

**DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND
HUMANITARIAN AID OPERATIONS (ECHO)**

Publication of a vacancy for the function of Director “General Affairs”

(Grade AD 14)

(Article 29(2) of the Staff Regulations)

COM/2022/10421

We are

The overall mandate of the Directorate-General for Civil Protection and Humanitarian Aid Operations (DG ECHO) is to save and preserve lives, prevent and alleviate human suffering and safeguard the integrity and human dignity of populations affected by natural or man-made disasters in Europe and in third countries. DG ECHO's mandate encompasses humanitarian assistance and civil protection, the two main instruments at the European Union's disposal to ensure rapid and effective delivery of EU relief assistance to people faced with the immediate consequences of disasters.

Directorate ECHO.E “General Affairs” is in charge of the overall policy coordination and strategy for the Directorate-General, including multilateral cooperation, inter-institutional relations, programming, budgetary, legal and IT support necessary for a good functioning of the entire DG. It also manages the ECHO Field Network.

Directorate ECHO.E is composed of five units.

We propose

A post of Director in a Directorate which plays a critical role for the whole Directorate-General.

The main responsibilities of the Director are:

- to provide strong and effective leadership as to ensure that all parts of the Directorate function effectively;
- to provide strategic vision for the tasks of the Directorate, thereby contributing to the overall policy development and implementation of humanitarian aid and civil protection;
- to ensure effective budget planning and sound management of financial resources;
- to support the management assurance of the DG through fostering an effective internal control and antifraud environment, legal control and advice, and follow-up of issues identified by audit, investigation and discharge bodies.
- to coordinate the activities of the different units within the Directorate and promoting effective coordination and synergies with the other directorates in DG ECHO and in other Directorates-General, as required;
- to ensure the development and maintenance of high-performing IT systems in the DG;

- to lead the activities in the area of legal and procedural aspects, as well as document management;

Duties also include regular contacts with other Commission services, as well as with other Institutions, other donors and international organisations. The Director will also represent the Directorate-General in coordination groups of the Commission, mainly the Group of Resource Directors (GDR) and will act as authorising officer by sub-delegation where appropriate.

We look for (selection criteria)

Personal qualities (20%)

- Very good analytical and conceptual skills and an acute sense of judgement in politically sensitive issues.
- Strong interpersonal, communication and networking skills necessary to establish and maintain extensive contacts within the Commission, with Member States and with external partners and stakeholders.

Specialist skills and experience (40%)

- Sound knowledge of, and experience in managing financial resources and a good knowledge of the Commission's financial regulations and related procedures;
- Good knowledge of the Commission's programming cycles, evaluation, internal control;
- Good acquaintance with negotiations with the Budgetary Authorities, the Court of Auditors and the discharge procedure;
- Very good understanding of the horizontal areas falling under the remit of the directorate, i.e. IT, document management and legal matters.

Management/advisory skills (40%)

- Excellent management skills, in particular proven ability to lead, motivate and develop large teams, set priorities and take decisions; manage change and adjust to rapidly changing needs;
- Excellent co-ordination skills, including with partners outside the DG and/or the Commission;
- Strong negotiations skills; being able to discuss effectively and efficiently with the Commission's central services as well as with other Institutions.

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 experience¹ 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 Regulations⁴).

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 Policy⁵).

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.

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.

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 (only exists in English)

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 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 Brussels, Belgium.

The post is available from 01/01/2023.

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 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.

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

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).

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

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 accepted.

Closing date

The closing date for registration is **17/01/2023, 12.00 noon Brussels time**, following which registration is no longer possible.