

Official Journal

of the European Union

C 39 A

English edition

Information and Notices

Volume 48
16 February 2005

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(Notices)

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF LIVING AND WORKING CONDITIONS

NOTICE OF OPEN COMPETITION: HEAD OF INFORMATION AND COMMUNICATION TECHNOLOGY

REFERENCE: EF 04/11

(2005/C 39 A/01)

The European Foundation for the Improvement of Living and Working Conditions in Dublin is an autonomous body established by a regulation of the Council of Ministers of the European Communities. The European Foundation is organising an open competition to fill a vacancy and to form a reserve list for the recruitment of a:

HEAD OF INFORMATION AND COMMUNICATION TECHNOLOGY (MALE OR FEMALE)

The Foundation is an equal opportunity employer.

Candidates are asked to give careful attention to this notice of competition and to use only the official application form:

I. DUTIES

The Head of Information and Communication Technology (Head of ICT) will advise the Director in the development of the ICT capability of the Foundation and report directly to the Director of the Foundation who has overall responsibility for decisions on Foundation strategy. The post holder will lead a team of ICT professionals and will play a key role in ensuring that the ICT strategy and infrastructure are geared to supporting the efficiency and effectiveness of the Foundation.

This key post has both a technical and a service profile. On the technical side the post holder will be responsible for ensuring that an appropriate ICT infrastructure is in place, in conjunction with provision of advice on applications software that will meet user needs, contribute to the effectiveness of the organisation and add value to Foundation's activities. On the service side there will be an emphasis on providing effective information systems and on customer support.

The post holder will be responsible for:

- developing and implementing a medium and long-term strategy for an infrastructure and service that is aligned with the business needs of the Foundation,
- working in close cooperation with the administration, research and information areas within the Foundation,
- providing management information as necessary,
- managing in-house information systems, infrastructure and web development projects,

- supporting and educating IT users, through provision of necessary knowledge and skills,
- managing the outsourcing of ICT solutions, where appropriate,
- responsibility for the ICT budget,
- undertaking such other duties and responsibilities as may be directed,
- the successful candidate will be expected to establish and maintain effective working relationships with counterparts in the European Commission in the Member States and other institutions.

II. CONDITIONS FOR ADMISSION

The competition is open to candidates who, by the closing date for applications, fulfil the following conditions:

A. GENERAL CONDITIONS

- You must be a citizen of one of the Member States of the European Union,
- you must be entitled to your full rights as a citizen,
- you must have fulfilled any obligations imposed on you by the laws concerning military service,
- you must be able to produce character references as to suitability for performance of the duties specified.

B. SPECIAL CONDITIONS

1. **Qualifications and professional experience required:**

- university degree or equivalent qualification, relevant to the post,
- minimum 12 years' postgraduate experience of which at least five years should have been in management at a high level in the field of information and communication technology, with a proven record of success in the area of policy development and implementation,
- up-to-date experience and technical knowledge of hardware and software,
- advanced interpersonal and presentation skills.

2. **Knowledge of languages**

You must have a thorough knowledge of one of the official languages of the European Union (Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Slovak, Slovenian, Spanish, Swedish) and a satisfactory knowledge of at least one other official language of the European Union, including a satisfactory knowledge of English. Knowledge of additional official languages of the European Union is desirable.

You must be able to prove that you meet the conditions for admission by means of appropriate documents (copies of diplomas, certificates from university authorities and employers, etc.).

As the successful candidate, in addition to meeting the above requirements, you will be expected to keep up-to-date with latest developments in technology and applications. You will adopt a strategic and innovative approach to work and problem-solving, identifying and analysing the key elements of an issue quickly in order to work towards an appropriate outcome. You will demonstrate strong leadership skills, including strategic vision, coaching and decision-making ability. You will demonstrate an ability to manage work and projects in a planned and structured way. You will have a strong customer service and

quality orientation. You will have strong influencing skills and be able to communicate ideas, thoughts and concepts clearly and with ease, both verbally and in writing, to colleagues, the Foundation stakeholders and other audiences. You will demonstrate professionalism, good teamworking skills and flexibility with regard to your approach to work and to dealing with people.

III. ORGANISATION OF THE COMPETITION

The competition will be based on examination of application forms followed by testing and interviewing of shortlisted candidates.

A. EXAMINATION OF APPLICATIONS

1. A list of candidates who have submitted their applications (using the official application form and by the closing date required — see Section V) and who fulfil the general conditions set out in Section II A, will be drawn up. The list and the application forms will be forwarded to the Selection Committee. To assist in the administration of applications, candidates are requested to submit a *curriculum vitae* in English, together with their application.
2. The Selection Committee will examine the applications and draw up a list of candidates who fulfil the special conditions set out in Section II B.

It will base its decision *exclusively* on the information given on the application form and backed up by supporting documents. Candidates who do not fulfil the requisite conditions for admission under Section II or who have not provided relevant documentary evidence in support of their claims by the closing date will be eliminated at this stage. A *curriculum vitae* will not be regarded as a supporting document.

The most suitable candidates will be invited to tests and interview(s) with the Selection Committee.

3. Information to candidates:

At the end of each stage candidates will receive a personal letter informing them of the decisions taken in their case.

B. RESERVE LIST

A reserve list of suitable candidates will be drawn up by the Foundation.

The list can be used as a reserve for recruitment should additional vacancies arise. It will be valid for up to two years from the closing date for this competition and may be extended. Successful candidates will be duly informed of any extension.

IV. CONDITIONS OF EMPLOYMENT

Category and grade:

The successful candidate will be recruited to grade A5 (A*9).

Place of employment:

Dublin, Ireland. Residence within reasonable distance of the Foundation's offices will be required.

Remuneration:

The initial basic monthly salary will be according to Grade A5, step 1, to A5, step 3 of the salary table under Article 66 of the Staff Regulations of Officials of the European Communities, depending on the candidate's training and professional experience, or to Grade A*9 in accordance with the revised provisions set out in the amended Communities' Staff Regulations, as appropriate ⁽¹⁾. It will, where appropriate, be increased by the allowances set out in the relevant Staff Regulations.

Remuneration is subject to Community tax and other deductions laid down in the Staff Regulations. It is, however, exempt from any national taxation.

The salary is subject to the Irish weighting factor which is currently 122,3 %.

V. APPLICATIONS

Candidates *must* use the official application form contained in this issue of the Official Journal or as downloaded from the Foundation's website: www.eurofound.eu.int. It must be completed, *signed* and posted, together with the *curriculum vitae* in English and photocopies of any supporting documents (diplomas, employment certificates or any other documents to support claims made on the application form), preferably by registered post not later than **30 March 2005**, as attested by the postmark, to:

Ms Aoife Caomhánach
Secretary to Selection Committee
(Reference EF 04/11)
European Foundation for the Improvement of Living
and Working Conditions
Wyattville Road
Loughlinstown
Dublin 18
Ireland
E-mail: recruit@eurofound.eu.int
Fax (353-1) 282 25 30

VI. IMPORTANT INFORMATION FOR CANDIDATES

- Candidates must use the official application form as contained in this notice,
- the application form should be completed in English,
- in preparing their applications, candidates may in no event refer to documents, applications or other forms submitted in connection with previous applications,
- successful candidates who receive an offer of employment will be required to produce the originals of their diplomas, academic qualifications or employment certificates,

⁽¹⁾ The Council of Ministers is considering a proposal to change the staff status of the European Foundation. It is likely that this proposal will be approved, in which case, this post will be filled at grade A*9, if the appointment takes place after the transition to the Communities' Staff Regulations.

- supporting documents will not be returned to candidates,
 - candidates are asked to report any change of address in writing without delay, mentioning the competition number,
 - candidates are reminded that the Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the Selection Committee or for anybody to do so on their behalf. All enquiries or requests for information or documentation in relation to the competition should be addressed to the Secretary to the Selection Committee, Aoife Caomhánach (e-mail: recruit@eurofound.eu.int).
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European Foundation for the Improvement of Living and Working Conditions

APPLICATION FORM

(to be completed in block capitals using black ink)

PHOTOGRAPH
(COMPULSORY)

**OPEN COMPETITION EF 04/11
HEAD of ICT**

1.	Surname (!):		Forenames:	
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2.	Address:				
	Street:		No:		
	Postcode:		Town:		Country:
	Tel. No. (work):		Tel. No. (home):		E-mail:

3.	Date of birth:		4.	Sex	Male		Female	
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5.	Present nationality (if dual, indicate both):	
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6.	If you have worked or are working as an official or other servant of the European Union, tick the relevant box below:													
	Institution	Commission		Council		Parliament		Court of Justice		Economic and Social Committee		Court of Auditors		Other
	Administrative position:	Official/temporary/auxiliary/member of local staff												
	Grade:		since:				Personnel No:							

7.	<p>Knowledge of languages: Place the following numbers (1, 2, 3, 4 or 5) in the appropriate box or boxes: 1 - for your mother tongue or main language For languages other than your mother tongue or main language: 2 - fluent knowledge - can read, write and speak language fluently 3 - can read and speak language 4 - can read and write language 5 - passive knowledge</p>				
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Language	1	2	3	4	5

(!) IMPORTANT: Your application will be registered under this name. Please use it and quote the number of the competition in all correspondence. Any other name (e.g. maiden name) appearing on diplomas or certificates accompanying this application should be indicated below:

8.	Education (attach photocopies of certificates):
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A. Primary, secondary, advanced secondary or technical education			
Name and address of establishment (town and country)	Years of study		Certificates and/or diplomas obtained. State official length of course and main subjects.
	from	to (!)	

B. Higher education			
Name and address of university or other establishment (town and country)	Years of study		Degree or diploma obtained. State official length of course and main subjects.
	from	to (!)	

C. Postgraduate education			
Name and address of university or institute (town and country)	Years of study		Diplomas or other qualifications obtained.
	from	to (!)	

(!) State date (month and year) when the qualification was obtained.

9.	Published works:

Continue on additional sheets if necessary.

10.	(a) Management skills	
	Describe your experience with management of staff and finance: <i>(Continue on additional sheets if necessary)</i>	
	(b) ICT Skills <i>(Continue on additional sheets if necessary)</i>	
Program(s) used:		
Systems used:		
Level of Proficiency:		

11.	Career to date:
	Give details of the post(s) you have held hitherto and professional experience acquired.

1. Present or most recent post					2. Previous post				
Dates		Length (months)	Gross monthly salary (euro)		Dates		Length (months)	Gross monthly salary (euro)	
from	to		at the beginning	on leaving	from	to		at the beginning	on leaving

Exact designation of post:	Exact designation of post:
Name and address of employer:	Name and address of employer:
Nature of work:	Nature of work:
Reasons for leaving:	Reasons for leaving:

Earlier posts										
3. Name and address of employer:										
					from:		to:		length (months):	
Nature of work:										
Reasons for leaving:										
4. Name and address of employer:										
					from:		to:		length (months):	
Nature of work:										
Reasons for leaving:										

12.	Period of notice required to leave your present post:	
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Continue on additional sheets if necessary.

13.	Have you been successful in previous competitions organised by the European Union? <i>(tick relevant box)</i>	Yes		No	
	If yes, state which competition:			Date of competition	

14.	Long periods spent working or studying abroad (please indicate countries visited, dates and reasons for stay):

15.	Interests and skills not connected with work, including social and sports activities:

16.	Name, address and telephone number of persons who can be contacted should you not be available:

17.	Have you ever been convicted or found guilty of any offence by any court? If so, give details:

18.	Name and contact details of referees	
	Name	Name
	Address	Address

	Tel No.	Tel No.
	E-mail address	E-mail address

19.	How did you hear about this competition?			
	<input type="checkbox"/> National press	<input type="checkbox"/> Official Journal of the European Union	<input type="checkbox"/> European Foundation website	<input type="checkbox"/> Friend
	<input type="checkbox"/> Other (please specify):			

Declaration

I, the undersigned:
 declare on my word of honour that the information provided above is true and complete. I further declare on my word of honour that:
 (i) I am a national of one of the Member States and enjoy my full rights as a citizen;
 (ii) I have fulfilled any obligations imposed on me by the laws concerning military service;
 (iii) I meet the character requirements for the duties involved.

I undertake to produce on request supporting documents in respect of points (i), (ii) and (iii) above and accept that failure to do so may invalidate this application.

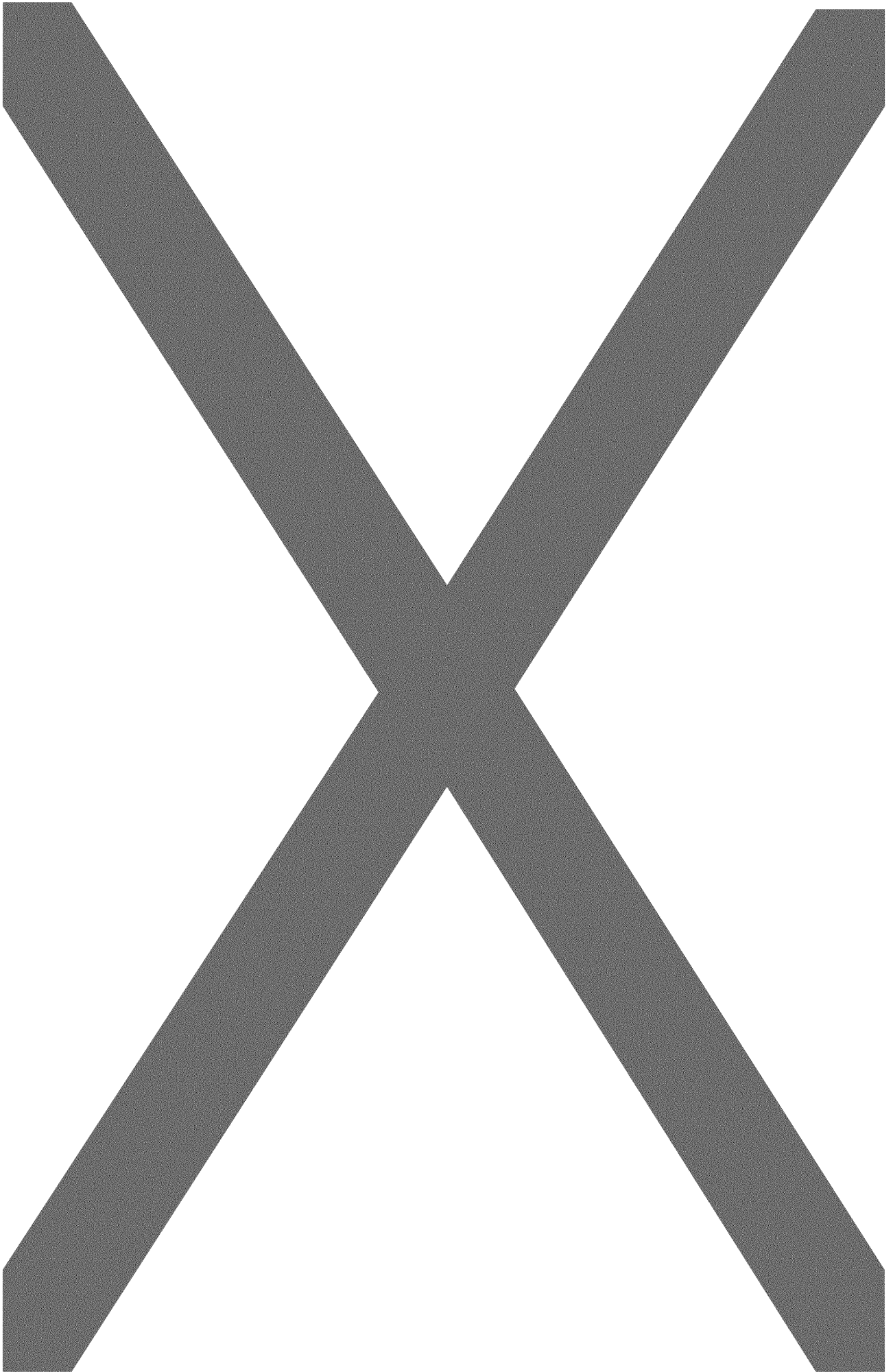
I am willing to undergo the compulsory medical examination to ensure that I am physically fit to perform the duties involved.

I have provided details of referees who may be approached regarding my candidature and give my permission that they may be contacted.

Date and signature:

DO NOT FORGET TO SIGN !

(Your curriculum vitae and your letter of motivation, with copies of both documents in English, must be attached)



Please complete with your name and address:

Name
Address

We acknowledge receipt of your application form for OPEN COMPETITION:

EF04 / 11 Head of ICT

You will be informed in due course whether your application has been accepted.

Please do not telephone or write to the Foundation as this will only delay the processing of applications.