RECRUITMENT NOTICE PE/237/S

Director (F/M) (Function group AD, grade 14)

DIRECTORATE-GENERAL FOR INFRASTRUCTURE AND LOGISTICS – DIRECTORATE FOR INTEGRATED FACILITY MANAGEMENT

(2020/C 65 A/05)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of director (AD, grade 14) in the Directorate-General for Infrastructure and Logistics – Directorate for Integrated Facility Management in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union (1) (the Staff Regulations).

This selection procedure, which is designed to give the appointing authority a wider choice of candidates, will be conducted at the same time as internal and interinstitutional recruitment procedures.

Recruitment will be to grade AD 14 (2). The basic salary is EUR 14 837,60 per month. In addition to the basic salary, which is subject to Community tax and exempt from national tax, certain allowances may be payable in circumstances laid down by the Staff Regulations.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament’s Bureau on 15 January 2018.

The post calls for flexibility and frequent contact with people inside and outside Parliament, including Members of the European Parliament. The director will be required to travel frequently between Parliament’s places of work and elsewhere.

2. Place of employment

Luxembourg. This post may be transferred to one of Parliament’s other places of work.

3. Equal opportunities

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any grounds, such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

4. Job description

As a senior official, the director will be required to perform the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the director-general (3):

— ensuring that a large department in Parliament’s Secretariat, comprising several units covering the directorate’s areas of activity, runs smoothly,

— managing, leading, motivating and coordinating teams of staff - optimising the use of the directorate’s resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity,


(2) On recruitment the official will be placed in the appropriate step, in accordance with Article 32 of the Staff Regulations.

(3) For description of main tasks, see annex.
— planning the directorate’s work (deciding objectives and strategies) - taking the necessary decisions to achieve the set objectives -
  assessing the performance of the units making up the directorate in order to ensure their quality,

— advising the director-general, the Secretariat and MEPs in the directorate’s areas of activity,

— cooperating with the other directorates in the Secretariat, representing Parliament and negotiating contracts and agreements in the
directorate’s areas of activity,

— managing and seeing through specific projects likely to involve financial responsibilities,

— acting as authorising officer by subdelegation.

5. Eligibility

The selection procedure is open to candidates who meet the following conditions on the closing date for applications:

(a) **General conditions**

Under Article 28 of the Staff Regulations, candidates must:

— be a national of one of the European Union’s Member States,

— enjoy full rights as a citizen,

— have fulfilled any obligations imposed on them by the laws on military service,

— produce the appropriate character references as to their suitability for the performance of their duties.

(b) **Specific conditions**

(i) **Qualifications and professional experience required**

— 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 pro-
  fessional experience of at least one year (\(^4\)), when the normal period of university education is at least three years.

— At least **12 years**\(^4\) professional experience gained after obtaining the qualifications referred to above, including at
  least **six years** performing managerial duties.

(ii) **Knowledge required**

— Excellent general knowledge of European affairs,

— excellent grasp of internal, national and international political issues,

— very good understanding of the different cultures represented in the European institutions,

— excellent knowledge of the Treaties.

(\(^4\) This year of experience will not be taken into account when assessing the professional experience required under the next indent.)
— excellent knowledge of the structure, organisation and environment of Parliament’s Secretariat and of the various players involved,

— excellent knowledge of Parliament’s Rules of Procedure, legislative procedures and internal rules and working methods,

— excellent knowledge of the Staff Regulations, of how they are to be interpreted and of the rules based on them,

— excellent knowledge of the Financial Regulation applicable to the general budget of the Union and its Rules of Application, and of Parliament’s internal rules and other subordinate provisions,

— very good administrative knowledge (human resources and/or management and/or budget and/or finance and/or IT and/or legal issues, etc.),

— excellent knowledge of management techniques.

(iii) Knowledge of languages

A thorough knowledge (at least level C1 (5)) of one of the European Union’s official languages (6) and very good knowledge (at least level B2 (5)) of at least one other is required.

The Advisory Committee for the Appointment of Senior Officials will take knowledge of other official languages of the European Union into account.

(iv) Skills required

— A flair for strategy,

— leadership qualities,

— forward-planning skills,

— ability to react appropriately to events,

— thoroughness,

— communication skills.

6. Selection procedure

To assist the appointing authority in its choice, the Advisory Committee for the Appointment of Senior Officials will draw up a list of candidates and make a recommendation to Parliament’s Bureau as to who should be called for interview. The Bureau will adopt the list, and the committee will conduct the interviews and submit its final report to the Bureau for a decision. At that stage, the Bureau may interview the candidates.

(6) The European Union’s official languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish.
7. Applications

The deadline for applications is:

**12.00 (noon), Brussels time, on 20 March 2020.**

Candidates are asked to send, by email only, a personal statement in pdf format (marked *For the attention of the Secretary-General of the European Parliament, Recruitment Notice PE/237/S*) and a curriculum vitae (in Europass format (7)), quoting the reference number for the procedure (PE/237/S) in the subject line, to:

PERS-EPSeniorManagement@ep.europa.eu

The date and time of dispatch of the email will be taken to be the date and time of submission of the application.

**Scanned documents must be legible.**

**Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities (8). These documents will not be returned.**

Personal data which candidates provide for the purposes of this selection procedure will be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC(9).

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(8) This does not apply to candidates working for the European Parliament on the closing date for applications.

ANNEX

DIRECTORATE-GENERAL FOR INFRASTRUCTURE AND LOGISTICS – DIRECTORATE FOR INTEGRATED FACILITY MANAGEMENT

MAIN TASKS

(Entity comprising 131 staff: 98 officials, 12 temporary staff members and 21 contract staff members)

— Directing, coordinating and supervising Directorate A’s units and departments;

— Acting as authorising officer by subdelegation;

— Making proposals, involvement in decision-taking and implementing decisions regarding Directorate A.

MAINTENANCE ASSISTANCE SERVICE

— Drawing up and conducting tendering procedures for all units in the directorate;

— Carrying out ageing-building audits, using EPIQR, coordinating and developing building information modelling;

— Organising, expanding and monitoring the buildings helpdesk covering all European Parliament buildings, drawing up statistics, and monitoring action taken and user feedback;

— Defining, setting up and supporting operational units for the use of specific building-maintenance software tools such as, for example, CMMS and Aproplan;

— Providing administrative support for maintenance units by monitoring and managing cross-cutting issues such as organising inter-unit thematic workshops, key performance indicators, and drawing up and coordinating specific administrative reports covering one or more sites;

— Providing technical support for maintenance units through involvement in assessing and coordinating specific technical matters covering one or more sites (e.g. providing charging stations for electric vehicles and drinking fountains);

— Coordinating administrative arrangements and subletting to institutions on European Parliament premises in Brussels and Strasbourg; compiling, filing and updating the directorate’s maintenance procedures and general documentation;

— Providing legal support for operational units in connection with contract management.

EUROPA EXPERIENCE AND PROPERTY MARKET SURVEYS UNIT

— Managing fitting-out projects for the ‘Europa Experience’ programme and initial setting up of liaison offices, including coordinating the various parties involved;

— Monitoring property-related procedures with a view to the rental or purchase of new premises or the rental of any stopgap building needed; dealing with the technical, financial and contractual aspects in that connection;

— Studying and surveying property markets where Parliament’s liaison offices are located, including in connection with Jean Monnet House, and looking into the feasibility of incorporating a ‘Europa Experience’ facility;

— Making preparations - in collaboration with DG COMM’s Parlamentarium Unit - for fitting the ‘Europa Experience’ interactive installations;
— Technical, administrative and legal management of purchases and fitting-out and building projects plus financial management with the support of the Liaison Office Building Management Unit;

— Negotiating with owners of buildings housing liaison offices with a view to possible lease extensions;

— Giving the Working Party on Buildings, Transport and a Green Parliament regular progress reports on its activities, and liaising with the political authorities;

— Laying down stakeholders’ financial obligations and drawing up administrative arrangements or memoranda of understanding as part of interinstitutional cooperation on Europe Houses.

LUSSBOURG BUILDINGS MANAGEMENT AND MAINTENANCE UNIT

— Managing maintenance arrangements for mechanical, electrical and plumbing works, including power systems, fire detection, lighting, heating, air conditioning, water and sanitation, and lifts, and for shell and finishing works (joinery, facades, roofs and fixtures); energy and consumables management; managing arrangements for cleaning, waste disposal and green spaces;

— Managing the site’s buildings; active involvement in the KAD II construction project (involvement in various acceptance procedures for building systems, for example);

— Handling administrative arrangements and all financial, budgetary and legal tasks relating to building purchases, rental and management;

— Drawing up specifications and implementing all administrative procedures for maintenance and management of the site’s buildings;

— Managing multiannual planning of studies/works for upgrading facilities and refurbishing buildings;

— Implementing environmental policies, improving disabled access and enhancing occupants’ well-being.

LIAISON OFFICE BUILDING MANAGEMENT UNIT

— Providing building management services for the liaison offices and Jean Monnet House;

— Managing maintenance, cleaning and energy and consumable supply arrangements for those buildings;

— Providing all administrative and legal services in connection with its activities;

— Providing all budget-related and financial services in connection with the activities of the Liaison Office Building Management Unit and the Europa Experience and Property Market Surveys Unit;

— Implementing environmental policies within its remit;

— Carrying out the tasks described above on the basis of interinstitutional cooperation and administrative arrangements concluded with the Commission;

— Giving the Working Party on Buildings, Transport and a Green Parliament progress reports on its activities, and liaising with the political authorities.

BRUSSELS INTEGRATED FACILITY MANAGEMENT UNIT

— Managing maintenance arrangements for building systems, including power systems, fire detection, lighting, heating, air conditioning, water supply and sanitation facilities, and lifts, and for shell and finishing works (external and internal joinery, facades, roofs, and internal and external finishings);

— Arrangements for cleaning, waste management and green spaces;
— Installation maintenance and management and technical audits and inspections of buildings in Brussels, including administrative, financial and budget-related services in connection with building management;

— Environment, energy and health and safety management;

— Regulatory inspections of technical installations;

— Establishing modern, client-focused integrated facility management;

— Establishing transparent monitoring and appropriate reporting arrangements in connection with maintenance costs.

**BRUSSELS UPKEEP WORKS UNIT**

— Renovating, refurbishing and managing the upkeep works in Brussels buildings in order to guarantee the continuity of EP activities;

— Establishing the multiannual schedule of studies and works for the upgrading of technical equipment and for renovating and refitting the buildings in line with the EP buildings policy;

— Establishing a correspondent transparent monitoring and adequate reporting of costs related to the Unit's activities;

— Implementing an integrated building management system based on Building Information Modelling (BIM) solutions;

— Managing and modernising the graphic and technical archives of Brussels premises as well as implementing all safety and directional signage in the buildings.

**STRASBOURG BUILDINGS MANAGEMENT AND MAINTENANCE UNIT**

— Technical, administrative and financial management in connection with building-stock maintenance: mechanical, electrical and plumbing works (power systems, fire detection, lighting, heating, air conditioning, water and sanitation, lifts, energy and consumables); shell and finishing works (joinery, facades, roofs, fixtures, keys);

— Multiannual planning and technical, administrative and financial management in connection with studies and works for upgrading facilities and for renovating and refurbishing buildings;

— Managing the technical, administrative and financial activities relating to cleaning, waste management and green spaces;

— Implementing environmental policies, improving disabled access, taking buildings strategy forward, and enhancing occupants' well-being;

— Providing assistance - within its remit - for other departments, DGs and MEPs on the Strasbourg site;

— Handling administrative arrangements and all financial, budgetary and legal tasks relating to building purchases, rental and management.