

RECRUITMENT NOTICE PE/214/S**DIRECTOR (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR INNOVATION AND TECHNICAL SUPPORT — DIRECTORATE FOR INFRA-STRUCTURE AND EQUIPMENT**

(2018/C 090 A/05)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **Director** ⁽¹⁾ (AD, grade 14) in the Directorate-General for Innovation and Technical Support — Directorate for Infrastructure and Equipment, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽²⁾ ('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 ⁽³⁾. 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

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 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 ⁽⁴⁾:

- ensuring that a large department in Parliament's Secretariat, comprising several units covering the Directorate's areas of activity, runs smoothly,
- optimising the use of the Directorate's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.),
- setting the objectives and monitoring their attainment — managing relations between, on the one hand, a technical directorate, and on the other hand, the Administration and political bodies, as well as suppliers (at a high level),

⁽¹⁾ 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.

⁽²⁾ 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).

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

⁽⁴⁾ For description of main tasks, see annex.

- making decisions on ICT technological and managerial strategy (choice of technical solutions, services offered, approaches to carrying out projects and supply),
- managing operations and infrastructure, the design, development, creation and maintenance of systems, standardisation and engineering in the field of ITC,
- 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,
- representing the Directorate or Parliament in various committees and forums (CODIT, CDI, CII, etc.),
- 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 ⁽¹⁾, 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,
- excellent knowledge of technologies, management of their application, developments, choices and their implications,
- very good understanding of the different cultures represented in the European institutions,

⁽¹⁾ 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 Secretariat, its organisational set-up and environment and 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, 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 ⁽¹⁾ 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/214/S*') and a curriculum vitae (in Europass format ⁽²⁾), quoting the reference number for the procedure (PE/214/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.

⁽¹⁾ 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, Slovenian, Spanish and Swedish.

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

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 ⁽¹⁾. 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 (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 ⁽²⁾.

⁽¹⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

⁽²⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX

DIRECTORATE-GENERAL FOR INNOVATION AND TECHNOLOGICAL SUPPORT

DIRECTORATE FOR INFRASTRUCTURE AND EQUIPMENT

MAIN TASKS

(Entity comprising 92 staff: 81 officials, 8 temporary staff members and 3 contract staff members)

- Directing, coordinating and supervising the Directorate's units and departments;
- Acting as appointing authority;
- Managing projects;
- Representing the Directorate on various in-house committees and representing Parliament in interinstitutional forums;
- Acting as authorising officer by subdelegation;
- Supervising the management of IT infrastructure, such as data centres and networks, but also the individual equipment of users, telephony, videoconferencing, IT standards and IT security.

INFRASTRUCTURE MANAGEMENT UNIT

Including the departments responsible for 'IT network engineering and architecture', 'Deployment of network infrastructure', 'Deployment of hosting infrastructure' and 'Standard configurations'

- Coordinating the unit, administrative and financial management of all areas (purchases/orders/performance/deliveries/payment) and managing human resources.

IT network engineering and architecture

- Developing solutions and resolving problems of operation and performance of IT network infrastructure, including external access (internet, Testa, EPNNet, etc.) and PKI architecture;
- Engineering the development of the systems concerned (firewall, DNS, proxies, LAN architecture, external access);
- Managing the development of network security architecture to support new needs arising from projects (VOD, streaming, computer centres, enterprise architecture for the UC and email programme);
- Maintaining a technology watch and advising the DGs and political groups in the areas for which it is responsible.

Deployment of network infrastructure

- Directing and administering network and telecoms deployment projects at the three main places of work and the liaison offices;
- Managing, administering and implementing the projects budget in the network and telecoms fields; issuing invitations to tender and overseeing the subsequent procedures in the network and telecoms fields;
- Directing and administering projects relating to cable infrastructure and the equipment in equipment rooms at the three main places of work and the liaison offices;
- Serving as DG ITEC's main partner for dialogue with DG INLO in the fields of energy and air conditioning and for DG INLO's buildings projects;
- Coordinating and performing administrative tasks and budget implementation tasks relating to the Directorate's activities.

Deployment of hosting infrastructure

- Managing major enterprise IT infrastructure (at the Data Centre) and associated transversal projects;

- Providing 'level 3' advice and support to Parliament's other departments in the areas of expertise entrusted to the Directorate;
- Coordinating and performing administrative tasks and budget implementation tasks relating to the Directorate's activities.

Standard configurations

- Designing, maintaining and supporting the EP's standard configurations (desktops, laptops, MAC, hybrid devices, tablets);
- Designing, maintaining and supporting systems linked to standard configurations (SCCM, EPINCO, SURVEYOR, RDS/VDI, etc.);
- Making available to the DGs and political groups, and maintaining, applications testing environments;
- Overseeing and supporting the EP's IT services for the ORACLE product;
- Coordinating and performing administrative tasks and budget implementation tasks relating to the Directorate's activities.

INDIVIDUAL EQUIPMENT AND LOGISTICS UNIT

Including the 'Support Service for Changes to Individual Equipment', the 'Individual Infrastructure Management Service' and the department responsible for specific services to enterprises

- Carrying out the tasks of the three sections of the unit;
- Managing the unit and its sections.

Support service for changes to individual equipment

- Conducting the Unified Communications programme, including email, IP telephony and fax in a multi-site context involving both fixed and mobile communications, and maintaining the coherence of that programme, integrated management of communication resources;
- Defining, managing and operating the Unified Communications services;
- Managing telephony, both fixed and mobile, internal and external, and maintaining its operability;
- Operating and supporting videoconferences, VoIP, internet and audio interconnections within and outside Parliament;
- Operating, supporting and maintaining the operability of TV distribution in Brussels and Strasbourg;
- Providing second-level support for the email system, maintaining cohesion and managing technical development and the development of the service provided;
- Providing support during events (JPO, EYE, etc.) and for teleworkers and installations and monitoring special lines.

Individual infrastructure management

- Conducting policy on individual and group equipment (hardware and software) or enterprise equipment (software), which comprises: technical support (updating hardware, troubleshooting, repairs), administrative support (deciding on hardware and software orders, overseeing deliveries, decommissioning), logistical support (purchases, deliveries, installation, storage, removals, managing the inventory, decommissioning), management of all enterprise software (corporate licences);
- Carrying out all removals, installations and repairs of/to individual equipment (PCs/screens/printers/telephones/TVs) for all users at Parliament;
- Administrative, financial and contractual management of the whole of the field (purchases/orders/performance/deliveries/payments);
- Maintaining the inventory of licences and their management.

Specific services to enterprises

Telecommunications:

- Determining the appropriate policy and managing telecommunications services (fixed and mobile telephony, internet access, network of liaison offices, EPINET network between the places of work, teleworkers), in relation to external operators and internal users;
- Checking and monitoring use, studying and anticipating medium- and long-term developments;
- Administrative and contractual management of the whole of the field (purchases/orders/performance/deliveries/payments).

Electronic voting:

- Defining, planning and carrying out infrastructure development (hardware and software) for the electronic voting systems in the Chambers and committee meeting rooms;
- Operating and managing the voting systems during part-sessions, meetings of committees and political groups or other events (Euroscola, etc.);
- Administrative, financial and contractual management of the whole of the field (purchases/orders/performance/deliveries/payments).

ICT OPERATIONS AND HOSTING UNIT

Including the services 'Supervision and Operations', 'Capacity and Continuity' and 'Management of requests for hosting and service'

- Operating the IT Centre and IT network;
- Organising and managing basic services to support operations (management of capacity, operational security management, continuity of services, etc.);
- Hosting the EP's IT systems;
- Supporting the development of infrastructure;
- Human resources management;
- Contract, budgetary and administrative management.

Supervision and Operations

- Managing and administering basic IT infrastructure services (Active Directory, DNS, NTP, Windows servers, Unix & Linux servers, virtualisation service, databases service, backup service, SAN and NAS storage);
- Operating the level 2 Service Desk round the clock and 365 days per year (servers, storage and network);
- Supervising, managing and operating IT production round the clock (email service, SharePoint platform, Parliament's internet presence, Parliament's intranet, applications used by Parliament's various departments);
- Supervising, managing and operating the IP network round the clock (basic network between the places of work, local networks at the three places of work, WiFi network, links to the liaison offices, TOIP infrastructure, videoconferencing infrastructure, infrastructure for VOD encoders, external connectivity (Internet Service Provider, other institutions, other administrations)).

Capacity and Continuity

- Deploying and maintaining hosting platforms for the IT centres: Solaris, Windows, Linux, VMware;
- Managing and administering the capacity of IT centres: capacity of hosting platforms, capacity of storage services (SAN/NAS);
- Providing operational continuity services: resilience, capacity to effect a DR, security and integrity of infrastructure;

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- Making operating tools available and maintaining them: supervision, CMDB, reporting, etc.;
 - Managing the data centres and equipment rooms of the Operations Unit: deliveries, installation of equipment, inventory management, etc.

Managing requests for hosting and services

- Deploying new software or elements in Parliament's IT infrastructure (planning, availability of human and material resources, adjustment to the unit's operational constraints);
 - Managing change and monitoring business processes: release and change management;
 - Conducting load and non-regression tests (planning, resources management and performance);
 - Coordinating and responding to extraordinary requests (high risks, major impact, non-standard);
 - Keeping the unit's catalogue of services available and adjusting and developing it.
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