

Official Journal of the European Union

C 235 A



English edition

Information and Notices

Volume 62

12 July 2019

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V

(Announcements)

ADMINISTRATIVE PROCEDURES

COUNCIL

Notice of vacancy CONS/AD/148/19

(2019/C 235 A/01)

GENERAL INFORMATION

Department	SMART. 2 Digital Platforms
Place of work	Brussels, Justus Lipsius Building
Title of post	Director
Function group and grade	AD 14-15
Security clearance required	EU SECRET
DEADLINE FOR APPLICATIONS	4 September 2019 - 12:00 noon (Brussels time)

Who we are

The General Secretariat of the Council (GSC) assists the European Council, the Council of the EU and their preparatory bodies in all fields of EU activity. It provides legal and policy advice and support to members of the European Council and the Council and to their Presidents, coordinates with other institutions, drafts reports and draws up compromises. It also provides the facilities and infrastructure to ensure the smooth running of the European Council and the Council.

The Digital Platforms Directorate is part of the Digital Services Department (SMART). SMART is led by a Deputy Director-General under the Secretary-General. Working in partnership with delegates and staff, it organises information and makes it accessible through smart and secure services. It helps transform work by innovating and promoting a 'digital-first' mindset.

The Digital Platforms Directorate consists of three units. The Infrastructure and Operations Unit operates the GSC's IT and communications infrastructure, including the data centre and a number of classified systems. The Systems Security Unit provides IT security advice and support across Digital Services, manages the GSC's cryptographic products and runs its network defence capability. The Document Services Unit manages the exchange of official documents and acts with other institutions, incoming and outgoing mail and our classified information central registry. As both institutions rely on quick and reliable information sharing, the Digital Platforms Directorate runs many services that are critical for the smooth operation of the European Council and the Council.

We propose

Under the authority of the Deputy Director-General, the Director's role will be to define the Directorate's objectives and strategic evolution, including the development of strategies for digital modernisation. The Director will manage the Directorate and its resources and activities in an efficient way and ensure the quality of services and products delivered. He/She will advise senior management and delegations in the areas within the Directorate's remit and represent the department internally and externally, in particular in its relations with the rotating presidency and with the other EU institutions. The Director will be directly responsible for the provision of efficient, effective and secure IT platforms, IT security advice and support and document services enabling and supporting the European Council's and the Council's business processes. The Directorate manages an annual budget of around EUR 30 million, around 80 contracts with equipment and service providers and around 20 calls for tender every year.

The Director will generally be able to plan and organise work in a flexible manner and based on regular and predictable hours and will be able to benefit from the GSC's occasional teleworking arrangements. Occasional missions abroad may be required, usually within the EU.

We look for

We are looking for an experienced manager with a solid background in managing and providing IT infrastructure services and projects, including experience in running classified IT systems and knowledge of the security threat landscape and IT security issues. He/She should have a good understanding of quality assurance and strategic issues in the field of Digital Services and the intellectual curiosity to see the broader context in which the Directorate operates with multiple stakeholders (Digital Services, the GSC, delegates, other institutions and Member States).

The job requires:

- leadership to direct, motivate and mobilise staff in a multi-cultural environment working in teams with varied technical expertise;
- experience in change and transformation processes and the ability to initiate and foster change;
- experience in effective administrative and financial management, including project management/supervision and customer/supplier relations management;
- a very strong customer service orientation;
- excellent analytical skills, capacity to identify key points, develop and generate strategic goals and translate them into practical proposals for action;
- excellent communications skills, including the ability to convey technical concepts in clear non-technical language and experience in high-level negotiations and interactions with senior management and multiple stakeholders;

Given that French and English are used extensively for communication within the GSC and with other institutions, an excellent knowledge of one of the two languages and a good knowledge of the other language is required. Knowledge of other official languages of the EU would be an asset.

Knowledge of the role of the European Council and Council, the EU's legislative and policy-making process, financial management and procurement, the applicable legislation governing personal data protection and the security rules for managing classified information and classified IT systems would be considered an asset.

GSC managers are expected to advise their hierarchy and stakeholders, manage their staff and financial resources and to represent the GSC. These expectations are set out in more detail in the GSC horizontal manager's profile in *Annex I*.

Given that the GSC encourages a culture of mobility for its managers, who should have broad experience, candidates should be willing and able to work in different areas of activity during their careers at the GSC.

RECRUITMENT POLICY

Applicants must fulfil the following conditions for admission at the time of applying:

a) General conditions

- be nationals of one of the Member States of the European Union;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by the laws concerning military service.

b) Specific conditions

- have completed a full university education attested by a diploma ⁽¹⁾;
- have at least 15 years of relevant professional experience out of which at least 3 years having effectively exercised management and organisational responsibilities. Three years spent in a post with significant responsibilities in terms of IT coordination would be equivalent to the required management experience.

SELECTION PROCEDURE

In choosing the successful candidate the Appointing Authority shall be assisted by an advisory selection board. The advisory selection board will be supported by an assessment centre. The reports established by the assessment centre will cease to be valid two years after the date on which the relevant exercises took place or upon termination of the framework contract between the GSC and the assessment centre in question – whichever date is the earliest.

The advisory selection board will initially evaluate and compare the qualifications, experience and motivation of all candidates, on the basis of their applications. Based on that comparative assessment, the advisory selection board will shortlist the most suitable candidates, in its opinion, to be invited to the first interview. As this first selection is based on a comparative assessment of the applications, the fulfilment of the requirements of this vacancy does not guarantee invitation to the first interview. Among the interviewed candidates, the advisory selection board will pre-select candidates to attend an assessment centre, run by external recruitment consultants, as well as a second interview with the advisory selection board.

The provisional planning of the selection is as follows:

- It is expected that candidates selected for the interviews will be informed by mid-September;
- The first interviews are foreseen for end September;
- The assessment centre is expected to take place the 1st week of October;
- The second round of interviews is foreseen for mid-October.

REMARKS

This post requires security clearance allowing access to classified documents (EU SECRET level). Candidates applying for the post must be prepared to undergo security screening under Council Decision 2013/488/EU ⁽²⁾. Appointment to the post will only take effect on condition that the selected candidate has obtained a valid security clearance certificate. A candidate without security clearance will be offered a temporary contract until the result of the security clearance procedure is obtained.

Successful candidates must be prepared to follow the GSC management training programme, if necessary.

This post is published in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽³⁾ (senior management post).

⁽¹⁾ Article 5(3)(c) of the Staff Regulations of Officials of the European Union (the Staff Regulations) require applicants to have at least:

- (i) 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
- (ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

⁽²⁾ Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information (OJ L 274, 15.10.2013, p. 1).

⁽³⁾ Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities and instituting special measures temporarily applicable to officials of the Commission (OJ L 56, 4.3.1968, p. 1) and last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287, 29.10.2013, p. 15)

HOW TO APPLY

The closing date for applications is **4 September 2019 at 12:00 noon** (Brussels time).

Applications should be sent by email to: applications.management@consilium.europa.eu ⁽⁴⁾ no later than the closing date and received within the above indicated closing date. **Late applications will not be considered.**

The email address indicated above must be used for any correspondence concerning the selection procedure (the email must have in the subject the following title: *CONS/AD/148/19 SMART.2*)

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.

In order to be valid, applications must include:

- (a) the application form (*Annex V*) duly completed and dated; the electronic application form can be found on the Council's website under the following link: <http://www.consilium.europa.eu/en/general-secretariat/jobs/job-opportunities/>
- (b) a detailed curriculum vitae ⁽⁵⁾, accompanied by a letter of motivation, in English or French, preferably in the Europass format (<http://europass.cedefop.europa.eu>), covering the applicant's entire career, listing, inter alia, the applicant's qualifications, language knowledge, experience and current duties; and
- (c) copies of diplomas certifying education and copies of documents and certificates relating to professional experience. Supporting documents must come from a third party and it is not sufficient simply to send the CV mentioned in (b).

All supporting documents attached to the application must be in word text, pdf or jpg format, named (in English or French) and numbered in sequence (*Annex 1, 2, etc.*). A list of all annexes must also be attached. Applications that arrive via cloud based data storage solutions or file-share platforms will not be considered.

The successful candidate will be asked to provide the originals of the aforementioned documents.

An email acknowledging receipt of your application will be sent to you. If after one week following the closing date for applications you have not received the acknowledgement email, please contact applications.management@consilium.europa.eu

EQUAL OPPORTUNITIES

The General Secretariat of the Council is committed to equal opportunities (see *Annex II*). To promote gender equality, the GSC encourages applications from women, who are currently under-represented at management level.

The Human Resources Directorate can provide assistance to persons with disabilities during the recruitment procedure. Reasonable adjustments for staff with disabilities can be made at the workplace. For further information on this, please contact the Equal Opportunities Office (Equal.opportunities@consilium.europa.eu).

REEXAMINATION OF APPLICATIONS

The procedures relating to requests for review, appeals and referral to the European Ombudsman are set out in *Annex III* to this vacancy notice.

DATA PROTECTION

The rules governing the processing of personal data in connection with this selection procedure are set out in *Annex IV* to this vacancy notice.

⁽⁴⁾ This email address is linked to a functional mailbox and can only process messages with the 'Normal' Sensitivity Option; emails sent with other Sensitivity Options (e.g. 'Personal', 'Private', 'Confidential') cannot be processed. Please therefore select the 'Normal' sensitivity option.

⁽⁵⁾ Candidates are requested not to put photos on their CV.

ANNEX I

The GSC Horizontal Managers' Profile

As a GSC manager you add value in acting both as an adviser and a manager and you are always a representative of the GSC.

In performing these roles you are expected to:

As a Representative

- Act with integrity, externally as well as internally.
- Act in the interest of the European Council and the Council as well as the Union as a whole. Ensure that any divergences are identified and managed.
- Create relationships of confidence, trust and openness, and be an active networker.
- Be result-oriented and influential, and at the same time respectful and service oriented.

As an Adviser

- Contribute to the development of the Union. Be proactive and creative. Think ahead and plan for future developments. Act as a provider of solutions.
- Advise our stakeholders to facilitate the achievement of their aims and in the interest of our two institutions. Be objective and fair.
- Be aware of the interaction between decision-making and public debate. Make sure that your advice takes account of the political situation of our stakeholders and integrates communication considerations.
- Facilitate legitimate decision-making through cooperation, good working relationships and compromise among Member States and with Institutions, and other stakeholders.
- Stay well informed about developments within your area of responsibility, also beyond the immediate work of the European Council and the Council. Keep the big picture in mind.

As a Manager

- Empower your staff, delegate and trust, support and motivate, give feedback and guidance, encourage initiative and courage to think out of the box; reduce hierarchy and control to a minimum, while maintaining quality.
- Communicate clearly on objectives and expectations and ensure the flow of information to, from and among your staff as well as with other DGs, directorates and units.
- Act always in the interest of the whole of the GSC, not just your own DG or Directorate or Unit, and make sure that we deliver to our stakeholders. Break down silos.
- Have the courage to address conflict, underperformance and other difficulties in a timely manner; ensure your staff's wellbeing and development, and fulfil your duty of care to your staff.

- In driving and facilitating change involve your staff to make sure that the GSC keeps up with developments and becomes more dynamic, flexible and collaborative. Walk the talk.
 - Take responsibility for the optimal use of GSC human and financial resources.
-

ANNEX II

Equal Opportunities in the General Secretariat of the Council (GSC)

The General Secretariat of the Council is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the GSC is committed to ensuring equality between men and women and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

The main aims of the GSC's Equal Opportunities policy are to:

- achieve a balanced representation of men and women. The GSC encourages applications from women especially for management posts, where they are currently under-represented;
- improve accessibility of the working environment and ensure that it is inclusive. Reasonable accommodation arrangements for staff with disabilities can be provided unless they would impose an undue burden on the resources of the institution. Assistance can be provided to persons with disabilities during the recruitment procedure;
- ensure that human resources and personnel management policies respect the principles of equality and non-discrimination;
- protect staff from harassment at work;
- reconcile professional and private life. The GSC offers a comprehensive package of flexible working measures, including telework, individual working time and the possibility to take parental leave for mothers and fathers in accordance with the Staff Regulation. The GSC has a crèche for children from 0-4 years. After-school care and holiday-time facilities are organised by the European Commission and open to children of GSC staff.

For further information, send an email to Equal.opportunities@consilium.europa.eu

ANNEX III

REQUEST FOR REVIEW – APPEALS PROCEDURES COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage of the selection procedure, you consider that a decision adversely affects you, you may use the following means:

Request for review of the decisions taken by the advisory selection board

Within 10 days of the date of the letter notifying you of a decision taken by the advisory selection board, you may submit a written request for a review of such a decision, setting out the reasons for your request, to:

Council of the European Union
Office for Selection of Officials
Rue de la Loi/Wetstraat 175
B-1048 BRUXELLES/BRUSSEL
email address: selection.officials@consilium.europa.eu

Appeal procedure

- You may lodge a complaint against a decision of the Appointing Authority, under Article 90(2) of the Staff Regulations of Officials of the European Union, within 3 months of the notification of the decision, to:

Council of the European Union
Legal Advisers to the Administration Unit, ORG.1.F
Rue de la Loi/Wetstraat 175
B-1048 BRUXELLES/BRUSSEL
email address: legal.advisersHR@consilium.europa.eu

- You may submit a judicial appeal under Article 91 of the Staff Regulations to:

General Court of the European Union
Rue du Fort Niedergrünwald
L-2925 Luxembourg

- Complaints to the European Ombudsman

Like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman
1, avenue du Président Robert Schuman – BP 403
F-67001 Strasbourg Cedex

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision 94/262/ECSC, EC, Euratom of the European Parliament ⁽¹⁾

You should note that complaints lodged with the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

⁽¹⁾ Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994, p. 15).

ANNEX IV

DATA PROTECTION

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council ⁽¹⁾.

The legal basis for the selection procedure is the Staff Regulations of Officials of the European Union and the Council Decision 2013/488/EU. The selection procedure is conducted under the responsibility of the Human Resources Directorate (ORG 1), Staffing and Mobility Unit, and the controller is the head of that unit. The information provided by the applicants will be accessible to members of the Office for the Selection of Officials and their superiors, to members of the Advisory Selection Committee, and, if necessary, to the Legal Advisers' unit. Administrative information identifying the candidate and/or necessary for the practical organisation of the procedure may be forwarded to an assessment centre.

The purpose of the processing operation is to collect data identifying all the applicants for a post with the Secretariat-General of the Council and to select one of those applicants.

The data in question are:

- personal data which make it possible to identify the applicants (surname, first name, date of birth, sex, nationality);
- information supplied by the applicants to facilitate the practical organisation of the procedure (postal address, email address, telephone number);
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of vacancy (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution, professional experience);
- where applicable, information on the type and duration of applicants' security clearance;
- the results of the selection tests taken by the applicants, including the evaluations drawn up by the assessment centre's consultants on behalf of the selection board.

The processing begins on the date of receipt of the application. Applications are filed and stored in archives for two years.

All applicants may exercise their right of access to and right to rectify personal data. Substantiated requests should be emailed to the Office for Selection of Officials at selection.officials@consilium.europa.eu

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

⁽¹⁾ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

ANNEX V



CONSEIL DE L'UNION EUROPÉENNE
Secrétariat général
Rue de la Loi 175
1048 Bruxelles
BELGIQUE

Acte de Candidature
AVIS DE VACANCE CONS/AD/148

1. NOM:
Prénom(s):
2. SEXE: ☐ masculin ☐ féminin
3. ADRESSE (Veuillez nous informer immédiatement de tout changement d'adresse)
Rue: N° :
Code postal: Localité: Pays:
Adresse électronique:
Tél. (privé): Portable: Bureau:
4. DATE DE NAISSANCE:
5. NATIONALITÉ(S) (en cas de double nationalité, indiquez les deux)
Actuelle:
6. CONNAISSANCES LINGUISTIQUES
Langue principale:
Autres langues:
7. CONNAISSANCES INFORMATIQUES:
8. HABILITATION DE SÉCURITÉ: ☐ OUI ☐ NON
Si OUI, de quel niveau?

10. EXPÉRIENCE PROFESSIONNELLE (joindre les copies numérotées). Si nécessaire, utilisez des feuilles supplémentaires.

I. (FONCTION ACTUELLE)					
Nom et adresse de l'employeur	Fonction ou poste occupé(e)	DE (JJ /MM /AA)	À (JJ /MM /AA)	Durée	Joindre les copies numérotées des justificatifs
		/..../.....	/..../.....	Années: Mois: Jours:	Voir annexe n°
II.					
		/..../.....	/..../.....	Années: Mois: Jours:	Voir annexe n°
III.					
		/..../.....	/..../.....	Années: Mois: Jours:	Voir annexe n°

Expérience professionnelle TOTAL

Années	Mois	Jours

Expérience professionnelle **dans des fonctions d'encadrement** TOTAL

Années	Mois	Jours

11. Avez-vous un handicap physique ou vous trouvez-vous dans une situation particulière qui pourrait poser des difficultés lors du déroulement des épreuves?

Si oui, donnez des précisions afin de permettre à l'administration de prendre, si possible, les mesures nécessaires.

.....
.....

12. Comment avez-vous eu connaissance de l'avis de vacance?

.....

DÉCLARATION SUR L'HONNEUR

1. En envoyant ma candidature je déclare sur l'honneur que les indications portées au présent acte de candidature et à ses annexes sont véridiques et complètes.
2. En envoyant ma candidature je déclare également sur l'honneur:
 - a) être ressortissant(e) d'un des États membres et y jouir des droits civiques;
 - b) me trouver en position régulière au regard des lois de recrutement qui me sont applicables en matière militaire;
 - c) réunir les garanties de moralité requises pour l'exercice des fonctions envisagées, notamment que mon casier judiciaire ne contient pas de condamnation et qu'aucune procédure judiciaire est en cours.
3. Je suis conscient(e) qu'il est indispensable pour la recevabilité de ma candidature que je présente, avec mon acte de candidature, dans le délai imparti, toutes les pièces justificatives nécessaires à prouver que je remplis les conditions d'admission requises (voir l'avis de vacance).

Date:.....

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COUNCIL OF THE EUROPEAN UNION
General Secretariat
Rue de la Loi/Wetstraat 175
B-1048 Bruxelles/Brussel

Application

NOTICE OF VACANCY CONS/AD/148

1. NAME:
FORENAME(s):
2. SEX: ☐ male ☐ female
3. ADDRESS (please inform us immediately of any change of address)
Street: No.
Postal code: City/town: Country:
Email address:
Tel. (Home): Mobile: Work:
4. DATE OF BIRTH:
5. NATIONALITY (if you have dual nationality, please state both):
Current nationality:
6. KNOWLEDGE OF LANGUAGES
Main language:
Other languages:
7. IT skills:
8. SECURITY CLEARANCE: ☐ YES ☐ NO
If YES which level?

9. EDUCATION AND TRAINING

[illegible]

10. PROFESSIONAL EXPERIENCE (please enclose numbered scans). Continue on separate sheet(s) if necessary.

I. (CURRENT POSITION)					
Employer's name and address	Occupation or position held	FROM (DD/MM/YY)	TO (DD/MM/YY)	Duration	Please enclose numbered scans of supporting documents
		/..../.....	/..../.....	Years:..... Months: Days:.....	See Annex
II.					
		/..../.....	/..../.....	Years:..... Months: Days:.....	See Annex
III.					
		/..../.....	/..../.....	Years:..... Months: Days:.....	See Annex

TOTAL professional experience

Years	Months	Days

TOTAL professional experience in a **management function**

Years	Months	Days

11. Do you have a disability or are your circumstances such that they might cause difficulties during the tests?

If so, provide any relevant information so that the Administration can take appropriate measures, where possible.

.....
.....

12. Where did you learn about the vacancy notice?

.....

DECLARATION ON HONOUR

1. By sending my application I hereby declare that the statements made on this application form and on the annexes thereto are true and complete.
2. By sending my application I further declare that:
 - (a) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;
 - (b) I have fulfilled all obligations imposed on me by the laws concerning military service;
 - (c) I can produce character references as to my suitability to perform the duties envisaged, in particular that I do not have a criminal record and that there are no legal proceedings pending against me.
3. I am aware that my application will be rejected if I fail to submit, within the time limit set, all supporting documents required to prove that I meet the conditions of eligibility (see vacancy notice).

Date:.....

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ISSN 1977-091X (electronic edition)
ISSN 1725-2423 (paper edition)



Publications Office of the European Union
L-2985 Luxembourg
LUXEMBOURG

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