

European Commission

Publication of vacancies for three functions of Director “Resources” (Grade AD 14)

in the Directorates-General for :

International Partnerships (INTPA)

Health and Food Safety (SANTE)

Trade (TRADE)

(Article 29(2) of the Staff Regulations)

COM/2022/10419

We are

The European Commission is organised into policy departments, known as Directorates-General (DGs), which are responsible for different policy areas. DGs develop, implement and manage EU policy, law, and funding programmes. In addition, offices deal with particular administrative issues while executive agencies manage programmes set up by the Commission.

Within most DGs, there is a Directorate in charge of resources and horizontal matters. The mission of these Directorates is to ensure the efficient and effective deployment of the financial, legal and technical resources necessary to support the activities of the DG in compliance with all applicable rules and procedures and in line with the principles of better regulation. Support functions are generally grouped within these Directorates, which have therefore a broad scope and may cover legal, finance, procurement, internal control, ICT, infrastructure management and overall coordination of administrative matters as well as communication. The corresponding Director acts as a main contact point for the central Commission services on all human resources and budgetary/financial management matters and is a member of the corporate Group of Directors of Resources.

The present vacancy notice concerns different functions of Director of Resources, in the following DGs:

- Director of “Resources” in the Directorate-General for International Partnerships (INTPA.R), with overall responsibility for the management of around 250 staff (in INTPA Headquarters and Delegations) working in six units, namely “Human Resources, Learning Development and Document Management”, “Planning, Budget, Reporting”, “Audit and Control”, “Legal Affairs”, “Data and Information Technology” and “Finance and Contracts for Centralised Operations”.
- Director of “Policy and Administrative Support” in the Directorate-General for Health and Food Safety (SANTE.R), with overall responsibility for four units, namely “Better Regulation”, “Legal Affairs”, “Finance, Budget and Controls” and “Information Systems”, as well as liaising with two units in the Health and Digital Executive Agency (HaDEA), namely “Finance and Resources” and “Staff, Communication and Support”.
- Director of “Resources, Interinstitutional Relations, Communications and Civil Society” in the Directorate-General for Trade (TRADE.R), with overall responsibility for four units, namely “Resources, HR Correspondent and Planning”, “Interinstitutional Relations, Policy and Briefing Coordination”, “Transparency, Civil Society and Communication” and “Information Technology and IT Systems”.

All functions are based in Brussels.

In line with the principles of good administration, considering the similarities in overall purpose, scope and duties, these functions are published jointly in the present vacancy notice. Candidates are reminded that their application will be considered for all of these vacancies; it is not possible to apply for one specific function.

We propose

Reporting to the respective Director-General (or to one of their Deputy Directors-General), the Director of Resources may have the following duties:

- Leading the strategic orientation and development of the Directorate's activities in the relevant domains (legal, finance, procurement, internal control, ICT, infrastructure management, overall coordination of administrative matters, etc.);
- Ensuring the effective planning, prioritisation and delivery of tasks of the Directorate, while monitoring the Directorate's performance and efficient use of its resources;
- Providing the Directorate's Heads of Unit and their staff with the necessary steer, guidance, and management support;
- Coordinating and supervising the relevant administrative procedures, liaising as necessary with the other Directorates, units and services;
- Contributing to the DG's workplan and representing the DG in the relevant Commission networks and fora as well as in internal and external events.

We look for (selection criteria)

Candidates should have:

Management skills

- Proven leadership skills and ability to steer, motivate and support large multicultural teams, to set and communicate objectives and targets, to prioritize tasks and ensure their successful execution;
- Proven management skills and ability to develop new strategies, to translate them into practical proposals for action and to effectively manage change processes;
- Very good analytical skills and ability to solve organisational and operational problems via a service-oriented approach.

Specialist skills and experience

- Very good understanding of human resources management issues, legal, budget, finance and public procurement procedures, ICT project and portfolio management;
- Good knowledge of strategic planning, legal compliance, risk management, internal audit and control standards;
- Knowledge of the regulatory framework for human resources and financial management in the Commission would be an additional asset;
- Experience in the specific domains covered by the relevant Directorates-General would be an additional asset.

Personal qualities

- A strategic mind-set, with sound judgement, high conceptual ability, proven capacity to think freshly and to implement new ideas;

- Excellent communication skills (written and oral) in order to communicate and interact effectively with internal and external stakeholders;
- Proven networking and negotiation skills at inter-institutional or international level;
- Strong interpersonal skills and ability to foster good relations with and between staff.

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 ¹ 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 ^{2**}.
- Languages: candidates must have a thorough knowledge of one of the official languages of the European Union³ 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 ⁴).

Selection and appointment

The selection and appointment will be conducted according to the European Commission's selection

¹ 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.

^{2**} 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.

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

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

and recruitment procedures (see: Document on Senior Officials Policy ⁵).

As part of this selection procedure, the European Commission sets up a pre-selection panel, extended to include representatives from each of the Directorates-General concerned. This panel analyses all applications, proceeds with a first eligibility verification and identifies candidates having the 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 which is extended to include as members the Director-General of each of the Directorates-General concerned as well as the Director-General of DG Budget as a domain leader, 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 any of the aforementioned functions.

Candidates on the CCA shortlist will be interviewed by the relevant Members of the Commission.

Following these interviews, the European Commission takes the appointment decisions. The Commission reserves the right not to appoint any candidate to any of these functions.

The selected candidates 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 candidates should hold, or be in the position to obtain, a valid security clearance certificate from their 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.

⁵ https://ec.europa.eu/info/sites/info/files/compilation-of-the-senior-official-policy-at-the-european-commission_en.pdf (only exists in English)

Conditions of employment

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

The selected candidates will be recruited as officials at grade AD14. They will be classified depending on the length of their previous professional experience in step 1 or step 2 within that grade.

The selected candidates 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 Brussels, Belgium.

Independence and declaration of interests

Before taking up their duties, the selected candidates 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 their 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 ⁶. 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.

⁶ 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).

To complete your application, you need to upload a CV in PDF format, preferably using the Europass CV format⁷, 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

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 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 **15/12/2022, 12.00 noon Brussels time**, following which registration is no longer possible.

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