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(Announcements)

ADMINISTRATIVE PROCEDURES

COUNCIL

NOTICE OF VACANCY CONS/AD/141/18

(2018/C 185 A/01)

GENERAL INFORMATION

Department	Translation service
Place of work	Brussels
Title of post	Deputy Director-General for Translation
Function group and grade	AD 15
Security clearance required	EU SECRET

DEADLINE FOR APPLICATIONS**27 June 2018****WHO WE ARE**

The General Secretariat of the Council (GSC) assists the European Council and the Council of the EU and their preparatory bodies in all fields of their activities. It provides advice and support to members of the European Council and the Council and to their Presidents in all areas of activity, including legal and policy advice, coordination with other institutions, elaboration of compromises, drafting as well as all the practicalities that are necessary for the good preparation and running of the European Council and the Council.

The Translation Service, directly attached to the Secretary-General, delivers translations of Council and European Council documents in all official languages of the EU. In addition, the Service provides document editing for internal and Presidency drafters, multilingual assistance to media monitoring, President of the European Council briefings and other initiatives. Under the Translation 2020 programme, the Service is looking to the future of translation — a field undergoing major technological transformation with a significant impact on the way the Service works and is organised.

WHAT WE ARE LOOKING FOR

The Deputy Director-General will oversee the strategic management of the Translation Service and steer its continued development and modernisation process. This involves:

- leading and motivating a large team of managers and around 900 translators, assistants and secretaries,
- managing change in an environment of rapid technological development while maintaining a high quality of output and staff satisfaction,
- promoting a culture of communication and innovation within the Translation Service,
- developing further the Translation Service's relations with internal and external stakeholders,

- contributing actively to the overall GSC governance and ensuring an optimal use of resources,
- advising the Secretary-General and GSC management on issues related to translation and the institution's policy of multilingualism.

To carry out these tasks successfully, the new Deputy Director-General will be capable of managing a large and diverse organisational department while steering it through major change and development processes. The new Deputy Director-General will also be able to foster cooperation across organisational boundaries with other GSC departments and EU institutions. Excellent communication skills, sound judgment, an eye for quality and strong problem-solving skills are essential.

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

GSC managers are expected to advise their hierarchy and stakeholders, manage their staff and represent the GSC. These expectations are set out in more detail in the GSC Horizontal Managers' profile in Annex I.

OVERALL PURPOSE OF THE JOB

- Oversee the strategic management and development of the Translation Service
- Advise the Secretary-General and other stakeholders on matters related to translation and multilingualism.

TASKS

- Set strategic direction for the Translation Service and drive the continuous modernisation of its services, products and working methods
- Ensure that managers and staff in the Translation Service are motivated and engaged
- Foster a culture of effective communication and cooperation both within the service and with other GSC services
- Ensure the timeliness and quality of the services and products delivered by the Translation Service
- Supervise the implementation of the multilingualism policy of the European Council and the Council, as regards document translation
- Contribute to the broader organisational management and development in the GSC through various channels.

JOB ENVIRONMENT

- Workplace: Lex Building

SPECIFIC COMPETENCIES

Professional competencies

- Given that French and English are used extensively for communication within the GSC and with other institutions, an excellent knowledge of one of the two languages and a very good knowledge of the other language is required. Knowledge of other official languages of the EU would be an asset.
- Knowledge of the role of the European Council and Council and of their decision-making processes
- Knowledge of the role of the General Secretariat of the Council
- Knowledge of the multilingualism policy of the European Council and the Council

Performing tasks and achieving results

- Strong capacity for planning and organising work
- A demonstrated capacity to deliver

- Ability to successfully drive innovation and change projects

Personal qualities

- A strong sense of responsibility
- Ability to adapt to changes in the working environment, priorities and working methods

Interpersonal skills

- Strong communication skills
- Ability to manage and motivate large multicultural, multidisciplinary teams
- Be very service-minded

Management Competencies

- Ability to meet the expectations for managers set in the GSC Management Profile

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 ⁽¹⁾,
- have at least 15 years of relevant professional experience,
- have substantial management experience of which at least 2 years should be in a senior management role.

REMARKS

- The General Secretariat of the Council is committed to equal opportunities (see Annex II) and actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. To promote gender equality, the GSC encourages applications from women, who are currently under-represented at management level.

The Human Resources Directorate can provide assistance to candidates with disabilities during the recruitment procedure. Reasonable adjustments for staff with disabilities can be made at the workplace. The GSC also offers many measures to reconcile professional and private life. 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 (EU SECRET level). Candidates applying for the post will be understood to be prepared to undergo security screening under Council Decision 2013/488/EU ⁽²⁾. 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.

⁽¹⁾ Article 5(3)(c) of the Staff Regulations of Officials of the European Union (the Staff Regulations) require candidates 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.

⁽²⁾ OJ L 274, 15.10.2013, p. 1.

- Successful candidates must be prepared to follow the GSC management training programme, if necessary.
- This post is published in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union (senior management post).
- This post has also been published to all Institutions of the European Union.
- 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 the earliest.
- The advisory selection board will initially evaluate and compare the qualifications, experience and motivation of all candidates, 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.
- The provisional planning of the selection is as follows:
 - it is expected that candidates selected for the interviews will be informed by end July 2018,
 - the first interviews are foreseen for September 2018,
 - the assessment centre is expected to take place in September 2018,
 - the second round of interviews is foreseen for October 2018.

HOW TO APPLY

The closing date for applications is **27 June 2018**.

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 V) 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 detailed curriculum vitae, accompanied by a letter of motivation, in English or French, preferably in the Europass format (<http://europass.cedefop.europa.eu>), covering the candidate's entire career, listing, inter alia, the candidate'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 English or French) and numbered in sequence (Annex I, II, 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 successful candidate will be asked to provide the originals of the aforementioned documents.

REEXAMINATION OF APPLICATIONS

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

ANNEX I

The GSC Horizontal Managers' Profile

As a GSC manager you add value in acting both as an adviser and a manager and you are always a representative of the GSC.

In performing these roles you are expected to:

As a Representative

- Act with integrity, externally as well as internally.
- Act in the interest of the European Council and the Council as well as the Union as a whole. Ensure that any divergences are identified and managed.
- Create relationships of confidence, trust and openness, and be an active networker.
- Be result-oriented and influential, and at the same time respectful and service oriented.

As an Adviser

- Contribute to the development of the Union. Be proactive and creative. Think ahead and plan for future developments. Act as a provider of solutions.
- Advise our stakeholders to facilitate the achievement of their aims and in the interest of our two institutions. Be objective and fair.
- Be aware of the interaction between decision-making and public debate. Make sure that your advice takes account of the political situation of our stakeholders and integrates communication considerations.
- Facilitate legitimate decision-making through cooperation, good working relationships and compromise among Member States and with Institutions, and other stakeholders.
- Stay well informed about developments within your area of responsibility, also beyond the immediate work of the European Council and the Council. Keep the big picture in mind.

As a Manager

- Empower your staff, delegate and trust, support and motivate, give feedback and guidance, encourage initiative and courage to think out of the box; reduce hierarchy and control to a minimum, while maintaining quality.
 - Communicate clearly on objectives and expectations and ensure the flow of information to, from and among your staff as well as with other DGs, directorates and units.
 - Act always in the interest of the whole of the GSC, not just your own DG or Directorate or Unit, and make sure that we deliver to our stakeholders. Break down silos.
 - Have the courage to address conflict, underperformance and other difficulties in a timely manner; ensure your staff's wellbeing and development, and fulfil your duty of care to your staff.
 - In driving and facilitating change involve your staff to make sure that the GSC keeps up with developments and becomes more dynamic, flexible and collaborative. Walk the talk.
 - Take responsibility for the optimal use of GSC human and financial resources.
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ANNEX II

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, **flexi leave** 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 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 is possible under the standard teleworking scheme (e.g. 2 days in the office and 3 at home per week) or under the occasional teleworking scheme (up to 60 days at home 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 III

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

— 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 the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in *Official Journal of the European Communities* No L 113 of 4 May 1994.

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.

ANNEX IV

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 ⁽¹⁾.

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

⁽¹⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX V

CONSEIL DE L'UNION
EUROPÉENNE
Secrétariat général
Rue de la Loi 175
B-1048 Bruxelles



Acte de Candidature

AVIS DE VACANCE CONS/AD/141/18

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:
Adresse électronique:
N° 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 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 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
B-1048 Bruxelles/Brussel



Application

NOTICE OF VACANCY CONS/AD/141/18

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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