CALL FOR EXPRESSION OF INTEREST FOR A HEAD OF REPRESENTATION IN FINLAND
(TEMPORARY AGENT — GRADE AD12)
COM/2008/10055
(2008/C 24 A/01)

The European Commission seeks to recruit a Head for its Representation in Finland.

The role of the Representation is:

— to serve the Commission by providing links with regional and local authorities, analysis of the political situation, and operational and logistic support for all operations undertaken locally,

— to inform and communicate with the national and regional media and the general public.

The Head of Representation is responsible for:

— managing and coordinating the human and financial resources of the Commission’s Representation in Finland (Helsinki),

— acting as the Commission’s spokesperson in Finland,

— explaining the Commission’s work and policies,

— monitoring and reporting back on political, economic and social developments in Finland,

— coordinating provision of information to the general public, including via the DG COMM information and documentation networks,

— coordinating initiatives vis-à-vis the general public with the European Parliament’s external office.
The Head of Representation is also responsible for achieving the Representation’s annual objectives set in agreement with the management of DG COMM. Managing a staff comprising around 20 officials and other servants, the Head of Representation oversees all aspects of the Representation and acts in that capacity as an authorising officer by sub delegation.

The mandate is initially limited to three years with the possibility of a single extension for a maximum of two years.

The Head of Representation’s duties call for great flexibility and a willingness to undertake a large amount of business travel.

Profile sought:

— ability to lead a multidisciplinary and multicultural team,

— knowledge of human resources management principles and practice,

— knowledge of good financial practice,

— excellent knowledge of Commission policies and interinstitutional relations,

— sound political analysis,

— knowledge of the political situation and the national media,

— ability to develop, and communicate to all types of audience, a clear and relevant message and a positive image of the European institutions in general and the Commission in particular,

— ability to work constructively with the Representation’s various contacts (mainly the political authorities and the media),

— ability to maintain a spirit of cooperation with Commission headquarters’ departments despite geographical distance.

Eligibility criteria:

1. be a citizen of one of the 27 Member States of the European Union;

2. hold a university degree, preferably in one of the following fields: political sciences, economics, law, communication, management;

3. have at least 10 years’ postgraduate professional experience, at least five years of which must have been gained in a management function (human and financial resources). This experience must have been gained in the sphere of information, communication, the media and/or political and economic affairs;

4. have a thorough knowledge of Finnish and an adequate knowledge of another of the official languages of the European Union. Good knowledge of French and/or English would be an advantage. Candidates should note that the selection procedures will be carried out in English and/or French.

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.
Equal opportunities

The European Commission applies an equal opportunities policy and encourages a diversity of nationalities in Representation posts.

Appointment and conditions of employment

The Head of Representation will be selected and appointed by the Commission according to its selection and recruitment procedures.

Since the post of Head of Representation is considered ‘sensitive’, the successful candidate will be offered a temporary agent contract with an initial three year mandate which may be extended once for a maximum of two years.

Salaries and conditions of employment are those laid down in the Conditions of Employment of Other Servants of the European Communities for grade AD12 temporary agents.

Applicants should note the requirement for all new staff to complete successfully a six-month probationary period.

Place of employment: Helsinki, Finland

Application procedure

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
http://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.

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.

You will be required to attach a curriculum vitae 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 either English or French.

(1) No later than 12.00 noon, Brussels time, on 26 February 2008.
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 (2), 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.

A first shortlist will be established on the basis of the information contained in candidates’ on-line applications. Candidates included on this shortlist will be called for interview by DG COMM.

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 26 February 2008. On-line registration will not be possible after 12.00 noon Brussels time.