

Directorate-General Communication

Publication of a vacancy for the function of Head of Representation in Zagreb, Croatia

(Temporary Agent – grade AD13)

(Article 2(b) of the Conditions of Employment of Other Servants (CEOS) of the European Union)

COM/2023/10430

We are

The European Commission is organising an external selection procedure for a temporary agent to fill the post of Head of Representation in Croatia. The position is based in Zagreb. The Representation is part of the Directorate-General for Communication (Directorate DGA1.C, "Representation & Communication in Member States").

DG Communication (DG COMM), as a corporate communication service reporting to the President of the Commission, promotes the political priorities of the European Commission and contributes to bringing Europe closer to citizens.

The Representations represent the Commission in the Member State: they express the views of the Commission towards the national, regional and local authorities, parliaments, citizens and others.

Support to the Members of the College: they help to make Commissioners' visits to the Member State a success, by organising meetings and media coverage, providing briefings on the latest political developments, and ensuring follow-up.

Political and economic information and analysis: representations report on political and economic developments in the Member States and provide the President and the College of Commissioners with up-to-date information on trends and events taking place across the EU.

Working with national, regional and local media: together with the Spokesperson's Service, Representations provide information to journalists on the priorities and work of the Commission, organise press conferences, respond to questions and put the record straight when needed. They adapt the Commission's message to local needs.

Reaching out to citizens: representations are the hub of EU information in the Member States. They reach out, coordinate the work of information networks, and are in interaction with citizens - both physically and via social media.

We propose

The responsibilities of the Head of Representation in Zagreb include:

- acting as Spokesperson for the Commission in Croatia;
- explaining and building support for the Commission's policies;
- monitoring and reporting back on political, economic and social developments;
- ensuring overall responsibility for media activities with a view to generating a positive

image of the Commission and communicating the Commission's political messages to and through the media;

- coordinating and implementing the activities of the Representation while ensuring their coherence and compatibility with the communication priorities of the Commission;
- coordinating provision of information to the general public, including via the Directorate General Communication (DG COMM) information and documentation networks;
- managing and coordinating the human and financial resources of the Representation;
- coordinating initiatives with the European Parliament's Liaison Office;
- serving the Commission by providing links with national and local authorities and analysis of the political situation. The Head of Representation is also responsible for achieving the Representation's annual objectives set in agreement with the senior management of DG COMM.

The Head of Representation oversees all aspects of the Representation and acts as an Authorising Officer by Subdelegation (AOSD); the post is therefore considered "sensitive" and the mandate is initially limited to 3 years with the possibility of a single extension of maximum two years.

We look for (selection criteria)

Candidates should have:

Personal Qualities

- strong ability to develop positive and collaborative working relationships with internal and external partners and stakeholders
- the candidate should have excellent oral and written communication skills in order to communicate efficiently and fluently with internal and external stakeholders. ability to react quickly to rapidly changing circumstances
- ability to work very independently, identify priorities and devise courses of action

Specialist skills and experience

- excellent knowledge of the Commission's political priorities and inter-institutional relations
- understanding of administrative and financial circuits in the Commission
- strong advantage: professional experience gained in the field of communication, the media or political and economic affairs, including participating in or preparing negotiations at senior level and a relevant network in the host Member State.
- strong advantage: experience in working with journalists and/or with managing communication projects or campaigns
- excellent knowledge of the political situation and the media in the host country as well as in the wider region

Management skills

- ability to set and adjust the objectives of the Representation in line with the main Communication actions of the Commission
- ability to recruit and retain qualified staff
- ability to cooperate closely across geographical distance
- ability to define and focus on priorities, follow-up and evaluate work to meet the objectives

- ability to lead discussions and obtain optimal results
- ability to lead and motivate a multidisciplinary and multicultural team in a complex political environment

Candidates must (eligibility requirements)

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Union CEOS ¹.

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).

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

- Professional experience: On the closing date for the submission of applications set by this notice, candidates need to show, in addition to the qualifications required above, a professional experience of at least 15 years, gained after obtaining the diploma required for admission to the selection procedure.² Out of these 15 years, at least 4 years must have been gained in management functions. Candidates should clearly indicate in their curriculum vitae (1) title and role of managements positions held and (2) numbers of staff overseen in these positions for all years during which management experience has been acquired.

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

² 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.

- Languages: Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants candidates must have a thorough knowledge of one of the EU languages³ and a satisfactory knowledge of another of the EU languages.

To meet the needs of the service, the ability to work in the official language of Croatia (Croatian) is required.

- Age limit: candidates must be able to complete, at the deadline for application, the full mandate of 3 years before reaching the retirement age. For temporary staff of the European Union, the retirement age is defined as being the end of the month in which the person reaches the age of 66 years (see Article 47 of the Conditions of Employment of other Servants of the European Union ⁴).

Selection process

There will be two separate, successive stages of the procedure:

1. Preselection

As part of this selection procedure, the European Commission sets up a pre-selection panel.

The pre-selection panel is composed in accordance with the Commission Decision of 16 December 2013 (C(2013) 9049) on policies for the engagement and use of temporary agents.

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.

To this effect, candidates are required to provide the following documents:

- a) a Curriculum Vitae (CV);**
- b) and a motivation letter.**

In order to enable the pre-selection panel to decide on the admission of the applications, candidates are requested to clearly indicate in the CV:

- for the studies: the start and end date, the normal length of the complete cycle and the exact title of the diploma obtained;
- for the professional experiences: the start and end date of each experience and exact nature of the functions, detail the number of staff and size of budget managed.

2. Selection

Following these interviews, the pre-selection panel draws up its conclusions and proposes a list of candidates for a further final interview with the Director-General and the Rapporteur appointed for the selection procedure in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience and knowledge of languages, as set out in this notice. The Rapporteur ensures transparency and due process throughout the procedure.

³ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01958R0001-20130701&qid=1408533709461&from=EN>

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

The selection will be conducted according to the European Commission's selection procedures (Commission Decision of 16.12.2013 on policies for the engagement and use of temporary agents (C(2013) 9049 final)⁵.

Candidates who are called for a final interview will participate in a full-day management assessment centre run by external consultants. Taking account of the results of the interview and the report of the assessment centre, the Director-General takes the final appointment decision.

Supporting documents

Before the final interview, the pre-selected candidates must provide the following official supporting documents confirming the information stated in their CV and motivation letter.

- Copy of a document proving citizenship (identity card or passport);
- Copy of the diploma(s) or certificate(s) of the required level of education;
- Employment certificates proving the length of professional experience.

These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose, candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Candidates invited to the final interview 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.

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

⁵ https://myintracomm.ec.europa.eu/infoadm/en/2013/Documents/ia13075_en.PDF

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 successful candidate may be offered a temporary contract under point (b) of Article 2 of the Conditions of Employment of Other Servants (CEOS)⁶ of the European Union in accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents.

The duration of the initial contract will be **three years**, with the possibility of renewal for a maximum of **two years**.

The maximum duration of the contract will also take account of the relevant provisions in the Commission Decision of 16 December 2013 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period). In addition, the rotation rules foresee a limit of two subsequent postings in Representations and limit the time spent in one or two Representations before returning to Headquarters. The situation of candidates must be in line with these limits.

PLACE OF EMPLOYMENT Zagreb, Croatia

LEVEL AD13

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 Council⁷. This applies in particular to the confidentiality and security of such data.

⁶ https://myintracomm.ec.europa.eu/infoadm/en/2013/Documents/ia13075_en.PDF

⁷ 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).

Application procedure

Before submitting your application, you should carefully check whether you meet all eligibility requirements ('Candidates must'), particularly concerning the type of diploma, 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://europa.eu/!NCKMBd>

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 format⁸, 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 **08/06/2023, 12.00 noon Brussels time**, following which registration is no longer possible.

⁸ You can find information on how to create your Europass CV online at: <https://europa.eu/europass/en/create-europass-cv>