

Marie Curie Excellence Grants (EXT)

VACANCY TOOL

1. INTRODUCTION

The Commission is managing a database tool, called “**Marie Curie Opportunities Database**” or “**Vacancy Tool**”, which will host – amongst others -project information and vacancies for **Marie Curie Excellence Grants (EXT)** under FP6.

It can be found at the following URL: <http://mc-opportunities.cordis.lu>.

Co-ordinators and/or Team leaders of a “Marie Curie Excellence Grants” project are responsible for completing and maintaining the Vacancy Tool database on the Commission’s website and for providing the detailed list of vacancies for the Team Members. (see Art. III.3 of Annex III of your contract.)

This document is intended to give you some general information on the Vacancy Tool and instructions on how to use it.

2. METHODOLOGY

On the homepage, by selecting ‘[Host Fellowships/RTN](#)’ on the menu bar on the top of the screen, visitors are redirected to the **Host Fellowships/RTN search tool** for vacancies, supported by the Marie Curie Grants (EXT) action (FP6).

Visitors can search for → projects by using a free text search.

→ vacancies according to date, discipline or country,

The Core Project details Page contains:

- * The number of associated vacancies offered in the frame of the project;
- * The contract number;
- * The Project Title and Acronym;
- * The research area (scientific discipline)
- * The advertisement
- * The abstract (summary): This abstract has been retrieved from the Description of Work (Annex I to your contract). Since it is the only detailed information on the project, which can be read by anyone on the web (incl. prospective team members), you may wish to change its content..¹
- * The research programme : FP6
- * The fellowship type;
- * The name of the Co-ordinator;

¹ These details can only be modified by the Commission Services. Please contact Mrs Dupont.

- * The contact details of the Co-ordinator : you can modify this information and replace it by the contact details of the Team Leader.

The project details are extracted from the contract and can only be modified by the Commission services upon request by the co-ordinator.

However, the encoding and maintaining of vacancy details by the co-ordinators is part of their contractual obligations.

3. HOW TO MODIFY OR ADD A VACANCY ?

The co-ordinators receive an email (from mc-opportunities@cordis.lu) with a username and password which allows them to list the information of their **projects** and to add or modify vacancies.

- On the homepage (<http://mc-opportunities.cordis.lu>), select [Project Coordinators Pages](#) and fill in the username & password (you can change your password after having logged-in by clicking on [Change User Details](#)).
- You are redirected to a search screen.
 - By clicking on [List your data](#). Your project(s) will be displayed.
- - Click on the “Project Title” for which you wish to add or modify a vacancy.
- - On the page “Project Details”, click on [Add New Vacancy](#) or [Modify Vacancy](#).
- - On the page “Vacancy Details”, you have several possibilities:

* **Change details :**

When clicking on [Change these details](#) you can add or modify :

- * The job title
- * The job description
- * The level : please select
- * The number of positions
- * The deadline
- * Start date
- * Duration in months
- * Salary
- * How to apply : please select
- * The Details of the contact person : These are by default the details of the co-ordinator. You may wish to replace them by the details of the Team Leader.

* **Changing disciplines and adding one ore more subdisciplines :**

Click on the button “[Change Disciplines](#)”:

The field “Discipline” has been prefilled with the scientific discipline corresponding to the evaluation panel. However, you may wish to link your project to a more accurate discipline, and we recommend you to do so.

Indeed, the Vacancy Tool is linked to the Mobility Portal (url: http://europa.eu.int/eracareers/index_en.cfm), which is advertising

training and mobility opportunities in Europe. One of the search filters in the Mobility Portal is the scientific discipline (research fields). The mapping of scientific disciplines corresponds to the mapping of scientific disciplines in the Vacancy Tool. When searching projects through the Mobility Portal, using the scientific discipline filter, the results will be based on the scientific discipline that has been entered in the Vacancy Tool.

On the same page, you can add one or more subdisciplines. These subdisciplines allow for a more refined search when they are filled in the “Free Text” box on the search page.

Confirm your modifications by pressing the “Change Details” button.

* **Delete a vacancy:** please note that the result of this action is permanent

(* **Clone a vacancy :** for Commission use only.)

Confirm your modifications by pressing the “Add Vacancy” button.

4. WHAT TO DO WHEN A VACANCY HAS BEEN FILLED ?

Click on the vacancy details. At the bottom of the page, click on Send Feedback for this Vacancy. Fill in all the fields and press Submit Feedback.

For further information, please contact :
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