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V

(Announcements)

ADMINISTRATIVE PROCEDURES

COUNCIL

Notice of vacancy CONS/AD/167/21*(2021/C 29 A/01)***GENERAL INFORMATION**

Department	SMART.2.A — Infrastructure and Operations Unit
Place of work	Brussels, Justus Lipsius Building
Title of post	Head of Unit
Function group and grade	AD 9
Security clearance required	EU SECRET
DEADLINE FOR APPLICATIONS	9 February 2021 – 12.00 noon (Brussels time)

We are

The General Secretariat of the Council (GSC) assists the European Council and the Council of the EU and their preparatory bodies in all fields of their activities. It provides advice and support to members of the European Council and the Council and to their Presidents, including legal and policy advice, coordination with other institutions, drawing up of compromises, and drafting, as well as all the practicalities that are necessary for the smooth preparation and running of the European Council and the Council.

The Infrastructure and Operations (RUN) Unit is part of the Directorate for Digital Platforms within Digital Services (SMART). In partnership with delegates and staff, we organise information and make it accessible through smart and secure digital services. We help transform the work environment by innovating and promoting a 'digital-first' mind-set.

The Infrastructure and Operations (RUN) Unit is providing the basic infrastructure supporting the end user services and applications. The unit is comprised of four sectors that together are responsible of designing, operating, maintaining and evolving the core platform services. Next to the Central Infrastructure (datacentre and IT facilities) and Network sectors, it is comprised of a middleware and applications sector and an operations centre. The unit is responsible for on-premise and cloud/hybrid solutions, as well as for the infrastructure that links and binds our major stakeholders, the EU Member States and other EU institutions. Technology and practices are state-of-the-art, and an extensive investment has been done over the past few years in virtualisation, automation, software-defined infrastructures and monitoring solutions. In addition, cloud technologies are being developed and deployed in our hybrid infrastructures, with tools and technologies such as containerisation, kubernetes, and continuous integration and deployment. All solutions developed and deployed are secure and monitored by the GSC's Security Operations Centre, but staff from infrastructure and operations develop, deploy and operate solutions with security in mind.

Although operating core services, our teams are customer-focussed and evaluate continuously our solutions against client needs and requirements. Cooperation and joint initiatives are encouraged with customer services and application development.

We propose

You will be working in a dynamic environment, rich with opportunities and at the forefront of IT Operations & Infrastructure Service Delivery. Working with a team of highly qualified officials and external contractors, you will be able to implement the strategic objectives of our department in your domain, identify opportunities and develop and implement solutions. You will provide leadership and direction to your teams, set the objectives and goals, and deliver excellent services. You will foster a climate of operational excellence and one that encourages innovation.

You will report to the Director of Digital Platforms within SMART, and be part of the leadership team, together with the Heads of Unit of Digital Workplace, Systems Security and Document Management. You will also participate in activities directly related to the Digital Services department, and interact with stakeholders within the General Secretariat, our Member States and the other European institutions and bodies.

You will manage a unit with approximately 46 permanent staff members, and you will be in charge of the implementation of a budget of around 14 million euro.

You will be able to plan and organise work in a flexible manner, subject to working hours and to the needs of the Service. You and your staff will be able to benefit from the GSC's flexible working arrangements, including occasional teleworking.

Candidates should be aware that any future reorganisation of the Secretariat could lead to changes in the remit of the posts to which they apply.

We look for

We are looking for a manager with a very strong service orientation, a solid background in IT infrastructure and operations and related tools, and a proven track record in change and transformation processes. You will have the technical knowledge to discuss with your teams the various architectural and design options, evaluate options and analyse current operations. You will have a broad understanding of the complete IT landscape, including emerging technologies and practices. With these skills, you will be able to represent the interest of the unit within the bigger context of Digital Services, and where needed, towards our clients.

Being responsible for a substantial budget, you will have experience in financial management and public procurement procedures, which are detailed in the applicable financial regulations. You will have the skills and experience to analyse and develop financial justifications, and to develop a business case around proposed solutions. You will be able to communicate about this to stakeholders and GSC governance bodies.

Experience in IT security is considered to be an asset, as you will be closely cooperating with our IT systems security unit and other security stakeholders to ensure the security posture of our environment.

Candidates should have solid experience in IT projects and services and proven managerial experience, as well as the ability to lead a unit through change processes in a fast-moving environment. Candidates should also have an excellent sense of customer service and the ability to innovate and lead transformation.

All GSC managers are expected to advise their hierarchy and stakeholders, manage their staff and financial resources and represent the GSC. These expectations are set out in the GSC horizontal manager's profile (see <https://www.consilium.europa.eu/media/38454/manager-en.pdf>).

Furthermore the jobholder will need to possess:

- leadership skills and the ability to give guidance, motivate and empower staff in a multicultural and diverse environment with a strong emphasis on staff development and the ability to promote diversity and inclusion;
- the ability to actively listen and respond to stakeholder views and needs and guide towards win-win outcomes;

- the ability to look at situations in a creative way, to conceptualise solutions and adapt swiftly and effectively to a changing environment;
- the ability to engage in open dialogue with staff, create a constructive and positive working atmosphere, actively foster innovation and listen to their ideas on new approaches, novel working methods and applying the latest technologies;
- the ability to facilitate collaborative work on cross-cutting projects and issues including with staff from other units, and ensuring coherence;
- the ability to plan proactively, including on staffing, finance, budget, and logistics; and to prioritise, coordinate and organise work over a considerable number of parallel activities;
- the ability to take responsibility for own and the team's performance as well as for decisions taken, by role modelling behaviour and managing own development;
- the ability to manage change and support staff through change;
- the ability to represent the GSC at public events and to actively network.

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

Given that this post has been designated as sensitive, the staff member occupying it may, after a period of five years in the post, be obliged to change post.

RECRUITMENT POLICY

Applicants must meet the following requirements 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

- hold a university degree ⁽¹⁾ in the following domains: computer science, computer engineering, information systems, information technology, and/or related domains;
- have at least 12 years of relevant professional experience. Proven experience in leading teams is also required;
- given that English and French 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 one is required. Knowledge of other official languages of the EU would be an asset.

NB:

(1) 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.

(2) The successful candidate must be prepared to follow the GSC management training.

⁽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).

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, run by external recruitment consultants. The reports established by the assessment centre for the same type of post 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 the applicants, 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 the assessment centre, 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-February 2021;
- the first interviews are foreseen for the second half of February 2021;
- the assessment centre is expected to take place at the beginning of March 2021;
- the second round of interviews is foreseen to take place in the second half of March 2021.

NB: The above schedule is purely indicative and in particular subject to the implications of the restrictive measures put in place to deal with the COVID-19 pandemic.

LEGAL BASIS

This post is published in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽³⁾ (job requiring special qualifications).

This post has been published to all institutions of the European Union and outside the institutions.

HOW TO APPLY

The closing date for applications is **9 February 2021** at 12.00 noon (Brussels time).

Applications will be accepted by email only and must be sent to: applications.management@consilium.europa.eu ⁽⁴⁾ no later than the 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/167/21 SMART.2.A*).

Before submitting their application, candidates should carefully check whether they meet the requirements under 'Recruitment policy' above, in order to avoid automatic exclusion from the selection procedure.

In order to be valid, the application file must include the following documents in pdf (NB: locked, password protected or electronically signed documents are not accepted):

- (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/> (file to be named 'XXX (YOUR FAMILY NAME) — Application form.pdf');

⁽³⁾ Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68 (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).

⁽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. Maximum size of your email must be 25MB. If your email, together with its attachments, exceeds this maximum size, please split your attachments over a number of emails.

- (b) a detailed curriculum vitae⁽⁵⁾, 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 (file to be named 'XXX (YOUR FAMILY NAME) — CV.pdf');
- (c) a motivation letter, in English or French (file to be named 'XXX (YOUR FAMILY NAME) — Motivation letter.pdf');
- (d) grouped in one pdf document, copies of diplomas certifying education and copies of documents and certificates relating to professional experience. It is not sufficient simply to send the curriculum vitae mentioned in (b). Supporting documents must have been issued by a third party (file to be named 'XXX (YOUR FAMILY NAME) — Supporting documents.pdf').

Failure to include these documents will make the application invalid.

All supporting documents attached to the application must be numbered in sequence (Annex 1, 2, etc.), named (in English or French) and grouped as mentioned above. Applications that arrive by post, or 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. Please note that technical difficulties related to the transmission of emails can never be completely eliminated. Therefore if you do not receive an email that acknowledges receipt of your application, please verify that the GSC has received it by contacting applications.management@consilium.europa.eu. Since the advisory selection board will begin its work shortly after the closing date for applications, you are encouraged to make any necessary verifications in the week following that date.

EQUAL OPPORTUNITIES

The GSC is committed to equal opportunities (see Annex II).

The GSC recognises that a healthy work-life balance is an important motivational factor for many people and that flexible working is increasingly expected to be part of a modern working environment. It therefore offers a very good package of statutory flexible working arrangements and facilities such as after-school care and crèche.

As an employer, the GSC is committed to ensuring gender equality 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. To promote gender equality, the GSC encourages applications from women.

Assistance can be provided to persons with disabilities during the recruitment procedure. For further information, please send an email to Equal.opportunities@consilium.europa.eu

REEXAMINATION OF APPLICATIONS

The procedures relating to complaints, appeals and referrals 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.

⁽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

INTERNAL COMPLAINT — JUDICIAL APPEAL — COMPLAINT TO THE EUROPEAN OMBUDSMAN

If, at any stage of the selection procedure, you are dissatisfied with how your application is handled you have the right to complain.

Internal complaint

Where you receive a decision that you are dissatisfied with you may, within 3 months of the notification of the decision, lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, to:

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

Replies to such complaints are given in writing by the Appointing Authority within 4 months of the receipt of the complaint. However, if your complaint arrives sufficiently early, it may be possible to have the advisory selection board review the decision that is the object of your complaint and to reply to you on that basis.

Judicial Appeal

If you are dissatisfied with the reply you receive from the Appointing Authority under the internal complaints procedure, you may submit a judicial appeal under Article 91 of the Staff Regulations to:

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

Complaint to the European Ombudsman

After having exhausted all the possibilities for redress at the GSC, in particular the internal complaints procedure under Article 90(2) of the Staff Regulations, then like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman
1, avenue du Président Robert Schuman — BP 403
67001 Strasbourg Cedex
FRANCE

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 of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties ⁽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⁾ 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 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⁽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 of 23 September 2013 on the security rules for protecting EU classified information⁽²⁾. 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 the 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⁾ OJ L 295, 21.11.2018, p. 39.

⁽²⁾ OJ L 274, 15.10.2013, p. 1.

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/167/21

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:
N° 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?
Date de validité:

9. ÉTUDES ET FORMATION

[illegible]

10. EXPÉRIENCE PROFESSIONNELLE (joindre 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 copies numérotées des justificatifs
	Titre du poste: Fonction d'encadrement: Oui / Non/...../..... Nombre de personnes gérées: Budget annuel géré:			Années: Mois: Jours:	Voir annexe n° ...
II.					
	Titre du poste: Fonction d'encadrement: Oui / Non/...../..... Nombre de personnes gérées: Budget annuel géré:			Années: Mois: Jours:	Voir annexe n° ...
III.					
	Titre du poste: Fonction d'encadrement: Oui / Non/...../..... Nombre de personnes gérées: Budget annuel géré:			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 n'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
1048 Bruxelles/Brussel
BELGIQUE/BELGIË

Application

NOTICE OF VACANCY CONS/AD/167/21

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?
Valid until

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
	Job title: Management: Yes / No/...../..... Number of staff managed: Annual budget managed:			Years: Months: Days:	See Annex ...
II.					
	Job title: Management: Yes / No/...../..... Number of staff managed: Annual budget managed:			Years: Months: Days:	See Annex ...
III.					
	Job title: Management: Yes / No/...../..... Number of staff managed: Annual budget managed:			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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