

Official Journal

of the European Union

C 119 A



English edition

Information and Notices

Volume 53

7 May 2010

<u>Notice No</u>	Contents	Page
	V <i>Announcements</i>	
	ADMINISTRATIVE PROCEDURES	
	European Parliament	
2010/C 119 A/01	Recruitment Notice PE/123/S — Director (Function group AD 14) — Legal Service — Directorate for Institutional and Parliamentary Affairs	1

EN

Price: EUR 3

V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/123/S

DIRECTOR

(Function group AD 14)

LEGAL SERVICE — DIRECTORATE FOR INSTITUTIONAL AND PARLIAMENTARY AFFAIRS

(2010/C 119 A/01)

1. VACANT POST

The President of the European Parliament has decided to open the procedure for filling this post of director (AD, grade 14) in Parliament's Legal Service — Directorate for Institutional and Parliamentary Affairs, in accordance with Article 29(2) of the Staff Regulations of officials of the European Communities ⁽¹⁾ (hereinafter '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 the internal and interinstitutional recruitment procedure.

Recruitment will be to grade AD 14 ⁽²⁾. The basic salary is EUR 12 967,74 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.

Since the Legal Service has staff in several places of work, this post requires flexibility and involves missions to the various places of work and frequent contact with people inside and outside Parliament and with Members of the European Parliament.

2. LOCATION

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

3. EQUAL OPPORTUNITIES

The European Parliament is an equal-opportunities employer and encourages applications from qualified women and men, without discrimination.

⁽¹⁾ OJL 124, 27.4.2004, p. 1.

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

4. JOB DESCRIPTION

Senior official responsible for the following duties, in the light of the guidelines and decisions laid down by the President and the Secretary-General ⁽¹⁾:

- ensuring the smooth running of a specialist department in the Secretariat comprising several units covering the Directorate's areas of responsibility,
- managing, supervising, motivating and coordinating one or more teams — optimising the use of the department's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity,
- providing Parliament and its bodies with legal advice,
- representing Parliament as agent in important legal proceedings,
- managing the work of providing legal assistance in connection with institutional matters, matters relating to parliamentary law or other matters referred to the Jurisconsult,
- assisting the Jurisconsult at his request or, in his absence, deputising for him at meetings of parliamentary bodies,
- representing Parliament in interinstitutional talks.

5. ELIGIBILITY (profile required)

This procedure is open to candidates who fulfil the following conditions *on the closing date for applications*:

(a) *General conditions*

Under Article 28 of the Staff Regulations, you must:

- be a national of one of the European Union's Member States ⁽²⁾,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on you by the laws on military service,
- produce the appropriate character references as to your suitability for the performance of your duties.

(b) *Specific conditions*

(i) **Qualifications and professional experience**

- A level of education which corresponds to completed university studies attested by a diploma in law, when the normal period of university education is at least 4 years, or a level of education which corresponds to completed university studies attested by a diploma in law and appropriate professional experience of at least 1 year ⁽³⁾, when the normal period of university education is at least 3 years,

or

a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is at least 3 years, a diploma entitling the holder to exercise the profession of lawyer and appropriate professional experience of at least 1 year ⁽³⁾,

⁽¹⁾ See Annex for main tasks.

⁽²⁾ The European Union's Member States are: Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden and the United Kingdom.

⁽³⁾ This year of experience will not be taken into account when evaluating the professional experience required in the second indent.

- at least **15 years'** professional experience gained after obtaining the qualifications referred to in the first indent, including at least **8 years** in managerial duties.

(ii) **Knowledge required**

- Sound knowledge of the European Parliament, of the European Union and its institutions and of the European Union Treaties and EU law,
- a high level of skill in drafting texts, reports and legal opinions concerning European integration and the development of the Union,
- sound knowledge of Union institutional and budgetary law, the Union's external powers and of Union parliamentary law (Parliament's Rules of Procedure, Statute for Members, access to Parliament documents, personal data protection, etc.),
- professional experience in one of the European Union institutions,
- sound command of the administrative skills required (human resources, management, budget, finance, IT, legal fields, etc.),
- excellent knowledge of team management techniques,
- excellent drafting skills,
- excellent public speaking skills.

(iii) **Knowledge of languages**

Excellent knowledge of one European Union official language ⁽¹⁾ and very good knowledge of a second.

The Advisory Committee will take account of knowledge of other official languages of the European Union.

(iv) **Skills**

- A flair for strategy,
- management skills,
- forward planning,
- ability to react to events,
- a meticulous approach,
- 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 recommend to the Bureau the names of the persons to 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 decision. At this stage, the Bureau may interview the candidates.

⁽¹⁾ The European Union's official languages are: Bulgarian, Spanish, Czech, Danish, German, Estonian, Greek, English, French, Irish, Italian, Latvian, Lithuanian, Hungarian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Finnish and Swedish.

7. APPLICATIONS

Please apply to the address below (quoting Recruitment Notice PE/123/S), enclosing a personal statement and a curriculum vitae (a Europass CV ⁽¹⁾):

**The Secretary-General
European Parliament
Konrad Adenauer Building
2929 Luxembourg
LUXEMBOURG**

Applications must be sent by registered post by **21 May 2010** at the latest, as evidenced by the postmark.

Please note that if you are called for interview ⁽²⁾ you must produce by the interview date, solely in the form of copies or photocopies, supporting documents relating to your studies, professional experience and current responsibilities. These documents will not be returned to you.

—

⁽¹⁾ <http://europass.cedefop.europa.eu/>

⁽²⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

ANNEX

DIRECTORATE SJ A — INSTITUTIONAL AND PARLIAMENTARY AFFAIRS**1. MAIN TASKS OF THE DIRECTOR**

- Managing, coordinating and supervising the work of providing legal assistance in connection with institutional and parliamentary affairs
- Advising Parliament and its bodies
- Deputising for the Jurisconsult whenever necessary
- Representing Parliament in legal proceedings

2. ESTABLISHMENT (2)

- 1 director
- 1 assistant

INSTITUTIONAL AND BUDGETARY LAW AND EXTERNAL RELATIONS UNIT (SJA10)

MEMBERS' AND ASSISTANTS' RIGHTS UNIT (SJA20)

EP RULES OF PROCEDURE AND OTHER INTERNAL RULES UNIT (SJA30)

1. MAIN TASKS OF THE LEGAL SECTORS IN QUESTION

- Helping Parliament deal with legal issues in its areas of activity, by providing written or oral independent legal opinions
- Litigation: defending Parliament's interests, for example in legal proceedings, in particular before the Court of Justice and the General Court.

2. ESTABLISHMENT (26)

<u>SJA10 (10)</u>	<u>SJA20 (7)</u>	<u>SJA30 (9)</u>
— 1 head of unit	1 head of unit	1 head of unit
— 5 administrators	3 administrators	4 administrators
— 4 assistants	3 assistants	4 assistants

REVIEW OF 'COMPETITION' C A OJs

Please find below the list of C A published during the present year.

Unless otherwise indicated, OJs are published in all language versions.

5 (FR)
9
19 (FR)
23 (DE/ES/PT)
28
48
53
56
57
60
61 (DE/EN/FR)
62
64
66 (BG/RO)
67 (ES)
70 (PT)
73 (FI)
74 (SV)
91
95
104
110
116 (ET)
119

2010 SUBSCRIPTION PRICES (excluding VAT, including normal transport charges)

EU Official Journal, L + C series, paper edition only	22 official EU languages	EUR 1 100 per year
EU Official Journal, L + C series, paper + annual CD-ROM	22 official EU languages	EUR 1 200 per year
EU Official Journal, L series, paper edition only	22 official EU languages	EUR 770 per year
EU Official Journal, L + C series, monthly CD-ROM (cumulative)	22 official EU languages	EUR 400 per year
Supplement to the Official Journal (S series), tendering procedures for public contracts, CD-ROM, two editions per week	multilingual: 23 official EU languages	EUR 300 per year
EU Official Journal, C series — recruitment competitions	Language(s) according to competition(s)	EUR 50 per year

Subscriptions to the *Official Journal of the European Union*, which is published in the official languages of the European Union, are available for 22 language versions. The Official Journal comprises two series, L (Legislation) and C (Information and Notices).

A separate subscription must be taken out for each language version.

In accordance with Council Regulation (EC) No 920/2005, published in Official Journal L 156 of 18 June 2005, the institutions of the European Union are temporarily not bound by the obligation to draft all acts in Irish and publish them in that language. Irish editions of the Official Journal are therefore sold separately.

Subscriptions to the Supplement to the Official Journal (S Series — tendering procedures for public contracts) cover all 23 official language versions on a single multilingual CD-ROM.

On request, subscribers to the *Official Journal of the European Union* can receive the various Annexes to the Official Journal. Subscribers are informed of the publication of Annexes by notices inserted in the *Official Journal of the European Union*.

CD-Rom formats will be replaced by DVD formats during 2010.

Sales and subscriptions

Subscriptions to various priced periodicals, such as the subscription to the *Official Journal of the European Union*, are available from our commercial distributors. The list of commercial distributors is available at:

http://publications.europa.eu/others/agents/index_en.htm

EUR-Lex (<http://eur-lex.europa.eu>) offers direct access to European Union legislation free of charge. The *Official Journal of the European Union* can be consulted on this website, as can the Treaties, legislation, case-law and preparatory acts.

For further information on the European Union, see: <http://europa.eu>

