

Directorate-General Communication

(DG COMM)

Publication of a vacancy for the function of Head of Representation in Sofia –

Representation in Bulgaria (Grade AD 14)

(Article 29(2) of the Staff Regulations)

COM/2023/10433

We are

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

The Representations – as part of DG COMM - are the Commission's eyes, ears and voice of the Commission on the ground in all EU Member States.

- 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 make Commissioners' visits to the Member State a success, by organising meetings and media coverage, providing briefing 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 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 function of Director as Head of the Representation of the European Commission in Sofia (Bulgaria).

The responsibilities include:

- acting as Spokesperson for the Commission in the host Member State;

- developing and implementing a strategy for explaining and building support for the Commission's policies, including at senior level;
- monitoring and reporting back on political, economic and social developments;
- strategic management of the activities of the Representation, with its human and financial resources, while ensuring their coherence and compatibility with the communication priorities of the Commission, in line with the annual objectives;
- steering the Commission's information networks in the host Member State,
- coordinating the cooperation with the European Parliament Liaison Office;

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". The duration of the mandate is initially limited to 3 years according to the rotation rules (C/2008/3983).

We look for (selection criteria)

Candidates should have:

Management skills

- Ability to recruit and retain qualified staff
- Ability to define and focus on priorities, follow-up and evaluate work to meet the objectives
- Ability to cooperate closely across geographical distance
- Ability to lead and motivate a multidisciplinary and multicultural team in a complex political environment
- Ability to set and adjust the objectives of the Representation in line with the main Communication actions of the Commission

Specialist skills and experience

- 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 or political level and a relevant network in the host Member State.
- Understanding of administrative and financial circuits in the Commission
- Excellent knowledge of the political situation and the media in the host country
- Excellent knowledge of the Commission's political priorities and inter-institutional relations
- Ability to communicate fluently in the national language of the host country

Personal qualities

- Proven ability to identify priorities, devise courses of action and react quickly to rapidly changing circumstances.
- Excellent communication and representation skills
- Strong ability to develop positive and collaborative working relationships with internal and external partners and stakeholders at senior level

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 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. 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.

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>

⁵ https://commission.europa.eu/jobs-european-commission/job-opportunities/managers-european-commission_en#vacancies (only exists in English)

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.

Following these interviews, the European Commission takes the appointment decision.

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 AD14⁶. 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 Sofia, Bulgaria.

The post is available from 01/09/2023.

⁶ The correction coefficient applicable to the remuneration and pensions of officials and other servants of the European Union for Bulgaria is set at 65% as from 1 July 2022. This coefficient is subject to an annual revision.

Independence and declaration of interests

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 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 ⁷. 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 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.

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).

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

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 **26/06/2023, 12.00 noon Brussels time**, following which registration is no longer possible.