

III

(Notices)

COMMISSION

DG Enterprise

Publication of a vacancy for Principal Advisor

(grade A 2)

(Article 29(1a) and 29(2) of the Staff Regulations)

COM/096/04

(2004/C 102 A/01)

General description of the tasks and role of the DG

The Enterprise Directorate General aims to ensure that Community policies contribute to strengthening the competitiveness of enterprises in the European Union. Particular attention is given to the needs of manufacturing industry and small and medium sized enterprises. The Enterprise DG works toward the objective set at the Lisbon European Council in Spring 2000 of making the European Union the most competitive and dynamic knowledge based economy in the world by 2010. Its activities are based on Articles 95 (Internal Market), 152 (Public health), 157 (Competitiveness) and Title XVIII (Innovation and Research) of the Treaty.

To carry out its mission, the Enterprise Directorate General works in four main ways:

- it produces **proposals for legislation** covering the single market for industrial goods, and supervises the resulting implementation in the Member States,
- it conducts in-depth **analysis** of the competitive position including that of specific sectors in order to ensure that debate on policy is soundly based,
- it orchestrates the Member States' mutual reflection and work on national enterprise policy which takes place according to the **open method of co-ordination**,
- it provides **financial support** to encourage competitiveness, entrepreneurship and innovation through the management of specific programmes.

The DG has some 850 staff and manages a budget in 2004 of some EUR 220 million. More information about the Directorate General's activities can be found on its website:

http://europa.eu.int/comm/dgs/enterprise/index_en.htm

Description and nature of the function

The function of Adviser has been created in order to strengthen the DG's capacity in the area of competitiveness policy, notably in strengthening the co-ordination with other Commission services and in assessing the impact of other Commission policies on the competitiveness of enterprises.

He/she will be attached directly to the Director-General and assigned specific time-limited tasks to provide advice and analysis in the area of competitiveness. He/she may be required on occasion to lead Task Forces dealing with operational policy challenges of an interdisciplinary and interservice nature.

Job Requirements

Qualifications: university degree and preferably post-graduate level qualification in economics, notably in the areas of microeconomics and industrial economics

Experience: at least five years experience in applied economics and in economic policy advice at a high level

Specific competencies

Obligatory

- Experience and/or solid understanding of the Commission's policies and instruments in the area of competitiveness,
- Experience and/or solid understanding of the business environment,
- Good intellectual, analytical, synthetical and communication skills,
- Ability to build positive and co-operative working relationships with colleagues and other units within and beyond the Enterprise DG.

Desirable

- Ability to give presentations in an interesting and effective manner at meetings and conferences,
- Ability to draft research reports and policy advice papers, proven by publications in academic journals.

Languages

Thorough knowledge of English and French or German will be an advantage; the main working languages of the Directorate-General are English and French.

General conditions

Applicants should demonstrate a thorough knowledge of the EU Institutions.

Applicants must:

1. be a citizen of one of the EU Member States;
2. hold a university degree that gives access to undertake doctoral studies;
3. have at least 15 years' postgraduate professional experience at a level to which the qualifications referred to above give admission. At least five years of that professional experience must include advice, analysis and/or interdisciplinary conceptual tasks at high level in an international organisation;
4. have a thorough knowledge of one of the EU official languages, and an adequate knowledge of another of these languages.

Independence and declaration of interests

Candidates are required to confirm their willingness to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

Appointment and conditions of employment

The Principal Advisor will be selected and appointed by the Commission according to its selection and recruitment procedures. A shortlist of candidates will be called for an interview by the Commission's Consultative Committee on Appointments.

Salaries and conditions of employment are those laid down for A 2 grade officials of the European Communities or their equivalent according to the new Staff Regulations which come into effect on 1 May 2004.

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

This appointment will be made in Brussels.

Equal opportunities

The European Union applies an equal opportunities policy.

Application procedure

This post is being published in parallel with a number of other Principal Advisor posts. **Candidates who wish to apply for more than one post must submit a separate application for each post.**

Applications should comprise the following documents only. Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience etc.) should not be sent at this point but must be submitted at a later stage of the procedure, if requested:

1. a curriculum vitae not exceeding four pages which must be submitted in either English, French or German. The following information must be included on the first page of the curriculum vitae:
 - Full name (title, first name, surname),
 - Full postal address,
 - Email address,
 - Telephone numbers (home, office and mobile telephone),
 - Date of birth,
 - Sex,
 - Nationality,
 - Knowledge of languages (indicate mother tongue, thorough knowledge or satisfactory knowledge),
 - Title of degree giving access to this selection procedure and awarding institution,
 - Date of award of degree giving access to this selection procedure (day, month and year);

2. a letter of motivation in English, French or German.

Applications will be rejected if incomplete (i.e. absence of a letter of motivation or curriculum vitae or both).

Applications should be sent by e-mail.

The email address for applications is **ADMIN-JOB-VACANCIES-MANAGEMENT@cec.eu.int**. Applicants should clearly mention the vacancy number **COM/096/04** in the subject field of their email.

Only applicants who are not able to send their application by e-mail may send it by registered post or express courier service to:

European Commission
Directorate-General 'Personnel and Administration'
'Organisation Chart and Management Staff' Unit
COM/096/04
MO-34 5/105
B-1049 Brussels.

Closing date

Applications must be sent on or before **19 May 2004** (date of e-mail or date as postmark for registered mail).

Applications sent by express courier service must be delivered to the address above before **17.00** on **19 May 2004**.
