

Publications Office of the European Union (Luxembourg)

Publication of a vacancy for the function of

Director OP.B 'Production of Publications'

(Grade AD14)

(Article 29(2) of the Staff Regulations)

COM/2022/10414

## **We are**

The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies, and agencies since 1969 (Decision 2009/496/EC, Euratom, OJ L 168, 30.6.2009, p. 41). As such, it is the central point of access to EU law, as well as to publications, open data, research results, procurement notices and other official information. The Office thereby plays a central role in making it known to the public what the EU does and means for them, and in unlocking the power of data. The Office supports EU policies as a recognized competence centre for information, data and knowledge management. It publishes in all the official languages of the European Union and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence).

The Publications Office is a service of the European Commission based in Luxembourg. It works under the governance of a Management Committee composed of the Secretaries-General of the EU institutions and is composed of 4 directorates, 17 units and some 585 staff (see <http://publications.europa.eu>).

In particular, **Directorate OP.B 'Production of Publications'** has the mission to prepare for publication and publish legislative and legal texts as well as other publications of the EU institutions in an efficient and effective manner, in the 24 official European Union languages. In addition to digital (PDF, HTML, EPUB) and printed publications, the Directorate produces audio-visual products (videos, animations, podcasts), interactive or static data visualisations and mobile apps. It offers linguistic services aiming at ensuring the quality and the consistency of publications in the 24 EU official languages. As domain leader for publications within the European Commission, the Directorate ensures the development and the promotion of new publishing services, including a comprehensive training programme.

The Directorate is composed of more than 200 staff organized in four units.

## **We propose**

An interesting and challenging position as Director OP.B '**Production of Publications**' responsible for:

- providing overall strategic orientation for and management of the Directorate in compliance with the regulatory framework of the Publications Office, its Strategic Objectives and the Annual Management Plan;
- actively supporting the collaboration with the different stakeholders of the Publications Office, in particular on the inter institutional level;
- developing production methods and tools in order to take advantage of opportunities offered by new technologies in compliance with the regulatory framework and the specific needs of each institution;
- implementing in close collaboration with the EU institutions the move to the act-by-act production of the Official Journal;
- providing the EU institutions with a secure, state-of-the-art digital solution to support the preparation of the EU budget;
- providing collaborative planning and optimized publishing services to all EU institutions to enable them to meet their communication objectives in a digital and data-driven world;
- strengthening the OP position as modern digital publisher;
- leading the development of a modern workflow management system covering the production of legal and general publications;
- managing the domain leadership for the publications and implementing the synergies and efficiencies;
- assisting the EU institutions in introducing accessibility for persons with disabilities in digital publications ;
- concluding new generation of contracts allowing outsourcing of language editing services.

## **We look for (selection criteria)**

Candidates should have:

### **Management skills**

- demonstrated success in a management position and proven ability to lead, motivate and develop a team of highly qualified professionals to the best of their potential to achieve the Publications Office's Strategic objectives;
- excellent ability to set priorities, decide and monitor progress;
- excellent knowledge and experience in institutional and inter-institutional questions and decision-making processes;
- solid experience in human and financial resources planning and sound budgetary management;

### **Specialist skills and experience**

- Proven experience in the area of publication;
- professional experience in a field related to publishing, data and knowledge management, or to information and communication technologies;
- proven capacity for policy formulation and implementation, including the ability to contribute to developing an innovative publishing and dissemination strategy for the European Union, reflecting the evolving needs of the institutions and the interests and preoccupations of the public at large;
- proven experience and capacity to deal with complex and varied dossiers and proven sensitivity to issues related to information and communication policies, in particular in the domains covered by the Publications Office.

- Understanding of editing and distribution methods, standards and practices will be considered as an asset.

### **Personal qualities**

- a clear service orientation, capacity to think strategically and to engage with a varied customer and stakeholders base
- excellent communication, presentation and negotiating skills as required in a complex multicultural and inter institutional environment.

### **Candidates must (eligibility requirements)**

Candidates will only be considered for the selection phase on the basis of the following formal requirements to be fulfilled **by the deadline for applications**:

- Nationality: candidates must be a citizen of one of the Member States of the European Union.
- University degree or diploma: candidates must have:
  - either a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more;
  - or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years (this one year's professional experience cannot be included in the postgraduate professional experience required below).
- Professional experience: candidates must have at least 15 years postgraduate professional experience <sup>1</sup> at a level to which the qualifications referred to above give admission.
- Management experience at least 5 years of the post-graduate professional experience must have been gained in a high-level management function <sup>2</sup>.
- Languages: candidates must have a thorough knowledge of one of the official languages of the European Union<sup>3</sup> and a satisfactory knowledge of another of these official languages. Selection panels will verify during the interview(s) whether candidates comply with the requirement of a satisfactory knowledge of another official EU language. This may include (part of) the interview being conducted in this other language.
- Age limit: candidates must not have reached regular retirement age, which for officials of the European Union is defined as being the end of the month in which the person reaches the age of 66 years (see Article 52 lit (a) of the Staff Regulations <sup>4</sup>).

### **Selection and appointment**

The selection and appointment will be conducted according to the European Commission's selection and recruitment procedures (see: Document on Senior Officials Policy <sup>5</sup>).

As part of this selection procedure, the European Commission sets up a pre-selection panel. This panel analyses all applications, proceeds with a first eligibility verification and identifies candidates having the

<sup>1</sup> Professional experience is only taken into consideration if it represents an actual work relationship defined as real, genuine work, on a paid basis and as employee (any type of contract) or provider of a service. Professional activities pursued part-time shall be calculated pro rata, on the basis of the certified percentage of full-time hours worked. Maternity leave / parental leave / leave for adoption is taken into consideration if it is in the framework of a work contract. PhDs are assimilated to professional experience, even when unpaid, but for a duration of three years maximum, provided that the PhD has been successfully completed. A given period may be counted only once.

<sup>2</sup> In their curriculum vitae, candidates should clearly indicate for all years during which management experience has been acquired: (1) title and role of management positions held; (2) numbers of staff overseen in these positions; (3) the size of budgets managed; (4) numbers of hierarchical layers above and below; and (5) number of peers.

<sup>3</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01958R0001-20130701>

<sup>4</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140701>

<sup>5</sup> [https://ec.europa.eu/info/sites/info/files/compilation-of-the-senior-official-policy-at-the-european-commission\\_en.pdf](https://ec.europa.eu/info/sites/info/files/compilation-of-the-senior-official-policy-at-the-european-commission_en.pdf) (only exists in English)

best profile in view of the selection criteria mentioned above, and who may be invited for an interview with the pre-selection panel.

Following these interviews, the pre-selection panel draws up its conclusions and proposes a list of candidates for further interviews with the European Commission's Consultative Committee on Appointments (CCA). The CCA, taking into consideration the conclusions of the pre-selection panel, will decide on the candidates to be invited for an interview.

Candidates who are called for an interview with the CCA participate in a full-day management assessment centre run by external recruitment consultants. Taking account of the results of the interview and the report of the assessment centre, the CCA establishes a shortlist of candidates it considers suitable for the function.

Candidates on the CCA shortlist will be interviewed by the relevant Member(s) of the Commission. The Commission appoints the Director after having received the unanimous opinion of the Publications Office's Management Committee on its intended proposal for appointment. .

The selected candidate must have fulfilled any obligations imposed by law concerning military service, produce appropriate character references as to their suitability for the performance of their duties and be physically fit to perform their duties.

The selected candidate should hold, or be in the position to obtain, a valid security clearance certificate from his/her national security authority. A personal security clearance is an administrative decision following completion of a security screening conducted by the individual's competent national security authority in accordance with applicable national security laws and regulations, and certifying that an individual may be allowed to access classified information up to a specified level. (Note that the necessary procedure for obtaining a security clearance can be initiated on request of the employer only, and not by the individual candidate).

Until the personal security clearance has been granted by the Member State concerned and the clearance procedure completed with the legally required briefing from the European Commission's Security Directorate, the candidate will not be able to access EU Classified Information (EUCI) at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, nor attend any meetings at which such EUCI is discussed.

### **Equal opportunities**

In accordance with Article 1d of the Staff Regulations, the European Commission pursues a strategic objective of achieving gender equality at all management levels by the end of its current mandate and applies an equal opportunities policy encouraging applications that could contribute towards more diversity, gender equality and overall geographical balance.

### **Conditions of employment**

The salaries and conditions of employment are laid down in the Staff Regulations.

The selected candidate will be recruited as an official at grade AD14. He / she will be classified depending on the length of his / her previous professional experience in step 1 or step 2 within that grade.

The selected candidate should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

The place of employment is Luxembourg, Luxembourg.

### **Independence and declaration of interests**

Before taking up his/her duties, the selected candidate will be required to make a declaration of commitment to act independently in the public interest and to declare any interests, which might be considered prejudicial to his/her independence.

### **Important information for candidates**

Candidates are reminded that the work of the selection panels is confidential. It is forbidden for candidates to make direct or indirect contact with their individual members or for anybody to do so on their behalf. Any query has to be addressed to the secretariat of the respective panel.

### **Protection of personal data**

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council<sup>6</sup>. This applies in particular to the confidentiality and security of such data.

### **Application procedure**

Before submitting your application, you should carefully check whether you meet all eligibility requirements ('Candidates must'), particularly concerning the types of diploma, high-level professional experience as well as linguistic capacity required. Failure to meet any of the eligibility requirements means an automatic exclusion from the selection procedure.

If you want to apply, you must register via the Internet on the following website and follow the instructions concerning the various stages of the procedure:

<https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/>

You must have a valid e-mail address. This will be used to confirm your registration as well as to remain in contact with you during the different stages of the procedure. Therefore, please keep the European Commission informed about any change in your e-mail address.

To complete your application, you need to upload a CV in PDF format, preferably using the Europass CV format<sup>7</sup>, and to fill out, online, a letter of motivation (maximum 8 000 characters). Your CV and your letter of motivation may be submitted in any of the official languages of the European Union.

It is in your interest to ensure that your application is accurate, thorough and truthful.

Once you have finished your online registration, you will receive an electronic mail confirming that your application has been registered. **If you do not receive a confirmation mail, your application has not been registered!**

Please note that it is not possible to monitor the progress of your application on-line. You will be contacted directly by the European Commission regarding the status of your application.

**Applications sent by e-mail will not be accepted.** If you require more information and/or encounter technical problems, please send an e-mail to: [HR-MANAGEMENT-ONLINE@ec.europa.eu](mailto:HR-MANAGEMENT-ONLINE@ec.europa.eu)

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a fault with your internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to

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<sup>6</sup> Regulation (EU) 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

<sup>7</sup> You can find information on how to create your Europass CV online at: <https://europa.eu/europass/en/create-europass-cv>

repeat the whole process. Once the deadline for the submission of registrations has passed, you will no longer be able to introduce any data. Late registrations will not be accepted.

**Closing date**

The closing date for registration is **26/07/2022, 12.00 noon Brussels time**, following which registration is no longer possible.