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(Announcements)

ADMINISTRATIVE PROCEDURES

COUNCIL

Notice of vacancy**CONS/AD/128**

(2017/C 025 A/01)

GENERAL INFORMATION

Department	Directorate-General F 'Communication and Information', Directorate 2 'Information and Knowledge Management'
Place of work	Brussels
Title of post	Director of Information and Knowledge Management
Function group and grade	AD 14
Security clearance required	SECRET UE/EU SECRET
DEADLINE FOR APPLICATIONS	15 February 2017

WHO WE ARE

The General Secretariat of the Council advises and supports the Council of the European Union and the European Council. The mission of Directorate-General F 'Communication and Information' is to provide and preserve information about the activities of these institutions. Within DGF, the 'Information and Knowledge Management' Directorate is responsible for developing innovative and sustainable solutions to information and knowledge management challenges in the digital age. Its competencies include managing the distribution of information content, developing policies and guidelines for information content management, archiving, transparency and library and research services.

The Directorate is composed of three units, responsible for Information Management, Knowledge Management and Innovation and Projects respectively.

Reporting to the Director-General, the Director is responsible for all the activities of the Directorate.

WHAT WE ARE LOOKING FOR

We are looking for a Director with experience in driving organisational change and digital transformation, who can lead the General Secretariat in the modernisation of our business processes. We want to find a results-oriented person with a proven capacity to successfully develop and implement projects and programmes in the field of information and knowledge management.

The ideal candidate will be an influential digital strategy and transformation leader, not only familiar with the structure and functioning of the Council, but able to thrive in a fast-changing technological landscape thanks to affinity with areas such as information management, semantic web or open data. He or she will be open-minded, communicative and have a strong capacity for inspiring and leading innovation within the General Secretariat.

Given that the GSC encourages a culture of mobility of its managers, who should have a broad experience, candidates should therefore be willing and able to work in different areas of activity during their career at the GSC.

OVERALL PURPOSE OF THE JOB

- Under the authority of the Director-General/Deputy Director-General, manage his/her Directorate and advise in the areas within its remit

TASKS

- Under the authority of the Director-General/Deputy Director-General, manage his/her Directorate, organise its activities and support and motivate staff in their work
- Define the objectives to be met and contribute to meeting them by establishing the Directorate's work programme and ensuring the appropriate monitoring of its implementation
- Represent his/her service at Director level both within the GSC and externally, in particular in its relations with the rotating Presidency, and with the other institutions
- Ensure the quality of the services and products delivered by the Directorate
- Ensure professional management of the Directorate's resources
- Ensure effective communication and cooperation both within the Directorate and with other GSC services
- Further develop, strengthen and implement the Council's strategic planning in relation to digital transformation and information and knowledge management
- Maintain contacts with external interlocutors and represent the GSC in external fora

JOB ENVIRONMENT

Workplace: Brussels, Justus Lipsius building

SPECIFIC COMPETENCIES*Professional competencies*

- Given that French and English are used extensively for internal communication within the GSC, a good knowledge of French and English and the ability to communicate in both languages is required. Knowledge of other official languages of the EU is an asset ⁽¹⁾
- Office tools
- A good understanding of the technological landscape related to the directorate's areas of activity (Information management, semantic web, open data) is considered an asset
- Very good knowledge of the structure and functioning of the Council and European Council and their relations with the other EU institutions
- Knowledge of the Council's procedures and working methods
- Ability to handle information with discretion

Performing tasks and achieving results

- Strong capacity for planning and organising work (key competency)

Personal qualities

- An outstanding sense of responsibility and ability to develop creative and effective solutions
- A strong sense of initiative and the ability to promote innovation
- Capacity to work in an international and multicultural environment

⁽¹⁾ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

Interpersonal skills

- Ability to demonstrate diplomacy and communication skills
- Be able to manage and motivate multicultural, multidisciplinary teams

Management Competencies

- Management of work and resources, organisational awareness, decision-making, leadership and staff development

WHO CAN APPLY

Applicants must fulfil the following conditions for admission at the time of applying:

a) General conditions

- be nationals of one of the Member States of the European Union;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by the laws concerning military service.

b) Specific conditions

- have completed a full university education attested by a diploma ⁽²⁾;
- have at least 15 years professional experience out of which at least 5 years professional experience in charge of a large administrative entity, and have effectively exercised management and organisational responsibilities.

REMARKS

- The General Secretariat of the Council (GSC) is an equal opportunities employer (see Annex I) and welcomes applications from male and female candidates from the broadest possible geographical basis amongst the EU Member States. Given the low representation of women at the higher management levels, it would particularly welcome applications from female candidates for this position.

The GSC offers measures to reconcile professional and private life. Persons with disabilities can be provided with adjustments at the workplace. The Human Resources Directorate can also provide assistance to persons with disabilities during the recruitment procedure. For further information on this, please contact the Equal Opportunities Office (egalite-des-chances@consilium.europa.eu).

- This post requires security clearance allowing access to classified documents (SECRET UE/EU SECRET level). Those applying for the post will be understood to be prepared to undergo security screening under Council Decision 2013/488/EU ⁽³⁾. Appointment to the post will only take effect on condition that the selected candidate has obtained a valid security clearance certificate. A candidate without security clearance will be offered a temporary contract until the result of the security clearance procedure is obtained.
- In choosing the successful candidate the Appointing Authority shall be assisted by an advisory selection board. The advisory selection board will be supported by an assessment centre. The reports established by the assessment centre will cease to be valid 2 years after the date on which the relevant exercises took place or upon termination of the framework contract between the GSC and the assessment centre in question — whichever date is earlier.
- The advisory selection board will initially evaluate and compare the qualifications, experience and motivation of all the applicants, on the basis of their applications. Based on that comparative assessment, the advisory selection board will shortlist the most suitable candidates, in its opinion, to be invited to the first interview. As this first selection is based on a comparative assessment of the applications, the fulfilment of the requirements of this vacancy does not guarantee invitation to the first interview. Among the interviewed candidates, the advisory selection board will pre-select candidates to attend an assessment centre, run by external recruitment consultants, as well as a second interview with the advisory selection board.

⁽²⁾ Article 5(3)(c) of the Staff Regulations of Officials of the European Union (the Staff Regulations) require applicants to have at least:
(i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more; or
(ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years.

⁽³⁾ OJ L 274, 15.10.2013, p. 1.

- Post published in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽⁴⁾ (senior management post).

HOW TO APPLY

The closing date for applications is **15 February 2017**.

Applications should be sent by email to Selection.of.Officials-Applications.Management.Posts@consilium.europa.eu no later than the closing date.

In order to be valid, applications must include:

- (a) the application form (Annex IV) duly completed and dated; the electronic application form can be found on the Council's website under the following link:
<http://www.consilium.europa.eu/en/general-secretariat/jobs/job-opportunities/>
- (b) a letter of motivation accompanied by a detailed *curriculum vitae*, in English or French, preferably in the Europass format (<http://europass.cedefop.europa.eu>), covering the applicant's entire career, listing, *inter alia*, the applicant's qualifications, language knowledge, experience, and current duties; and
- (c) photocopies of diplomas certifying education and photocopies of documents and certificates relating to professional experience. Supporting documents must come from a third party and it is not sufficient simply to send the CV mentioned in (b).

All supporting documents attached to the application must be in word text, pdf or jpg format, named (in EN or FR) and numbered in sequence (Annex 1, 2, etc.). A list of all annexes must also be attached. Applications that arrive via cloud based data storage solution or file-share platforms will not be considered.

The candidate selected for the post will be asked to provide the originals of the aforementioned documents.

RE-EXAMINATION OF APPLICATIONS

The procedures relating to requests for review, appeals and referral to the European Ombudsman are set out in Annex II to this vacancy notice.

DATA PROTECTION

The rules governing the processing of personal data in connection with this selection procedure are set out in Annex III to this vacancy notice.

⁽⁴⁾ Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1) and last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287, 29.10.2013, p. 15).

ANNEX I

Equal Opportunities in the General Secretariat of the Council

As an employer, the GSC is responsible for ensuring equality of opportunity between men and women and for prohibiting discrimination on any grounds.

The main aims of its Equal Opportunities policy are to:

- ensure that its human resources and personnel management policies respect the principles of equality and non-discrimination;
- achieve a balanced representation of men and women, especially in management posts;
- improve the situation of persons with disabilities, in terms of accessibility of its buildings and a work environment that is inclusive and adapted to their needs;

Adjustments for people with disabilities ('reasonable accommodation') may involve the rearrangement of duties or responsibilities, provision of technical aids and other adjustments to the working environment. Such measures will be taken unless they would impose an undue burden on the resources of the institution.

- protect its staff from harassment at work;
- take into account the needs of staff to strike a balance between their work and family commitments by offering a good package of family-friendly measures, including flexitime, telework and job-sharing.

Work-life balance measures

A **Flexitime** system operates throughout the GSC in accordance with a 40-hour working week, **flexileave** being possible for non-managerial staff. In many job environments, an **individual timetable**, falling within the framework hours of 07.00 to 20.00, can be agreed.

Part-time work can be granted, for example to care for a dependent child up to the age of 12, or 14 when the official is a single parent.

Statutory maternity leave is 20 weeks and on return to work up to 2 hours per day can be granted for breastfeeding. Fathers have the right to paid **paternity leave** of 10 days. **Parental leave** of up to 6 months per child, or up to 12 months for single parents, can be granted with a flat-rate allowance. In the case of serious illness or disability of a child, maternity, paternity and parental leaves are longer. **Family leave** with a flat-rate allowance is also possible in the case of family members with a serious illness or disability. **Special leave** is granted in such cases as marriage, birth or adoption of a child, and death or serious illness of a family member. In exceptional circumstances, unpaid **leave on personal grounds (CCP)** can be accorded.

Depending on tasks and job environment, **teleworking** may be possible under the standard teleworking scheme (60 % at home and 40 % at the office) or under the occasional teleworking scheme (up to 60 days per year).

The following **childcare facilities** are available for staff with children, according to priority criteria: GSC *crèche* for children from 0-4 years, after-school care and holiday-time facilities organised by the European Commission and after-school activities at the European schools.

For further information, send an email to egalite-des-chances@consilium.europa.eu

ANNEX II

**REQUEST FOR REVIEW — APPEALS PROCEDURES —
COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

If, at any stage of the selection procedure, you consider that a decision adversely affects you, you may use the following means:

— Request for review of the decisions taken by the advisory selection board

Within 10 days of the date of the letter notifying you of a decision taken by the advisory selection board, you may submit a written request for a review of such a decision, setting out the reasons for your request, to:

Council of the European Union
Office for Selection of Officials
Rue de la Loi/Wetstraat 175
1048 Bruxelles/Brussel
BELGIQUE/BELGIË
Email address: Selection.of.officials@consilium.europa.eu

— Appeal procedure

— You may lodge a complaint against a decision of the Appointing Authority, under Article 90(2) of the Staff Regulations of Officials of the European Union, within 3 months of the notification of the decision, to:

Council of the European Union
Legal Advisers to the Administration Unit, DGA 1
Rue de la Loi/Wetstraat 175
1048 Bruxelles/Brussel
BELGIQUE/BELGIË
Email address: unite.conseillers.dga1@consilium.europa.eu

— You may submit a judicial appeal under Article 91 of the Staff Regulations to:

General Court of the European Union
Rue du Fort Niedergrünwald
L-2925 Luxembourg
LUXEMBOURG

— Complaints to the European Ombudsman

Like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman
1 avenue du Président Robert Schuman — BP 403
67001 Strasbourg Cedex
FRANCE

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties ⁽⁵⁾.

You should note that complaints lodged with the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

⁽⁵⁾ OJ L 113, 4.5.1994, p. 15.

ANNEX III

DATA PROTECTION

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with 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 institutions and bodies of the European Union and on the free movement of such data ⁽⁶⁾.

The legal basis for the selection procedure is the Staff Regulations of Officials of the European Union and the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU). The selection procedure is conducted under the responsibility of the Human Resources Directorate (DG A 1), Staffing and Mobility Unit, and the controller is the head of that unit. The information provided by the applicants will be accessible to members of the office for the selection of officials and their superiors, to members of the Advisory Selection Committee, and, if necessary, to the legal advisers' unit. Administrative information identifying the candidate and/or the practical organisation of the procedure may be forwarded to an assessment centre.

The purpose of the processing operation is to collect data identifying all the applicants for a post with the Secretariat-General of the Council and to select one of those applicants.

The data in question are:

- personal data which make it possible to identify the applicants (surname, first name, date of birth, sex, nationality);
- information supplied by the applicants to facilitate the practical organisation of the procedure (postal address, email address, telephone number);
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of vacancy (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution, professional experience);
- where applicable, information on the type and duration of applicants' security clearance;
- the results of the selection tests taken by the applicants, including the evaluations drawn up by the assessment centre's advisers on behalf of the selection board.

The processing begins on the date of receipt of the application. Applications are filed and stored in archives for 2 years.

All applicants may exercise their right of access to and right to rectify personal data. Substantiated requests should be emailed to the office for selection of officials at Selection.of.officials@consilium.europa.eu

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

⁽⁶⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX IV

**CONSEIL
DE L'UNION EUROPÉENNE**

Secrétariat général
Rue de la Loi, 175
1048 Bruxelles
BELGIQUE

Acte de Candidature

AVIS DE VACANCE CONS/AD/128

1. **NOM:**
Prénom(s):
2. **SEXE:** ☐ masculin ☐ féminin
3. **ADRESSE** (Veuillez nous informer immédiatement de tout changement d'adresse)
Rue: N°:
Code postal: Localité: Pays:
Courriel:
Tél. (privé): Portable: Bureau:
4. **DATE DE NAISSANCE:**
5. **NATIONALITÉ(S)** (en cas de double nationalité, indiquez les deux)
Actuelle:
6. **CONNAISSANCES LINGUISTIQUES**
Langue principale:
Autres langues:
7. **CONNAISSANCES INFORMATIQUES:**
8. **HABILITATION DE SÉCURITÉ:** ☐ OUI ☐ NON
Si OUI de quel niveau?

9. ÉDUCATION ET FORMATION

[illegible]

10. **EXPÉRIENCE PROFESSIONNELLE** (joindre photocopies numérotées). Si nécessaire, utilisez des feuilles supplémentaires.

I. (FONCTION ACTUELLE)					
Nom et adresse de l'employeur	Fonction ou poste occupé(e)	De (JJ/MM/AA)	À (JJ/MM/AA)	Durée	Joindre les copies numérotées des justificatifs
	 / / / /	Années: Mois: Jours:	Voir annexe n°
II.					
	 / / / /	Années: Mois: Jours:	Voir annexe n°
III.					
	 / / / /	Années: Mois: Jours:	Voir annexe n°

Expérience professionnelle

TOTAL

Années	Mois	Jours

Expérience professionnelle dans des fonctions d'encadrement

TOTAL

Années	Mois	Jours

11. Avez-vous un handicap physique ou vous trouvez-vous dans une situation particulière qui pourrait poser des difficultés lors du déroulement des épreuves?

Si oui, donnez des précisions afin de permettre à l'administration de prendre, si possible, les mesures nécessaires.

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12. Comment avez-vous eu connaissance de l'avis de vacance?

.....

DÉCLARATION SUR L'HONNEUR

1. En envoyant ma candidature, je déclare sur l'honneur que les indications portées au présent acte de candidature et à ses annexes sont véridiques et complètes.
2. En envoyant ma candidature je déclare également sur l'honneur:
 - a) être ressortissant(e) d'un des États membres et y jouir des droits civiques;
 - b) me trouver en position régulière au regard des lois de recrutement qui me sont applicables en matière militaire;
 - c) réunir les garanties de moralité requises pour l'exercice des fonctions envisagées, notamment que mon casier judiciaire ne contient pas de condamnation et qu'aucune procédure judiciaire n'est en cours.
3. Je suis conscient(e) qu'il est indispensable pour la recevabilité de ma candidature que je présente, avec mon acte de candidature, dans le délai imparti, toutes les pièces justificatives nécessaires à prouver que je remplis les conditions d'admission requises (voir l'avis de vacance).

Date:

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**COUNCIL OF THE
EUROPEAN UNION**
General Secretariat
Rue de la Loi/Wetstraat 175
1048 Bruxelles/Brussel
BELGIQUE/BELGIË

Application

NOTICE OF VACANCY CONS/AD/128

1. **NAME:**
FORENAME(s):
2. **SEX:** ☐ male ☐ female
3. **ADDRESS** (please inform us immediately of any change of address)
Street: No:
Postal code: City/town: Country:
Email address:
Tel. (Home): Mobile: Work:
4. **DATE OF BIRTH:**
5. **NATIONALITY** (if you have dual nationality, please state both):
Current nationality:
6. **KNOWLEDGE OF LANGUAGES**
Main language:
Other languages:
7. **IT skills:**
8. **SECURITY CLEARANCE:** ☐ YES ☐ NO

If YES which level?

9. EDUCATION AND TRAINING

[illegible]

10. PROFESSIONAL EXPERIENCE (please enclose numbered photocopies). Continue on separate sheet(s) if necessary.

I. (CURRENT POSITION)					
Employer's name and address	Occupation or position held	FROM (DD/MM/YY)	TO (DD/MM/YY)	Duration	Please enclose numbered copies of supporting documents
	 / / / /	Years: Months: Days:	See Annex
II.					
	 / / / /	Years: Months: Days:	See Annex
III.					
	 / / / /	Years: Months: Days:	See Annex

TOTAL professional experience

Years	Months	Days

TOTAL professional experience in a management function

Years	Months	Days

11. Do you have a disability or are your circumstances such that they might cause difficulties during the tests?

If so, provide any relevant information so that the Administration can take appropriate measures, where possible.

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12. Where did you learn about the vacancy notice?

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DECLARATION ON HONOUR

1. By sending my application, I hereby declare that the statements made on this application form and on the annexes thereto are true and complete.
2. By sending my application I further declare that:
 - a) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;
 - b) I have fulfilled all obligations imposed on me by the laws concerning military service;
 - c) I can produce character references as to my suitability to perform the duties envisaged, in particular that I do not have a criminal record and that there are no legal proceedings pending against me.
3. I am aware that my application will be rejected if I fail to submit, within the time limit set, all supporting documents required to prove that I meet the conditions of eligibility (see vacancy notice).

Date:

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