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(Announcements)

ADMINISTRATIVE PROCEDURES

COMMISSION

Office for Administration and Payment of Individual Entitlements (PMO)

Publication of a vacancy notice for the post of Director (AD 14) in Brussels

(Article 29(2) of the Staff Regulations)

COM/2009/10213

(2009/C 251 A/01)

We are

The PMO is an administrative office of the Commission, attached to DG ADMIN. Its mission is to determine, calculate and pay the financial entitlements and remuneration of staff in an interinstitutional perspective and with clear client orientation. The general administrative and budgetary rules of the Commission apply. However, as an administrative office, the PMO also operates under some specific conditions: the scope of its activities is more sharply defined; there is a more direct responsibility for results, more budget flexibility and supervision by a specific Management Committee. In addition, special rules apply allowing the employment of contractual staff foreseen by the Staff Regulations for non-core tasks.

The PMO, based in Brussels, has in addition one unit in Luxembourg and one in Ispra. It handles an operational budget of some EUR 3,9 billion, comprising essentially salaries, pensions, as well as refunds related to health insurance, missions and experts. It has some 500 staff and an administrative budget in the order of EUR 34 million.

We propose

The Director of the Office is the legal representative and public face of PMO, externally and internally. He/she is accountable to the Management Committee, and has the responsibility to liaise with DG ADMIN.

To perform his/her tasks, the Director receives the power of authorising officer by delegation, as well as delegated appointing authority powers.

The Director enjoys the regular rights and duties of a head of a Commission service. He/she is thus, in particular, responsible for the smooth functioning of the Office and for compliance with existing rules. He/she ensures effective planning and management of the human and budget resources and activities of the Office, assuring quality standards, monitoring of deadlines, workflow and fulfilment of objectives. He/she coordinates and supervises the effective use of *ex-post* control activities and internal control. He/she reports to a Management Committee which is chaired by the Director-General for Personnel and Administration. In his/her capacity of authorising officer by delegation, the Director prepares and submits an annual work programme and an annual activity report to the Management Committee for approval.

Challenges for the coming years are the continued pursuit of client-orientation by providing high quality services in a timely and competent manner to the different target groups. In view of the Commission's overall staff zero-growth scenario the PMO belongs to those services in the area of administrative support and coordination which will have to seek increased efficiency and further possibilities for rationalisations.

We look for

Candidates should:

- have proven management experience, including direct responsibility for staff and budgets,
- have proven management and organisation skills, in particular the ability to lead, motivate and develop teams to the best of their potential in achieving the objectives of PMO and the Commission in general,
- have a sound knowledge of the Commission's HR policies as well as its financial management rules and internal control procedures,
- be an outstanding and dynamic professional of sound judgement, with creative and strategic capacities to ensure increased client-orientation while seeking further efficiency gains,
- have excellent interpersonal, decision-making, communication and negotiating skills,
- have a good ability to ensure an effective and dynamic coordination and management internally and externally,
- have the ability to work under pressure.

Applicants must:

- be a citizen of one of the EU Member States,
- have:
 - (i) either a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more;
 - (ii) or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- 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 have been gained in a management function at high level ⁽¹⁾ and should have some direct experience in a field related to this post,
- have a thorough knowledge of one of the official languages of the European Union and an adequate knowledge of another of these official languages. (Candidates should note that the selection procedures will be carried out in English, French or German only. As this might give an advantage to native speakers, these will be tested also in one or more other languages),

⁽¹⁾ In their CVs applicants should indicate at least for these five years during which high level 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; and 4. numbers of hierarchical layers above and below and number of peers.

- not yet have reached regular retirement age, which for officials of the European Communities is defined as being the end of the month in which the person reaches the age of 65 years (see Article 52(a) of the Staff Regulations).

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 Director 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 and an assessment centre run by external recruitment consultants. Salaries and conditions of employment are those laid down in the Staff Regulations for AD 14 grade officials of the European Communities. Applicants should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

Equal opportunities

The European Union applies an equal opportunities policy.

Application procedure

This post might be published in parallel with a number of other senior official posts. Candidates who wish to apply for more than one post must submit a separate application for each post.

Before submitting your application, you should carefully check whether you meet all the eligibility criteria, particularly concerning the types of diploma and professional experience required.

If you want to apply, you must **register via the Internet** by going to the website

https://ec.europa.eu/dgs/personnel_administration/seniormanagementvacancies/CV_Encadext/index.cfm

and following the instructions there concerning the various stages of the procedure.

It is your responsibility to complete your online registration in time ⁽¹⁾. 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 not be able to do so. Late registrations via normal e-mail will not be accepted as a general rule.

On completion of your online registration, you will receive on screen a registration number that you must note — this will be your reference number in all matters concerning your application. When you receive this number, the registration process is finished — it is confirmation that we have registered the data you entered.

If you do not receive a number, your application has not been registered!

Please note that you must have an e-mail address. This will be used to identify your registration as well as to inform you about the outcome of the procedure. You will be required to inform the Commission about any change in your e-mail address.

⁽¹⁾ No later than 12 noon Brussels time on 18 November 2009.

You will be required to attach a CV in Word or PDF format to your application and to enter, online, a letter of motivation (maximum 8 000 characters). Both the CV and letter must be written in English, French or German.

Please note that it is **not** possible to monitor the progress of your application online. You will be contacted directly by the recruiting DG regarding the status of your application.

If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail ⁽¹⁾, postmarked no later than the closing date for registration. All subsequent communication between the Commission and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.

If you require more information and/or encounter technical problems, please send an e-mail to ADMIN-MANAGEMENT-ONLINE@ec.europa.eu

Closing date

The closing date for registration is 18 November 2009. Online registration will not be possible after 12 noon Brussels time.

⁽¹⁾ European Commission, Directorate-General Personnel and Administration, Unit for Organisation Chart and Management Staff, COM/2009/10213, MO34 5/105, rue Montoyer/Montoyerstraat 34, 1049 Brussels, BELGIUM.