

Official Journal

of the European Union

C 324 A

English edition

Information and Notices

Volume 51

19 December 2008

<u>Notice No</u>	Contents	Page
	V <i>Announcements</i>	
	ADMINISTRATIVE PROCEDURES	
	Commission	
2008/C 324 A/01	DG Enlargement (ELARG) — Publication of a vacancy for a director (Grade AD 14) — Directorate 'Financial Instruments and Regional Programmes' (in Brussels) (Article 29(2) of the Staff Regulations) — COM/2008/10156	1



V

(Announcements)

ADMINISTRATIVE PROCEDURES

COMMISSION

DG ENLARGEMENT (ELARG)

Publication of a vacancy for a director (Grade AD 14)

Directorate 'Financial Instruments and Regional Programmes' (in Brussels)

(Article 29(2) of the Staff Regulations)

COM/2008/10156

(2008/C 324 A/01)

We are

The Directorate-General for Enlargement (DG ELARG) whose mission is to take forward the process of enlargement of the European Union under the guidance of the Commissioner for Enlargement and according to orientations given by the Council. It defines and implements the overall enlargement strategy; manages the bilateral relations with the candidates (Croatia, the former Yugoslav Republic of Macedonia, Turkey) and the potential candidates (Albania, Bosnia and Herzegovina, Montenegro, Serbia and Kosovo under UNSCR 1244); manages the pre-accession assistance for these countries totalling some EUR 1,6 billion per year. DG ELARG has 465 staff organised in 5 directorates and is present on the ground through 7 delegations and 1 liaison office.

We propose

The job of director who will be responsible for managing and supervising the work of the four units of directorate D 'Financial Instruments and Regional Programmes' with a total of 130 staff. The director will report directly to the Director-General. He/she will:

- develop and monitor implementation of the strategic framework of pre-accession assistance,
- foster consistent, efficient and effective use of pre- and post-accession funds,
- co-ordinate the programming of pre-accession funds with the geographic directorates,
- manage regional programmes and technical assistance and twinning programmes including actions to promote civil society and to preserve cultural heritage,
- co-ordinate relations with International Financial Institutions (IFIs) and other donors to ensure complementarities between EU financial assistance and bilateral assistance programmes,

- establish a Western Balkan Investment Framework in co-operation with the partner IFIs,
- ensure appropriate reporting to the Director-General and to the Commissioner on these issues.

We look for

Candidates, who should have:

- ability to manage the design and to oversee the implementation of substantial programmes of financial assistance to third countries,
- solid knowledge of the rules for managing EU funds,
- experience in relations with international financial institutions or donors,
- very good knowledge of the principles underpinning the enlargement policy of the European Union and good understanding of the situation in the candidate and potential candidate countries,
- capacity to develop a clear strategic vision for achieving these objectives,
- proven management skills, in particular the ability to lead, motivate and develop teams to the best of their potential,
- very good co-ordination skills, including with partners outside the DG and/or the Commission,
- strong communication skills combined with the capacity to generate and articulate new ideas,
- very good interpersonal and networking skills to establish contacts in the donor community and within a wide range of people in the Commission.

Applicants must:

- be a citizen of one of the EU Member States,
- hold a university degree that gives access to undertake post-graduate studies,
- have at least 15 years' postgraduate professional experience at a level to which the qualifications referred to above give admission. At least five years of that professional experience must have been gained in a management function at high level ⁽¹⁾,
- have a thorough knowledge of one of the official languages of the European Union and an adequate knowledge of another of these official languages. (Candidates should note that the selection procedures will be carried out in English, French or German only. As this might give an advantage to native speakers, these will be tested also in one or more other languages),
- *Maximum Age*: not yet have reached regular retirement age, which for officials of the European Communities, is defined as being the end of the month in which the person reaches the age of 65 years (See Art.52 lit (a) of the Staff Regulations).

⁽¹⁾ In their CVs applicants should indicate at least for these five years during which high level management experience has been acquired: (1) title and role of management positions held; (2) numbers of staff overseen in these positions; (3) the size of budgets managed; and (4) numbers of hierarchical layers above and below and number of peers.

Independence and declaration of interests

Candidates are required to confirm their willingness to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

Appointment and conditions of employment

The director will be selected and appointed by the Commission according to its selection and recruitment procedures. A shortlist of candidates will be called for an interview by the Commission's Consultative Committee on Appointments and an assessment centre run by external recruitment consultants.

Salaries and conditions of employment are those laid down in the Staff Regulations for AD 14 grade officials of the European Communities.

Applicants should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

Equal opportunities

The European Union applies an equal opportunities policy.

Application procedure

This post is being published in parallel with a number of other senior officials' posts. Candidates who wish to apply for more than one post must submit a separate application for each post.

Before submitting your application, you should carefully check whether you meet all the eligibility criteria, particularly concerning the types of diploma and professional experience required.

If you want to apply, you must **register via the Internet** by going to the website:

https://ec.europa.eu/dgs/personnel_administration/seniormanagementvacancies/CV_Encadext/index.cfm

and following the instructions concerning the various stages of the procedure.

It is your responsibility to complete your online registration in time ⁽²⁾. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a fault with your Internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline for the submission of registrations has passed, you will not be able to do so. Late registrations via normal e-mail will not be accepted as a general rule.

On completion of your online registration, you will receive on screen a registration number that you must note — this will be your reference number in all matters concerning your application. When you receive this number, the registration process is finished — it is confirmation that we have registered the data you entered.

If you do not receive a number, your application has not been registered!

Please note that you must have an e-mail address. This will be used to identify your registration as well as to inform you about the outcome of the procedure. You will be required to inform the Commission about any change in your e-mail address.

You will be required to attach a CV in Word or PDF format to your application and to enter, online, a letter of motivation (maximum 8 000 characters). Both the CV and letter must be written in English, French or German.

Please note that it is **not** possible to monitor the progress of your application online. You will be contacted directly by the recruiting DG regarding the status of your application.

⁽²⁾ No later than 12.00 noon, Brussels time, on 23 January 2009.

If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail ⁽³⁾, postmarked no later than the closing date for registration. All subsequent communication between the Commission and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.

If you require more information and/or encounter technical problems, please send an e-mail to **ADMIN-MANAGEMENT-ONLINE@ec.europa.eu**

Closing date

The closing date for registration is **23 January 2009**. Online registration will not be possible after 12.00 noon Brussels time.

⁽³⁾ European Commission, Directorate-General Personnel and Administration, Unit for Organisation Chart and Management Staff, COM/2008/10156, MO34 5/103, B-1049 Brussels.