

**RECRUITMENT NOTICE PE/213/S****DIRECTOR (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR LOGISTICS AND INTERPRETATION FOR CONFERENCES — DIRECTORATE FOR THE ORGANISATION OF CONFERENCES**

(2018/C 090 A/04)

**1. Vacant post**

The President of the European Parliament has decided to open the procedure for filling the post of **director** <sup>(1)</sup> (AD, grade 14) in the Directorate-General for Logistics and Interpretation for Conferences — Directorate for the Organisation of Conferences, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union <sup>(2)</sup> (hereinafter referred to as '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 <sup>(3)</sup>. The basic salary is EUR 14 303,51 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**

Brussels. 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 ground 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 <sup>(4)</sup>:

- 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,

<sup>(1)</sup> Any reference in this notice to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex, and vice versa.

<sup>(2)</sup> See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

<sup>(3)</sup> On recruitment the official will be placed in the appropriate step, in accordance with Article 32 of the Staff Regulations.

<sup>(4)</sup> For description of main tasks, see annex.

- planning the directorate's activities (setting objectives and drawing up strategies), taking the decisions needed to achieve the objectives set, assessing services provided with a view to ensuring that high standards are maintained,
- 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 or 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 professional experience of at least one year <sup>(1)</sup>, when the normal period of university education is at least three years.

- At least **12 years'** 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,
- excellent knowledge of the Treaties,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of Parliament's Secretariat, its organisational set-up and environment and the various players involved,

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<sup>(1)</sup> This year of experience will not be taken into account when assessing the professional experience required under the next indent.

- 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, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

### (iii) Knowledge of languages

Excellent knowledge of one of the European Union's official languages <sup>(1)</sup> and a very good knowledge 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.

## 7. Applications

The deadline for applications is:

**12.00 (noon), Brussels time, on 23 March 2018.**

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/213/S*) and a curriculum vitae (in Europass format <sup>(2)</sup>), quoting the reference number for the procedure (PE/213/S) in the subject line, to:

EP-SENIOR-MANAGEMENT@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 <sup>(3)</sup>. These documents will not be returned.**

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<sup>(1)</sup> The official languages of the European Union are as follows: 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.

<sup>(2)</sup> <http://europass.cedefop.europa.eu/>

<sup>(3)</sup> This does not apply to candidates working for the European Parliament on the closing date for applications.

Personal data which candidates provide for the purposes of this selection procedure will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 <sup>(1)</sup>.

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

## ANNEX

## DIRECTORATE-GENERAL FOR LOGISTICS AND INTERPRETATION

## FOR CONFERENCES

## DIRECTORATE FOR THE ORGANISATION OF CONFERENCES

## MAIN TASKS

(Entity comprising 139 staff: 97 officials, 2 temporary staff members and 40 contract staff members)

- Directing, coordinating and supervising the Directorate for the Organisation of Conferences' units and departments;
- Managing the use of Parliament's meeting rooms, organising meetings outside its three places of work and providing technical assistance to bodies within the Secretariat and political groups;
- Participating in, and representing the directorate and, if necessary, the directorate-general at, meetings of committees and working groups both within and outside the DG and interinstitutional bodies;
- Acting as authorising officer by subdelegation.

## CONFERENCE TECHNICIANS UNIT

- Providing technical assistance for, and recording, all Parliament meetings;
- Maintaining technical facilities at the institution's three places of work;
- Updating technical facilities at the institution's three places of work;
- Managing inventories of specialist equipment;
- Operating public address systems outside meeting rooms and on missions away from the three places of work;
- Managing conference technicians' work assignments;
- Drawing up specifications and implementing all necessary administrative procedures for purchases of equipment and for the provision of services by outside firms;

## CONFERENCE USHERS UNIT

- Providing usher services for all meetings of Parliament bodies, including plenary sittings;
- Providing assistance during official and other events and on an ad hoc basis;
- Managing the unit and coordinating conference usher services;
- Putting up official notices and setting out cordons and signs;
- Organising third-party events held at Parliament.

## MEETINGS AND CONFERENCES UNIT

- Managing the use of Parliament's meeting rooms and entering all meetings of Parliaments bodies, political groups, DGs or other institutions into the Pericles application; monitoring the progressive roll-out of the MRS application for these activities;
- Carrying out pre-preparations and on-the-spot organisational work for meetings of bodies within the Secretariat and the political groups;
- Managing requests for interpreting, in accordance with Bureau decision of 12 December 2011 on resource-efficient interpretation and in cooperation with DG IPOL's Calendar of Meetings service; monitoring the progressive roll-out of the MRS application for these activities;

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- Processing and following up requests for the use of premises at Parliament from external bodies, including drafting replies to be signed by the Secretary-General or Director-General, as appropriate;
  - Liaising with the political groups, the Planning Unit and the Conference Interpreters Recruitment Unit on the technical feasibility of requests for interpretation or their compliance with the Code of Conduct on Multilingualism; overseeing last-minute changes to interpreting language arrangements depending on the availability of interpreting resources;
  - Managing budgetary appropriations concerning the service's work, in cooperation with the Budget Unit;
  - Drafting technical opinions concerning extraordinary requests for interpretation and requests from Parliament's administrative bodies.
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