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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/120/S

DIRECTOR

(function group AD 14)

DIRECTORATE-GENERAL FOR PRESIDENCY — DIRECTORATE FOR SECURITY

(2009/C 315 A/01)

1. VACANT POST

The President of the European Parliament has decided to open the procedure for filling this post of **director** (AD, grade 14) in Parliament's Directorate-General for Presidency — Directorate for Security, in accordance with Article 29(2) of the Staff Regulations.

This selection procedure, which is designed to give the Appointing Authority a wider choice of candidates, will be conducted at the same time as the internal recruitment procedure.

Recruitment will be to grade AD 14 ⁽¹⁾. The basic salary is EUR 12 732,20 per month. In addition to the basic salary, which is subject to Community tax and exempt from national tax, certain allowances may be payable in circumstances laid down by the Staff Regulations of officials of the European Communities.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 29 March 2004.

Since the Directorate has staff in several places of work, this post requires flexibility and involves frequent travelling to the various places of work, frequent contact with people inside and outside Parliament and with Members of the European Parliament.

2. LOCATION

Brussels. This post may be transferred to one of Parliament's other two places of work.

3. EQUAL OPPORTUNITIES

The European Parliament is an equal opportunities employer and encourages applications from qualified women and men, without discrimination.

⁽¹⁾ On recruitment, the official will be placed in the appropriate step in accordance with Article 32 of the Staff Regulations of officials of the European Communities (see OJ L 124, 27.4.2004).

4. JOB DESCRIPTION

Senior official responsible for the following duties, in the light of the guidelines and decisions laid down by the President and the Secretary-General ⁽¹⁾:

- Ensuring the smooth running of a large department in the Secretariat comprising several units working in the field of safeguarding people and property,
- managing, supervising, motivating and coordinating one or more teams — optimising the use of the entity's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity,
- planning the Directorate's activities (defining objectives and strategies), taking decisions needed to achieve the objectives set, assessing services provided with a view to ensuring quality,
- advising the Secretary-General, Deputy Secretary-General, Director-General and MEPs in the area of activity concerned,
- cooperating with the various directorates in the Secretariat; representing Parliament and negotiating contracts or agreements in the area of activity,
- managing and seeing through specific projects likely to involve financial responsibilities,
- carrying out the tasks of authorising officer by subdelegation.

5. ELIGIBILITY (profile required)

The procedure is open to candidates who fulfil the following conditions *on the closing date for applications*:

(a) **General conditions**

Under Article 28 of the Staff Regulations of officials of the European Communities, you must:

- be a national of one of the European Union's Member States ⁽²⁾,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on you by the laws on military service,
- produce the appropriate character references as to your suitability for the performance of your duties.

(b) **Specific conditions**

(i) **Qualifications and professional experience**

- 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,

or

a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year ⁽³⁾ when the normal period of university education is at least three years.
- At least **15 years'** professional experience gained after obtaining the qualifications referred to in the first indent, including at least **eight years** in managerial duties.

⁽¹⁾ See Annex for principal tasks.

⁽²⁾ The European Union's Member States are: Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden and the United Kingdom.

⁽³⁾ This year of experience will not be taken into account when evaluating the professional experience required in the second indent.

(ii) Knowledge required

- Good knowledge of European affairs,
- excellent understanding of internal, national and international political issues,
- good understanding of the various cultural backgrounds in multicultural environments,
- excellent knowledge relevant to the tasks referred to in the Annex,
- good knowledge of financial techniques, public procurement, ordering, controlling,
- very good administrative knowledge (human resources, management, budget, finance, IT, legal fields etc.),
- excellent knowledge of management techniques.

(iii) Knowledge of languages

Excellent knowledge of one European Union official language ⁽¹⁾ and very good knowledge of two other EU official languages.

The Advisory Committee will take account of knowledge of other official languages of the European Union.

(iv) Skills

- A flair for strategy,
- management skills,
- forward planning,
- ability to react to events,
- a meticulous approach,
- communication skills.

6. SELECTION PROCEDURE

To assist the Appointing Authority in its choice, the Advisory Committee for the appointment of senior officials will draw up a list of candidates and recommend to the Bureau the names of the persons to be called for interview. The Bureau will adopt the list, and the Committee will conduct the interviews and submit its final report to the Bureau for decision. At this stage, the Bureau may interview the candidates.

⁽¹⁾ The European Union's official languages are: Bulgarian, Spanish, Czech, Danish, German, Estonian, Greek, English, French, Irish, Italian, Latvian, Lithuanian, Hungarian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovene, Finnish and Swedish.

7. APPLICATIONS

Please apply to the address below (quoting Recruitment Notice PE/120/S), enclosing a personal statement and a curriculum vitae (a Europass CV ⁽¹⁾):

**Monsieur le secrétaire général
Parlement européen
Bâtiment Konrad Adenauer
2929 Luxembourg
LUXEMBOURG**

Applications must be sent by registered post by **12 January 2010** at the latest, as shown by the postmark.

Please note that, if you are called for interview ⁽²⁾, you must produce by the interview date, solely in the form of copies or photocopies, supporting documents relating to your studies, professional experience and current responsibilities. These documents will not be returned to you.

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⁽¹⁾ <http://europass.cedefop.europa.eu/>

⁽²⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

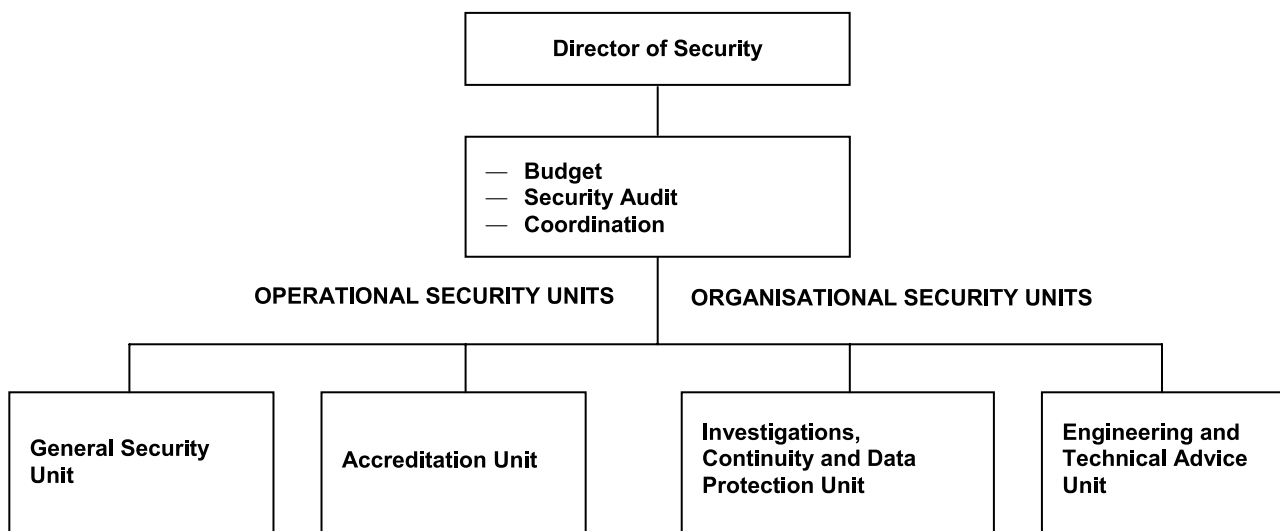
ANNEX

DIRECTORATE F — SECURITY**1. CORE ROLES**

- Setting up the new Security Directorate in its new form
- Developing and implementing an all-embracing new security concept
- Overseeing, organising, and running the Directorate's departments
- Acting as a subdelegated authorising officer

2. STAFF (81)

- 1 Director
- 5 administrators
- 75 assistants
- numerous outside service providers

3. UNITS UNDER THE RESPONSIBILITY OF THE DIRECTORATE**4. PRIMARY TASKS**

- Managing and supervising the transition from the present Security Unit to the new Security Directorate; laying down and adapting the Directorate's new organisational configuration
- Establishing and developing an all-embracing new security concept, taking into account the specific features of EP activities and Parliament's role as an institution open to citizens
- Taking action in every form required, in the three places of work and at external offices, to maintain security and protect people and property against risks of any kind
- Managing the Directorate's human resources: analysing and adjusting qualitative and quantitative requirements, with particular reference to the balance between permanent staff and subcontracted personnel
- Selecting, managing, and supervising service providers (guarding duties — general security and fire safety — purchase and maintenance of security installations) on the three sites and at external offices
- Handling administrative procedures, invitations to tender, calls for competition, etc.
- Liaising, and arranging the necessary cooperation, with the proper authorities of host countries and with other institutions
- Liaising with Parliament bodies, in particular the College of Quaestors

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- Performing the following tasks:
 - controlling access to Parliament's buildings and facilities (persons, vehicles, deliveries, and mail),
 - receiving and accrediting visiting groups and individual visitors at the three places of work,
 - accrediting all persons working in Parliament (Members, staff covered by the Staff Regulations, contractors' staff etc.),
 - making the appropriate security arrangements for official visits to Parliament and meetings and events of every kind,
 - overseeing the single security control centre,
 - carrying out investigations, for instance in reported cases of loss or theft or following incidents on the premises; dealing with lost property,
 - applying specific security techniques, i.e. intrusion detection systems, access control, proximity sensing, CCTV (closed-circuit television), car park security, etc.,
 - managing crisis and business continuity planning and continuously assessing risks and threats for risk management purposes.
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Please find below the list of C A published during the present year.

Unless otherwise indicated, OJs are published in all language versions.

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