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## Information and Notices

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## V

*(Announcements)*

## ADMINISTRATIVE PROCEDURES

## EUROPEAN COMMISSION

**Vacancy for the Director of the European Centre for Disease Prevention and Control,****Stockholm****(Temporary Agent — Grade AD 14)****COM/2016/20016**

(2016/C 368 A/01)

**We are**

The European Centre for Disease Prevention and Control (ECDC) was established in 2005. It is an EU agency aimed at strengthening Europe's defences against infectious diseases. It is seated in Stockholm, Sweden.

According to the Article 3 of the Founding Regulation <sup>(1)</sup>, ECDC's mission is to identify, assess and communicate current and emerging threats to human health posed by infectious diseases.

In order to achieve this mission, ECDC works in partnership with national health protection bodies across Europe to strengthen and develop continent-wide disease surveillance and early warning systems. By working with experts throughout Europe, ECDC pools Europe's health knowledge to develop authoritative scientific opinions about the risks posed by current and emerging infectious diseases.

Within the field of its mission, the Centre shall:

- (a) search for, collect, collate, evaluate and disseminate relevant scientific and technical data;
- (b) provide scientific opinions and scientific and technical assistance including training;
- (c) provide timely information to the Commission, the Member States, Community agencies and active international organisations within the field of public health;
- (d) coordinate the European networking of bodies operating in the fields within the Centres mission, including networks arising from public health activities supported by the Commission and operating the dedicated surveillance networks;

and

- (e) exchange information, expertise and best practices, and facilitate the development and implementation of joint actions.

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<sup>(1)</sup> Regulation (EC) No 851/2004 of the European Parliament and of the Council of 21 April 2004 establishing a European Centre for disease prevention and control (OJ L 142, 30.4.2004, p. 1).

In 2016 the Agency's budget is EUR 58,2 million with a total staff of 350.

Further information is available at: <http://ecdc.europa.eu>

### **We propose**

The Director is the legal representative and public face of ECDC and is accountable to the ECDC Management Board. She/he will lead and manage ECDC and take overall responsibility for its operations, ensuring the achievement of ECDC's objectives.

He/she will be responsible for:

- managing the ECDC in line with its Founding Regulation and with applicable legislation in force, including the Decision No 1082/2013/EU on Serious Cross-Border Threats to Health <sup>(2)</sup>,
- leading and managing the staff and administration of ECDC,
- drawing up ECDC's strategy, the multi-annual work plan and a draft Work Programme for each year for approval by the Management Board, and reporting to the Management Board on their implementation,
- preparing and executing ECDC's budget in line with Financial Framework Regulation <sup>(3)</sup> for agencies and ensuring that it is managed in accordance with the principles of sound financial management,
- representing ECDC in the EU and abroad, and communicating directly and indirectly with the range of stakeholders and the public in relation to all areas of its mission,
- ensuring cooperation between ECDC, the Commission, the European Parliament and the Member States,
- providing secretariat and appropriate scientific and technical support to the Management Board and the Advisory Forum,
- ensuring that the Centre carries out its tasks in such a way as to maintain the scientific excellence and independence of its activities and opinions.

### **We look for (selection criteria)**

Candidates should have:

- a proven record of leading and managing an organisation at a senior level with responsibility for organisational strategy, leadership of staff and budgetary decisions; experience gained in a multicultural environment would be considered as an advantage,
- experience in budgetary planning and financial management of an organisation,
- sound knowledge of issues relating policy and practice for prevention and control of communicable disease,

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<sup>(2)</sup> Decision No 1082/2013/EU of the European Parliament and of the Council of 22 October 2013 on serious cross-border threats to health and repealing Decision No 2119/98/EC (OJ L 293, 5.11.2013, p. 1).

<sup>(3)</sup> Commission Delegated Regulation (EU) No 1271/2013 of 30 September 2013 on the framework financial regulation for the bodies referred to in Article 208 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council (OJ L 328, 7.12.2013, p. 42).

- a good understanding of the EU institutions and how they operate and interact,
- the ability to communicate effectively with stakeholders (European, international, national and local authorities, international organisations, etc.), the media and the public,
- the ability to build trusted working relationships with the European Union's institutions, with Member States' competent authorities and with other stakeholders.

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

- a university degree in an area which brings an added value to ECDC's scope of work,
- experience in leading and managing an organisation in a crisis situation.

### **Candidates must (eligibility criteria)**

In order to be considered for the selection phase, candidates must fulfil the following criteria by the closing date for applications:

- *Nationality* — Candidates must be a national of a Member State of the European Union.
- *University degree or diploma* — Candidates must have 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, 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* — *Candidates must have:* at least 15 years' postgraduate experience at a level to which the qualifications referred to above give admission; of these 15 years of professional experience, at least five years of the professional experience gained in a high-level management function <sup>(4)</sup>.
- *Languages:* Candidates must have a thorough knowledge of one of the official European Union languages and a satisfactory knowledge of another of these languages to the extent necessary for the performance of their duties.
- *Age limit:* Candidates must be able to complete the full five-year mandate before reaching the retirement age of 66.

### **Independence and declaration of interests**

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

Due to the particular nature of the functions, candidates invited to preselection interviews will be required to sign a declaration relating to their current or future interests that might be considered prejudicial to their independence.

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<sup>(4)</sup> 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.

In accordance with Article 16 of the Staff Regulations <sup>(5)</sup>, which provisions apply by analogy to temporary Agents, the Director shall, after leaving the service, continue to be bound by the duty to behave with integrity and discretion as regards the acceptance of certain appointments or benefits.

This includes the obligation to inform the Management Board of ECDC of the intention to engage in an occupational activity, whether gainful or not, within two years of leaving the service. If that activity is related to the work carried out during the last three years in service and could lead to a conflict with the legitimate interests of ECDC, the Management Board of ECDC may, having regard to the interests of the service, either forbid from undertaking it or give its approval subject to any conditions it thinks fit.

### **Selection and appointment**

The Director will be appointed by the Management Board of ECDC on the basis of a list drawn up by the European Commission after having made a statement to and answering questions from the European Parliament. This call is the basis for the establishment of the European Commission's list. Candidates should note that the inclusion in the list does not guarantee appointment.

A preselection panel will be set up by the European Commission. This panel will invite applicants with the best profile for the specific requirements of the post to an interview, selected on the basis of their merits and the criteria set out above. The preselection panel will draw up a list of candidates which are proposed for a further interview with the European Commission's Consultative Committee on Appointments (CCA). Candidates who are called for an interview with the CCA will have to undergo testing by an assessment centre run by external recruitment consultants. Candidates who are shortlisted by the CCA will then be interviewed by the relevant Commissioners.

Following these interviews, the European Commission will adopt a list of candidates, which will be communicated to the Management Board of ECDC.

The latter will interview these candidates and appoint a candidate. Before appointment by the Management Board, the nominated candidate will be asked to address the European Parliament and to reply to questions.

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

### **Equal opportunities**

The European Union applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations <sup>(6)</sup>. It takes great care to avoid any form of discrimination in its recruitment procedures and actively encourages applications from women.

### **Conditions of employment**

The Director will be appointed as a staff of ECDC as a temporary agent at grade AD14 pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities <sup>(7)</sup> for a five-year period, which may be renewed once.

The place of employment is Stockholm (Sweden), where ECDC is based.

### **Application procedure**

**Before submitting your application, you should carefully check whether you meet all the conditions for eligibility criteria, in particular those regarding the required type of diplomas and professional experience.**

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<sup>(5)</sup> Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community, page 21.  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

<sup>(6)</sup> Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community, page 12.  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

<sup>(7)</sup> Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community, page 187.  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

If you want to apply, you must apply via the internet by going to the website:

<https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/>

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

You have to complete your online registration in time <sup>(8)</sup>. 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 submission of applications has passed, you will not be able to apply. Late registrations via normal email will not be accepted as a general rule.

You need a valid email address. This will be used to confirm the creation of your account and to keep you informed about the outcome of the selection procedure. Please, inform the European Commission about any change in your email address.

You will have to upload a CV (in Word or PDF format) and to enter, online, a motivation letter (maximum 8 000 characters). The CV and the motivation letter should be written in English, French or German.

Candidates invited to preselection interviews will be required to sign a declaration relating to their current or future interests that might be considered prejudicial to their independence.

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

Please note that it is **not** possible to monitor progress of your application online. You will be contacted directly regarding the status of your application. The selection process, including correspondence with selection panels during this selection procedure will be carried out in English <sup>(9)</sup>.

*If you have a disability that prevents you from registering online, you may submit your application (CV and motivation letter) on paper by registered mail <sup>(10)</sup>, postmarked no later than the closing date for registration. All subsequent communication between you and the European Commission will be by post. In this case, you must enclose with your CV and motivation letter, 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 process.*

If you require additional information or if you encounter technical problems, please send an email to: HR-MANAGEMENT-ONLINE@ec.europa.eu

**Closing date**

The closing date for registration is 9 November 2016. Online registration will not be possible after 12.00 noon Brussels time.

**Protection of personal data**

The European Commission (during the preparatory phase) and later the ECDC 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 <sup>(11)</sup>.

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<sup>(8)</sup> No later than 12.00 noon, Brussels time, on 9 November 2016.

<sup>(9)</sup> The selection panels will ensure that no undue advantage is given to native speakers.

<sup>(10)</sup> European Commission, Directorate-General for Human Resources and Security, Unit for Executive Staff and CCA Secretariat, COM/2016/20016, SC11 8/36, 1049 Bruxelles/Brussel, BELGIQUE/BELGIË.

<sup>(11)</sup> OJ L 8, 12.1.2001, p. 1.











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