceptance of the Terms set forth in the present call.

Córdoba, January 16th, 2015

ceiA3 GENERAL COORDINATOR



Signed: Enrique Quesada Moraga

