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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN COMMISSION

Vacancy for an Executive Director function (Grade AD 14) of the European Medicines Agency (EMEA)

(2010/C 9 A/01)

We are

Established by Regulation (EC) No 726/2004 of the European Parliament and of the Council (OJ L 136 of 30 April 2004), the European Medicines Agency (EMEA) is responsible for coordinating the authorisation, supervision and pharmacovigilance of medicinal products for human and veterinary use in the European Union through the work of six scientific committees and a large expert network put at its disposal by Member States.

For further information please consult the following website: http://www.emea.europa.eu/

We propose

The Executive Director is the legal representative and public face of the Agency and is accountable to the Management Board.

The Executive Director will lead and manage the Agency and take overall responsibility for its operations ensuring the achievement of the Agency's objectives. In 2011 the Agency's budget will be EUR 250m with a total staff of 650.

The Executive Director's specific responsibilities will include:

— managing all the Agency resources necessary for conducting the activities of its committees, including making available appropriate scientific and technical support,

— responsibility, under Regulation (EC) No 1901/2006 of the European Parliament and of the Council, for paediatric investigation plans and waivers,

— ensuring that the time limits laid down in Community legislation for the adoption of opinions by the Agency are complied with,

— ensuring appropriate coordination between its committees on matters such as orphan medicines, scientific advice and support for Small and Medium Sized enterprises,

— submitting a draft work programme for the coming year, a draft report covering the activities of the Agency in the previous year and the Annual Activity Report to the Management Board for approval,

— the preparation of the draft statement of estimates of the Agency's revenue and expenditure, and execution of its budget,

— communicating directly and indirectly with the public on all matters within the Agency's remit,

— providing the secretariat for the Management Board,

— the day-to-day administration of the Agency,

— all staff matters.

We look for

Candidates must have:

— a proven record of managing staff at a senior level in a multicultural environment,

— experience in budgetary planning and in financial management,

— a solid experience of negotiating in an international environment,

— a thorough knowledge of European pharmaceutical legislation,

— a good understanding of the European institutions as well as EU administrative and financial procedures,

— ability to communicate with the press, with the public and with other stakeholders (European, international, national and local authorities, international organisations, etc.),

— ability to maintain appropriate relations with EU institutions and with Member State's competent authorities to ensure the proper functioning of the European medicines network.

In addition, candidates will also preferably satisfy the following criteria:

— the university degree mentioned below should ideally be as a physician, a pharmacist or a veterinarian,

— the professional experience mentioned below should ideally have been acquired in a national, European or international public administration involving contacts with the pharmaceutical industry.

Applicants must

Candidates will be considered for the selection phase on the basis of the following formal criteria to be fulfilled by the deadline for applications:

— Nationality: be a national of a Member State of the European Union or be a national of a country from the European Economic Area,

— University degree or diploma:

  — either have 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 when the normal period of university education is at least three years (this one year's professional experience cannot be included in the postgraduate professional experience required below),

— Professional experience: have at least 15 years' postgraduate experience at a level to which the qualifications referred to above give admission,

— Management experience: have at least five years of the professional experience gained in a high level management function ([1]),

— Languages: have a thorough knowledge of one of the official Community languages ([2]) and a satisfactory knowledge of a second of these languages to the extent necessary for the performance of his/her duties,

— Age limit: be able to complete the full five-year mandate before reaching retirement age. For temporary staff of the European Communities, retirement age is defined as being the end of the month in which the person reaches the age of 65.

Independence and declaration of interests

The Executive Director will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Selection and appointment

A pre-selection panel will be set up for the selection process. This panel will invite those candidates who have the best profile for the specific needs to an interview, selected on the basis of their merits relevant to the post according to the criteria set out above. Candidates short-listed by the pre-selection panel will then be called for an interview with the Commission's Consultative Committee on Appointments (CCA) and will have to participate in an evaluation at an assessment centre run by external recruitment consultants. Candidates, who have been short-listed by the CCA, will afterwards be interviewed by the relevant Commissioners.

Following these interviews, the Commission adopts a short list of the most suitable candidates, which will be communicated to the Management Board of the EMEA. The latter will interview the short-listed candidates and nominate the Director from among them. Inclusion on the shortlist does not guarantee appointment.

Candidates may be required to undergo further interviews and/or tests in addition to those indicated above.

Before appointment, the nominated applicant will be invited to make a statement before the European Parliament and to answer questions put by members of that institution.

The appointed candidate would be expected to take up the position from 1 January 2011.

Equal opportunities

EMEA applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations ([3]).

([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.
([2]) http://ec.europa.eu/education/policies/lang/languages/index_en.html
([3]) OJ L 124, 27.4.2004, p. 1; http://ec.europa.eu/civil_service/docs/toc100_en.pdf

Conditions of employment

The Executive Director will be appointed as a member of the staff of the Agency as a temporary agent at AD 14 grade with a possibility of promotion (regrading) at a later stage, pursuant to Articles 2(a) and 10 of the Conditions of employment of other servants of the European Communities ([4]), for a five year period or until the expiration of the mandate of the Agency, whichever comes first. Under the EMEA Regulation, his mandate may be renewed once.

The place of employment is London, where the Agency is based.

Application procedure

For applications to be valid, candidates must submit:

1. a letter of motivation; and

2. a curriculum vitae (CV) preferably drafted using the European CV format ([5]).

The application will be rejected if the dossier is incomplete.

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.

In order to facilitate the selection process, all communications to candidates concerning this vacancy will be in the English language.

Applications, preferably in English, French or German should be sent by e-mail to:

ENTR-VACANCY-EMEA@ec.europa.eu

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

European Commission
Directorate-General for Enterprise and Industry
COM/2009/10231 — Post of Executive Director EMEA
Unit ENTR.R.2 'Human Resources'
Avenue du Bourget, 1
1140 Evere
BELGIUM

Candidates are asked to report any potential change of address in writing without delay to the address above.

Contact person for additional information:

Mr Bruno Pragnell, Head of the Human Resources Unit
Tel. +32 2 2991100
E-mail: Bruno.Pragnell@ec.europa.eu

([4]) OJ L 124, 27.4.2004, p. 1; http://ec.europa.eu/civil_service/docs/toc100_en.pdf
([5]) The European CV can be downloaded from the website http://europass.cedefop.europa.eu/htm/index.htm; concerning the structure and content of the CV, please see also footnote 1.

Closing date

Applications must be sent either by e-mail or by registered post no later than **17 February 2010** (date of e-mail or date as postmark for registered mail).

Applications sent by express courier must be delivered **before 17.00** (Brussels time), on the closing date mentioned above.

The Commission reserves the right to prolong the closing date of this vacancy by publication in the *Official Journal of the European Union* only.

Important information for candidates

Candidates are reminded that the work of the different selection committees is confidential. It is forbidden for candidates to make direct or indirect contact with their members or to ask anybody else to do so on their behalf.

Protection of personal data

The Commission (during the preparatory phase) and later EMEA will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data ([6]).

([6]) OJ L 8, 12.1.2001, p. 1.