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## *Head of Sector*

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**Vacancy:** COM/2023/2074

**Grade:** AD5

**Where:** Paymaster's Office - PMO.1.001, Brussels

**Publication:** until 25/08/2023, 12.00 hours noon Brussels time

There is currently an open vacancy in PMO.1 According to Article 29 of the Staff Regulations, the applications from officials of the Institutions and laureates of competitions have precedence over applications from other categories of persons. The post is therefore also published internally in the Commission and inter-institutionally, and it is also brought to the attention of competition laureates via the appropriate channels. However, should no suitable candidate be found among the aforementioned categories, it will be possible to consider other candidates, for a temporary agent position.

For these reasons, any person fulfilling the selection requirements may express his/her interest for the post.

### **We are**

The mission of the PMO (Office for the administration and payment of individual entitlements, or Paymaster's Office) is to provide a high quality and user-friendly service to beneficiaries by promptly and accurately managing, determining and paying individual rights and expenses (e.g. salaries, pensions, sickness insurance reimbursements and mission expenses). We work in a multicultural environment, value diversity, and create equal opportunities for our staff members.

Unit PMO.1 'Rights and Salaries' is responsible for providing the following services to staff in active employment in the Commission and in the other EU Institutions and bodies that have delegated these functions to the PMO:

- calculating and paying salaries (including allowances) for approximately 50 000 people per month;
- determining and managing the individual financial rights of staff upon entry into service and whenever a life or other event changes those rights;
- addressing queries and complaints from staff about their salaries and their rights.

The Unit works in teams, each of which is responsible for different processes falling under the Unit's responsibility (e.g. Payment of Salaries, Establishing Rights on entry into services, Family Allowances, Dependent Child Allowances, Allowances received from other sources, Helpdesk). Each team is led by a Team Leader under the supervision of a Head of Sector. There are about 105 staff members split across three Sectors.

The Unit aims to provide high quality and in-time services to staff, the Commission, other institutions, Agencies and bodies in a transparent and customer-oriented way, so that Institutions and their staff can get on with their work.

## **We propose**

This post is for the Head of Sector of PMO.1.001. This sector is responsible for the managing individual rights of members of staff linked to family allowances whenever a life or other event impacts those rights (e.g. birth, adoption, disability, marriage, divorce, death) and for allowances received from other sources.

This is an exciting and challenging opportunity for someone wanting to (further) develop their management skills in a team with a diverse set of areas of responsibilities.

The Head of Sector will lead and manage the activities of the sector. They will also act as an AIPN (Authority) by Sub-Delegation for the establishment of certain rights. They will contribute to the definition and implementation of the unit's work-programme, the further development and simplification of procedures, and preparations for the HR Transformation as it effects the activities of the Unit.

They will work together with the three other Heads of Sector, and report directly to the Head of Unit. They may be asked to be Acting Head of Sector for one of the other sectors in case of long-term absence.

The sector has around 30 members of staff consisting of two Team Leaders as well as including two Team Leaders, staff with AIPN powers and file managers.

Please note that Heads of Sector in the PMO are expected to be present in the office at least three days per week.

Please note that the selection panel will be organised soon after the closure of this publication. Interviews may take place in-person in Brussels.

## **We look for**

We are looking for someone with:

- a genuine interest in, and talent for people and process management;
- excellent leadership skills (or potential), and the openness and ability needed to work in a team with the Head of Unit and other Heads of Sector;
- excellent planning, organization and problem-solving skills;
- diplomacy, discretion and confidentiality;
- a good ability to manage responsibilities and work under pressure;
- a high level of resilience as some files can be very challenging emotionally;
- excellent oral and written communication skills;
- a strong customer-service orientation, and
- who is a quick learner and has an aptitude to get to grips with the technical knowledge required to do the job.

The following qualities, would be advantageous:

- Experience in the development, review and simplification of procedures;
- Ability to explain complex issues in a clear and simple way.

Training will be provided on the Staff Regulations, the establishment of rights, the use of SYSPER Rights, and the HR.

Transformation initiative so prior experience in these areas is not necessary. Nevertheless, some basic knowledge in these areas would be appreciated. The main languages used in the unit are French and English, given our close interaction with Member States. A thorough knowledge of English is required. Satisfactory knowledge of French and Dutch is considerable an asset.

## **Am I eligible to apply?**

On the closing date for application, in order to be eligible for the post, you must meet the following general and specific conditions.

### General conditions

- (a) be a national of one of the Member States of the Union and enjoy his/her full rights as a citizen;
- (b) have fulfilled any obligations imposed on him/her by the laws concerning military service;
- (c) produce the appropriate character references as to his/her suitability for the performance of his/her duties;
- (d) be physically fit to perform his/her duties.

In addition, candidates must:

### Specific conditions - languages

- (e) produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his duties.

### Specific conditions - qualifications & professional experience

- (f) have at least a level of education corresponding to at least 4 years' completed university studies attested by a diploma, followed by a minimum of 6 years' relevant professional experience, or
- (g) have at least a level of education corresponding to at least 3 years' completed university studies attested by a diploma, followed by a minimum of 7 years' relevant professional experience

Only qualifications issued or recognized as equivalent by EU Member State authorities (e.g.,

by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate your eligibility and the information in your application form (diplomas, certificates and other supporting documents).

The EU institutions apply an equal opportunities policy and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## **Selection procedure**

No applications will be accepted after the closing date of the vacancy.

The selection panel will pre-select a limited number of candidates based on the CV and motivation letter that they submitted.

The pre-selected candidates will be invited for interview and written test soon after the closing date for application.

Successful candidates in the pre-selection-phase will be invited to the final stage of the selection procedure, the interview with the PMO Head of Service.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French.

Please note that having successfully passed the above-mentioned phases does not guarantee to receive an offer.

Due to the large volume of applications received only pre-selected candidates will be notified.

Should they be selected, candidates will be requested, as part of the actual recruitment procedure, to supply documentary evidence, in original, in support of the statements made in the application.

Should a position be offered, candidates will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission medical service.

## **Type of contract**

The successful candidate will be engaged as a temporary agent under Article 2(b) of the Conditions of Employment of Other Servants of the European Communities (CEOS) in **function group AD, minimum grade AD 5 step 1**, depending on years of (relevant) professional experience.

He/she will be classified depending on the length of his/her previous professional experience in step 1 or step 2 within that grade, in accordance with Commission Decision C(2013)8970.

The contract is for an initial duration of **1 or 3 years**, with possibility of extension up to maximum 2 years.

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

For any further information on contractual and working conditions, please refer to the CEOS.

## Pay

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the CEOS.

The place of employment will be in **Brussels**.

## How to apply?

By the closing date for application, the interested candidates should send their CV and motivation letter in a single PDF file to (see details below):

Functional Mailbox: PMO-1-HOU@ec.europa.eu

Please note that only applications fulfilling the following requirements will be considered:

- Subject of the email:  
SURNAME – COM/2023/2074
  
- CV:  
Preferably in Europass format (Home | Europass) and including the following information at the end of the document:
  - List of references  
*(If available, please indicate the contact details of minimum two references for the most recent and/or most relevant professional experiences – Please ask consent of the person before disclosing their contact details)*
  - Reserve list (only if applicable)  
*(If you are a laureate included in the reserve list of a competition for Permanent Officials, please indicate the reference of the competition)*
  
- CV and Motivation letter:  
In a unique PDF document, entitled as follows: SURNAME – COM/2023/2074 - CV & Motivation Letter

## Appeals

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR (HR-MAIL-F6@ec.europa.eu).

## **Data Protection**

For information related to Data Protection, please see the specific Privacy Statement.