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V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/203/S

DIRECTOR (F/M) (Function group AD, grade 14)

DIRECTORATE-GENERAL FOR THE PRESIDENCY — DIRECTORATE FOR THE PLENARY

(2018/C 090 A/01)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **director** (AD, grade 14) in the Directorate-General for the Presidency — Directorate for the Plenary, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽¹⁾ (hereinafter referred to as '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 internal and interinstitutional recruitment procedures.

Recruitment will be to grade AD 14 ⁽²⁾. The basic salary is EUR 14 303,51 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.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 15 January 2018.

The post calls for flexibility and frequent contact with people inside and outside Parliament, including Members of the European Parliament. The director will be required to travel frequently between Parliament's places of work and elsewhere.

2. Place of employment

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

3. Equal opportunities

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any grounds, such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

⁽¹⁾ See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

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

4. Job description

As a senior official, the director will be required to perform the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the director-general ⁽¹⁾:

- ensuring that a large department in Parliament's Secretariat, comprising several units covering the directorate's areas of activity, runs smoothly,
- managing, leading, motivating and coordinating teams of staff, optimising the use of the directorate's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity,
- planning the directorate's activities (setting objectives and drawing up strategies); taking the decisions needed to achieve the objectives set; assessing services provided with a view to ensuring that high standards are maintained,
- advising the director-general, the Secretariat and MEPs in the directorate's areas of activity;
- cooperating with the other directorates in the Secretariat, representing Parliament and negotiating contracts and agreements in the directorate's areas of activity,
- managing and seeing through specific projects likely to involve financial responsibilities,
- acting as authorising officer by subdelegation.

5. Eligibility

The selection procedure is open to candidates who meet the following conditions on the closing date for applications:

(a) General conditions

Under Article 28 of the Staff Regulations, candidates must:

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

(b) Specific conditions

(i) Qualifications and professional experience required

- 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

a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year ⁽²⁾, when the normal period of university education is at least three years.
- At least **12 years'** professional experience gained after obtaining the qualifications referred to above, including at least **six years** performing managerial duties.

(ii) Knowledge required

- Excellent general knowledge of European affairs,
- excellent grasp of internal, national and international political issues,

⁽¹⁾ For description of main tasks, see annex.

⁽²⁾ This year of experience will not be taken into account when assessing the professional experience required under the next indent.

- excellent knowledge of the Treaties,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of Parliament's Secretariat, its organisational set-up and environment and the various players involved,
- excellent knowledge of Parliament's Rules of Procedure, legislative procedures and internal rules and working methods,
- excellent knowledge of the Staff Regulations, of how they are to be interpreted and of the rules based on them,
- excellent knowledge of the Financial Regulation applicable to the general budget of the Union and its Rules of Application, and of Parliament's internal rules and other subordinate provisions,
- very good administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

(iii) **Knowledge of languages**

Excellent knowledge of one of the European Union's official languages ⁽¹⁾ and a very good knowledge of at least one other is required.

The Advisory Committee for the Appointment of Senior Officials will take knowledge of other official languages of the European Union into account.

(iv) **Skills required**

- A flair for strategy,
- leadership qualities,
- forward-planning skills,
- ability to react appropriately to events,
- thoroughness,
- 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 make a recommendation to Parliament's Bureau as to who should 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 a decision. At that stage, the Bureau may interview the candidates.

7. Applications

The deadline for applications is:

12.00 (noon), Brussels time, on 23 March 2018.

Candidates are asked to send, by email only, a personal statement in pdf format (marked '*For the attention of the Secretary-General of the European Parliament, Recruitment Notice PE/203/S*') and a curriculum vitae (in Europass format ⁽²⁾), quoting the reference number for the procedure (PE/203/S) in the subject line, to:

EP-SENIOR-MANAGEMENT@ep.europa.eu

The date and time of dispatch of the email will be taken to be the date and time of submission of the application.

⁽¹⁾ The official languages of the European Union are as follows: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish.

⁽²⁾ <http://europass.cedefop.europa.eu/>

Scanned documents must be legible.

Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities ⁽¹⁾. These documents will not be returned.

Personal data which candidates provide for the purposes of this selection procedure will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 ⁽²⁾.

⁽¹⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

⁽²⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX

DIRECTORATE-GENERAL FOR THE PRESIDENCY — DIRECTORATE FOR THE PLENARY

MAIN TASKS

(Entity comprising 122 staff, 95 officials, 4 temporary staff, 23 contract staff)

- Managing, coordinating and supervising the units in Directorate A of the Directorate-General for the Presidency;
- Exercising appointing authority powers;
- Managing projects;
- Representing the directorate-general on internal committees and Parliament in interinstitutional forums;
- Acting as authorising officer by subdelegation;
- Overseeing the preparation, and running of and the follow-up to plenary sittings;
- Overseeing the receipt and forwarding of official documents;
- Receiving and distributing European Parliament official mail;
- Overseeing procedures concerning written questions, oral questions, interpellations and Union acts;
- Dealing with all administrative matters concerning Members.

PLENARY RECORDS UNIT

- Producing, overseeing and checking the Verbatim Report of Proceedings in plenary (CRE), which, after linguistic revision, is published the following day in a multilingual ('Rainbow') version; checking and inserting written explanations of vote and declarations; publishing the CRE on paper and in electronic form (Epades, Europarl, Register of Documents);
- Compiling in the original language the minutes (PV) of sittings, which, after translation, are made available the following morning in provisional form in all the languages, on paper and in electronic form (Epades, Europarl and Register of Documents); collating the minutes and preparing the definitive version which is published in electronic form in the Official Journal;
- Ensuring that the PV, the CRE and the VOD ('Video on demand') are consistent and complementary, by conducting collations, revision and checks. Taking part in the evolutive maintenance and replacement of applications;
- Coordinating with DG TRAD the work of translating the PV and transcribing and revising the CRE; overseeing that work;
- Updating and checking the VOD-CRE index during part-sessions; checking and post-editing the VOD after part-sessions;
- Answering questions from Members, parliamentary assistants, officials and members of the public concerning the PV, the CRE and the VOD; providing training in the PV and CRE applications for the staff of DG TRAD; taking part in in-house and external seminars and training courses;
- Producing, overseeing and checking the CRE of other meetings (Conference of Presidents open to all Members, statement by the European Central Bank to the Committee on Economic and Monetary Affairs (ECON), hearings of Commissioners-designate, committees of inquiry). Drawing up in FR, EN and DE the minutes of meetings of the Conference of Presidents open to all Members;
- Overseeing the forwarding of Texts Adopted to their designated recipients.

MEMBERS' ACTIVITIES UNIT

Written questions:

- Overseeing written questions (priority and non-priority) to the Commission and Council, the President of the European Council and the Vice-President/High Representative, including the answers and the entering of the relevant data in the Parliamentary Questions (PQ) database;
- Checking the admissibility of PQs, advising authors and ensuring that decisions concerning PQs are taken through the proper channels;
- Checking with Parliament's research departments to ascertain the background to PQs and whether questions with answers are already available and ensuring that the relevant decisions are taken through the proper channels;

Major interpellations with debate:

- Overseeing the texts, verifying admissibility, advising authors and ensuring that relevant decisions are taken through the proper channels, updating the PQ database, overseeing the process of drawing up answers and entering questions on the agenda;

Oral questions:

- Overseeing oral questions with debate to the Council, the Commission and the Vice-President/High Representative and updating the PQ database;

Proposals for Union acts:

- Overseeing the texts, checking admissibility, advising the authors and ensuring that relevant decisions are taken through the proper channels;

Minor interpellations:

- Overseeing the texts, checking admissibility, advising the authors, ensuring that relevant decisions are taken through the proper channels and overseeing the process of drawing up answers;

Other tasks:

- Overseeing the development of the IT applications used to deal with written and oral questions and major and minor interpellations; drawing up proposals to improve procedures, including those laid down in the Rules of Procedure; taking part in working groups.

PLENARY ORGANISATION AND FOLLOW-UP UNIT

Plenary sitting planning and agendas:

- Liaising with the political groups, Members, the other departments in the Secretariat and the other EU institutions and bodies; drawing up the seating plan for the Chamber; preparing the calendar of part-sessions; overseeing and updating the pronunciation guide; drawing up the rotas of Members in the chair and assistants to Members in the chair; answering questions concerning the organisation of the plenary;

Managing the plenary:

- Preparing the allocation of speaking time, the lists of speakers, one-minute speeches, explanations of vote and announcements by the President, in cooperation with other departments; assisting Members in the chair;
- Preparing sittings files and overseeing the issuing of Chamber access passes;
- Organising elections of the President, the Vice-Presidents, the Quaestors and the Ombudsman; organising award ceremonies in plenary and formal sittings;

Follow-up to part-sessions:

- Dealing with questions about the proceedings of sittings, analysing problems, determining action to be taken in response to interventions, in cooperation with the Office of the President, analysing precedents;
- Compiling part-session statistics (reports, amendments, resolutions, Council and Commission statements, other interventions);
- Notifying non-budgetary texts adopted by Parliament;
- Receiving, dealing with and disseminating information concerning the action taken on texts adopted in plenary;

Information policy concerning the plenary:

- Updating and overseeing the Plenary website: management in cooperation with DG ITEC; coordination with the departments which supply information; answering all internal and external requests for information and advice;
- Providing information about the activities and organisation of the plenary, in particular in the context of internal and external training courses;

Internal management:

- Organising specific training courses linked to the needs of the unit, holding internal meetings, updating databases; supervising trainees;

Other activities:

- Preparing and organising meetings of the Conference of Presidents open to all Members;
- Taking part in working groups (compendium of models, document management, implementing the new Rules of Procedure, IT applications, etc.) and in the development of IT applications (list of speakers, follow-up to acts, ELVIIS, PPMS — management of sittings-related precedents, management of explanations of vote, etc.).

TABLING DESK UNIT

- Preparing voting lists, taking receipt of requests for separate votes, split votes and roll-call votes, briefing and assisting Members in the chair (votes in plenary);
- Verifying, recording, sending for translation and following up amendments and motions for resolutions (official tabling);
- Checking consistency with parliamentary models: provision of advice and verification;
- Providing support and advice to Members, committees, political groups and Parliament staff on all procedural matters;
- Advising the parliamentary committee secretariats and the President of Parliament on all matters concerning admissibility;
- Verifying, recording, sending for translation and following up reports adopted by the parliamentary committees (official tabling);
- Compiling statistics on certain of the activities listed above;
- Taking part in inter-departmental working groups (IT projects, Rules of Procedure, Parliamentary Project Portfolio) and training measures aimed at Members and their assistants, political group staff and the relevant staff of the Secretariat.

OFFICIAL MAIL UNIT

- Dealing with Parliament's official mail and the President's mail (recording, appraisal and allocation, provision of support to GEDA users in connection with the recording of mail);
- Taking receipt of and forwarding mail sent to Parliament (verification, sorting, recording of packages and registered mail, client support);

- Dealing with outgoing mail (recording and franking);
- Carrying out mail-related budgetary management.

UNIT FOR RECEPTION AND REFERRAL OF OFFICIAL DOCUMENTS

Referrals:

- Carrying out procedural and substantive appraisal, notification, allocation of official parliamentary committee documents for administrative and IT purposes; forwarding details of the announcements to be made in the minutes of the sitting and drawing up new procedures; consulting the other EU institutions, bodies and agencies;

Petitions:

- Taking receipt of, assessing on the basis of admissibility and content-related criteria and recording petitions forwarded to Parliament by EU citizens or residents; liaising with the secretariat of the Committee on Petitions; drawing up the list of petitions which may not be consistent with the provisions of Article 227 TFEU; dealing with referrals to the competent body on lists 1, 3 and 4; publishing in the minutes of the sitting petitions entered in the public register;

Registry:

- Taking receipt of, checking the conformity of, accepting, recording and making available official documents forwarded by Members, the other EU institutions, bodies and agencies and national parliaments; issuing formal announcements of procedures (minutes) and documents (Europarl);

Comitology:

- Taking receipt and checking the conformity of, accepting and allocating to the parliamentary committee responsible implementing measures concerning the right to information, the right of scrutiny and regulatory procedures with scrutiny, as well as delegated acts and documents concerning meetings of the national experts and FVO missions; forwarding details of the announcements to be made in the minutes of the sitting; liaising within the DIAS network;

Other activities:

- Updating, monitoring and maintaining the Legislative Observatory (OEIL); taking part in the financial management of the OEIL, in conjunction with the external contractor;
- Taking part in working groups and in the development of IT applications (OEIL, ITER, EPgreffe, petiport, petigrefe).

MEMBERS' ADMINISTRATION UNIT

- Overseeing procedures carried out at the beginning and end of the term of office of MEPs and observers (drafting of notices of resignation and forwarding to the Committee on Legal Affairs (JURI), preparation of announcements in plenary, provision of information to departments, liaising with the competent national authorities, preparation of files in connection with the verification of the credentials of incoming Members);
- Providing the secretariat of the Advisory Committee on Members' Conduct (organisation of meetings, preparation of meeting files, action to be taken on decisions of the Committee);
- Taking receipt of and recording requests for waiver of parliamentary immunity (notification of the Member concerned, preparation of the announcement in plenary, forwarding of the file to the JURI committee);
- Dealing with matters relating to the composition of the parliamentary committees and delegations and overseeing the register of intergroups;
- Overseeing the register of Members' declarations of financial interests and the register of gifts and invitations to events organised by third parties;

-
- Dealing with matters relating to Members' personal data (updating the MEP database to take account of changes to Members' personal information sheets, i.e. membership of a parliament body or political group, change of address) and their CVs;
 - Issuing laissez-passer and attestations, assisting Members in their dealings with the Belgian authorities with a view to obtaining the special identity card (SIC).
-

RECRUITMENT NOTICE PE/205/S**DIRECTOR (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR INTERNAL POLICIES OF THE UNION — DIRECTORATE FOR LEGISLATIVE COORDINATION AND CONCILIATIONS**

(2018/C 090 A/02)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **Director** ⁽¹⁾ (AD, grade 14) in the Directorate-General for Internal Policies of the Union — Directorate for Legislative Coordination and Conciliations, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽²⁾ ('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 internal and interinstitutional recruitment procedures.

Recruitment will be to grade AD 14 ⁽³⁾. The basic salary is EUR 14 303,51 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.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 15 January 2018.

The post calls for flexibility and frequent contact with people inside and outside Parliament, including Members of the European Parliament. The Director will be required to travel frequently between Parliament's places of work and elsewhere.

2. Place of employment

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

3. Equal opportunities

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

4. Job description

As a senior official, the Director will be required to perform the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the Director-General ⁽⁴⁾:

- ensuring that a large department in Parliament's Secretariat, comprising several units covering the Directorate's areas of activity, runs smoothly,
- managing, leading, motivating and coordinating teams of staff, optimising the use of the Directorate's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity,

⁽¹⁾ Any reference in this notice to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex, and vice versa.

⁽²⁾ See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

⁽³⁾ On recruitment the official will be placed in the appropriate step, in accordance with Article 32 of the Staff Regulations.

⁽⁴⁾ For description of main tasks, see annex.

- planning the Directorate's activities (setting objectives and drawing up strategies), taking the decisions needed to achieve the objectives set, assessing services provided with a view to ensuring that high standards are maintained,
- advising the Director-General, the Secretariat and MEPs in the Directorate's areas of activity,
- cooperating with the other directorates in the Secretariat, representing Parliament and negotiating contracts or agreements in the Directorate's areas of activity,
- managing and seeing through specific projects likely to involve financial responsibilities,
- acting as authorising officer by subdelegation.

5. Eligibility

The selection procedure is open to candidates who meet the following conditions on the closing date for applications:

a) General conditions

Under Article 28 of the Staff Regulations, candidates must:

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

b) Specific conditions

(i) Qualifications and professional experience required

- 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

a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year ⁽¹⁾, when the normal period of university education is at least three years.
- At least **12 years'** professional experience gained after obtaining the qualifications referred to above, including at least **six years** performing managerial duties.

ii) Knowledge required

- Excellent general knowledge of European affairs,
- excellent grasp of internal, national and international political issues,
- excellent knowledge of the Treaties,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of Parliament's Secretariat, its organisational set-up and environment and the various players involved,
- excellent knowledge of Parliament's Rules of Procedure, legislative procedures and internal rules and working methods,

⁽¹⁾ This year of experience will not be taken into account when assessing the professional experience required under the next indent.

- excellent knowledge of the Staff Regulations, of how they are to be interpreted and of the rules based on them,
- excellent knowledge of the Financial Regulation applicable to the general budget of the Union and its Rules of Application, and of Parliament's internal rules and other subordinate provisions,
- very good administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

iii) Knowledge of languages

Excellent knowledge of one of the European Union's official languages ⁽¹⁾ and a very good knowledge of at least one other is required.

The Advisory Committee for the Appointment of Senior Officials will take knowledge of other official languages of the European Union into account.

iv) Skills required

- A flair for strategy,
- leadership qualities,
- forward-planning skills,
- ability to react appropriately to events,
- thoroughness,
- 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 make a recommendation to Parliament's Bureau as to who should 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 a decision. At that stage, the Bureau may interview the candidates.

7. Applications

The deadline for applications is:

12.00 (noon), Brussels time, on 23 March 2018.

Candidates are asked to send, by email only, a personal statement in pdf format (marked '*For the attention of the Secretary-General of the European Parliament, Recruitment Notice PE/205/S*') and a curriculum vitae (in Europass format ⁽²⁾), quoting the reference number for the procedure (PE/205/S) in the subject line, to:

EP-SENIOR-MANAGEMENT@ep.europa.eu

The date and time of dispatch of the email will be taken to be the date and time of submission of the application.

Scanned documents must be legible.

Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities ⁽³⁾. These documents will not be returned.

Personal data which candidates provide for the purposes of this selection procedure will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 ⁽⁴⁾.

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

⁽²⁾ <http://europass.cedefop.europa.eu/>

⁽³⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

⁽⁴⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX

DIRECTORATE-GENERAL FOR INTERNAL POLICIES OF THE UNION — DIRECTORATE FOR LEGISLATIVE COORDINATION AND CONCILIATIONS

MAIN TASKS

(Entity comprising 47 staff: 43 officials, 1 temporary staff member and 3 contract staff members)

- Directing, coordinating and supervising the Directorate's units and departments;
- Supervising the organisation and/or coordination of horizontal committee activities (constitutive meetings, hearings of Commissioners-designate, monitoring of delegated acts and of the implementation of MFF programmes, legislative negotiations with the Council, implementation of the Framework Agreement between the EP and the Commission (international negotiations; groups of experts, etc.) and of the Agreement on Better Lawmaking, scrutiny of the executive, transparency and management of documents, etc.;
- Supervising the coordination of certain work by Parliament's committees (conflicts of competence and methods of cooperation between committees, programmes (or individual requests) for hearings and ad hoc missions or delegations away from the three places of work, legislative programming, cooperation with the Court of Auditors, other bodies (Committee of the Regions, European Economic and Social Committee) of the Union and national parliaments;
- Coordinating the preparation of meetings of the Conference of Committee Chairs (CCC) and of meetings between heads of unit in IPOL and IPOL-EXPO;
- Endorsing and submitting to the Offices requests for authorisation of extraordinary meetings of committees and delegations;
- Assisting the Chair of the Conference of Committee Chairs (CCC) at meetings of parliamentary bodies;
- Representing the DG on the Interinstitutional Coordination Group and at preparatory meetings of the Conference of Presidents;
- Contributing to the implementation of Parliament's new Rules of Procedure (training, presentations, guidelines);
- Acting as authorising officer by subdelegation.

CONCILIATIONS AND CODECISION UNIT

- Horizontal and strategic monitoring throughout the ordinary legislative procedure by attending committee and trilogue meetings, contributing to the development of good practices regarding the implementation of the Rules of Procedure and replying to various questions (transparency). Monthly production of various summary tables (current ordinary legislative procedures, subjects under negotiation) and the list of remits adopted by committees (for the CCC and Conference of Presidents);
- Contributing:
 - to the implementation of the Interinstitutional Agreement on Better Law Making by participating in working groups (delegated acts, international agreements);
 - to the President's reply to the own-initiative inquiry by the European Ombudsman into the transparency of trilogues;
 - to the revision of Parliament's Rules of Procedure and their implementation (AFCO working group, administrative project team);
 - to the development of the IT/OEIL project and other applications of Rules 69b-f;
 - to the development of new IT tools (Trilogue Editor).
- Delegated/implementing acts:
 - monitoring the application of Articles 290 and 291 of the Treaty during negotiations and responding to requests from committees (helpdesk); organising meetings with the political groups and with the DIAs Network (exchange of best practices) in close cooperation with the Legal Service and the JURI Committee;

- drafting letters for the Conference of Presidents and the Conference of Committee Chairs, including for the process of screening legislative texts, the recess period and early non-objections;
- Maintaining and intensifying contacts and ensuring coordination with counterpart departments at the Commission and Council and with those of the Presidency. Organising meetings between Council Presidencies and Chairs of parliamentary committees ('speed dating');
- Carrying out training ('Learn.MEP') and providing information both inside and outside Parliament concerning conciliation files and the ordinary legislative procedure in general (e.g. better practices in trilogues, 'codecision' workshop on the MFF, training for future Presidencies of the Council);
- Organising the procedure for the signature of LEX texts adopted under the ordinary legislative procedure with a view to their publication.

UNIT FOR LEGISLATIVE COORDINATION AND PROGRAMMING

Including the Calendar of Meetings Service

- Providing secretariat services for the Conference of Committee Chairs and drafting its decisions/recommendations;
- Planning and monitoring the work of Parliament's committees, particularly with a view to the programming of business in plenary, in cooperation with the other DGs and institutions; representing the committees at various interdepartmental meetings concerning programming;
- Administering requests for own-initiative reports and for the application of Rules 54-55, and conflicts of competence between committees; preparing recommendations by the Conference of Committee Chairs;
- Dealing with horizontal issues or issues that concern multiple committees (constitutive meetings of committees — committee scrutiny activities, hearings of Commissioners-designate, allocation of responsibilities and arrangements for cooperation between committees), cooperation by committees with the Court of Auditors and other EU bodies, as well as with national parliaments, implementation of the revised Rules of Procedure, team projects;
- Organising meetings of the heads of unit of IPOL and IPOL/EXPO;
- Preparing, coordinating and monitoring the annual programmes of hearings and delegations. Preparing the allocation of expertise budgets (horizontal and regulatory aspects, allocation of resources, annual report);
- Preparing Parliament's contribution to the Commission's Legislative and Work Programme; monitoring the implementation of that programme;
- Drafting the Summary Report with a view to the Commission's Annual Programme;
- Other tasks: supplying statistics on the work of committees, on the programme of political business, etc.

UNIT FOR COORDINATION OF EDITORIAL AND COMMUNICATION ACTIVITIES

- Cooperating with DG COMM on communication campaigns: planning, coordination, sharing of information and exchanges of expertise; attending meetings of Bureau working groups for communication purposes; supporting events relating to the Stakeholders Dialogue at the liaison offices by making contributions on behalf of DG IPOL and DG EXPO; acting as a contact point and coordinating meetings of committees and delegations (webstreaming); contributing to the 'webstreaming 3.0' project;
- Coordinating, revising, drafting and publishing information on a day-to-day basis on Europarl (Top Page) concerning the work of committees; encouraging the use of multimedia products on the web pages of committees, promoting stronger links between DGs IPOL, EXPO and COMM; promoting the coherence and quality of web pages and their development; assisting committee secretariats with internet communication;

- Coordinating the development of the web pages of committees (including the web responsive design project) and the on-line publishing tool (TELA) and redesigning the web pages of delegations. Coordinating the implementation of the project to optimise search engines for DG IPOL (and DG EXPO for the 'committees' part). Coordinating other projects (e.g. the CODE website, satellite sites of DG EXPO), overhauling Parliament's Intranet and migration of other sites;
 - Managing the publications of political departments and DG EPRS's services in the Register; supporting these services in the publishing field, raising the profile and increasing the accessibility of their work (including by means of the 'supporting analyses' pages on Europarl, IPOLnet, PoldepNet and Parliament's Intranet). Producing the joint newsletter and thematic brochures distributed at events such as IPMs and seminars for journalists; supporting the use of new technologies (e.g. QR Codes);
 - Coordinating the production and online publication of the Union's fact sheets; promoting and encouraging their regular updating; producing fact sheets for specific events at Parliament's three places of work and in the Member States (open days, ICMs, seminars for journalists, events for stakeholders, etc.); developing a new tool to manage and publish fact sheets, remodelling web pages;
 - Establishing editorial guidelines for communication products and tools; advising on needs and tools in the field of communication and on editorial issues. Supporting the organisation of tailor-made training for the communication activities of committees ('Writing for digital media' and 'Newsletters'). Supporting the drafting of guidelines on protection of data published on line. Supporting and maintaining a coordinated approach to the visual identity of the DG's communication products;
 - General coordination of DG IPOL's participation in Parliament's open days, including cooperation with other DGs on joint stands (e.g. those of committees); taking responsibility for logistics and production of various products or other material; supporting DG COMM's EYE project, coordinating the contributions by DG IPOL and DG EXPO;
 - Coordinating the production of the DG's information bulletin; promoting the activities of DG IPOL via IPOLnet (Intranet site).
-

RECRUITMENT NOTICE PE/211/S**DIRECTOR (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR INFRASTRUCTURE AND LOGISTICS — DIRECTORATE FOR RESOURCES**

(2018/C 090 A/03)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **Director** ⁽¹⁾ (AD, grade 14) in the Directorate-General for Infrastructure and Logistics — Directorate for Resources, in accordance with Article 29 (2) of the Staff Regulations of Officials of the European Union ⁽²⁾ (hereinafter referred to as '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 internal and interinstitutional recruitment procedures.

Recruitment will be to grade AD 14 ⁽³⁾. The basic salary is EUR 14 303,51 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.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 15 January 2018.

The post calls for flexibility and frequent contact with people inside and outside Parliament, including Members of the European Parliament. The Director will be required to travel frequently between Parliament's places of work and elsewhere.

2. Place of employment

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

3. Equal opportunities

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any grounds, such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

4. Job description

As a senior official, the Director will be required to perform the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the Director-General ⁽⁴⁾:

- ensuring that a large department in Parliament's Secretariat, comprising several units covering the Directorate's areas of activity, runs smoothly,
- managing, leading, motivating and coordinating teams of staff, optimising the use of the Directorate's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity,

⁽¹⁾ Any reference in this notice to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex, and vice versa.

⁽²⁾ See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

⁽³⁾ On recruitment the official will be placed in the appropriate step, in accordance with Article 32 of the Staff Regulations.

⁽⁴⁾ For description of main tasks, see annex.

- planning the Directorate's activities (setting objectives and drawing up strategies); taking the decisions needed to achieve the objectives set; assessing services provided with a view to ensuring that high standards are maintained,
- advising the Director-General, the Secretariat and MEPs in the Directorate's areas of activity,
- cooperating with the other directorates in the Secretariat, representing Parliament and negotiating contracts and agreements in the Directorate's areas of activity,
- managing and seeing through specific projects likely to involve financial responsibilities,
- acting as authorising officer by subdelegation.

5. Eligibility

The selection procedure is open to candidates who meet the following conditions on the closing date for applications:

a) General conditions

Under Article 28 of the Staff Regulations, candidates must:

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

b) Specific conditions

(i) Qualifications and professional experience required

- 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

a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year ⁽¹⁾, when the normal period of university education is at least three years.

- At least **12 years'** professional experience gained after obtaining the qualifications referred to above, including at least **six years** performing managerial duties.

(ii) Knowledge required

- Excellent general knowledge of European affairs,
- excellent grasp of internal, national and international political issues,
- excellent knowledge of the Treaties,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of Parliament's Secretariat, its organisational set-up and environment and the various players involved,

⁽¹⁾ This year of experience will not be taken into account when assessing the professional experience required under the next indent.

- excellent knowledge of Parliament's Rules of Procedure, legislative procedures and internal rules and working methods,
- excellent knowledge of the Staff Regulations, of how they are to be interpreted and of the rules based on them,
- excellent knowledge of the Financial Regulation applicable to the general budget of the Union and its Rules of Application, and of Parliament's internal rules and other subordinate provisions,
- excellent administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

(iii) **Knowledge of languages**

Excellent knowledge of one of the European Union's official languages ⁽¹⁾ and a very good knowledge of at least one other is required.

The Advisory Committee for the Appointment of Senior Officials will take knowledge of other official languages of the European Union into account.

(iv) **Skills required**

- A flair for strategy,
- leadership qualities,
- forward-planning skills,
- ability to react appropriately to events,
- thoroughness,
- 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 make a recommendation to Parliament's Bureau as to who should 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 a decision. At that stage, the Bureau may interview the candidates.

7. Applications

The deadline for applications is:

12.00 (noon), Brussels time, on 23 March 2018.

Candidates are asked to send, by email only, a personal statement in pdf format (marked '*For the attention of the Secretary-General of the European Parliament, Recruitment Notice PE/211/S*') and a curriculum vitae (in Europass format ⁽²⁾), quoting the reference number for the procedure (PE/211/S) in the subject line, to:

EP-SENIOR-MANAGEMENT@ep.europa.eu

The date and time of dispatch of the email will be taken to be the date and time of submission of the application.

Scanned documents must be legible.

Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities ⁽³⁾. These documents will not be returned.

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

⁽²⁾ <http://europass.cedefop.europa.eu/>

⁽³⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

Personal data which candidates provide for the purposes of this selection procedure will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 ⁽¹⁾.

⁽¹⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX

DIRECTORATE-GENERAL FOR INFRASTRUCTURE AND LOGISTICS DIRECTORATE FOR RESOURCES

MAIN TASKS

(Entity comprising 62 staff: 50 officials, 3 temporary staff members and 9 contract staff members)

- Directing, coordinating and supervising the Directorate's units and departments;
- Representing the Directorate or the Directorate-General on various in-house committees and in interinstitutional forums;
- Acting as authorising officer by subdelegation;
- Providing effective and regular advice and support to operational units on public procurement, contracts and budgetary management; enhancing and improving the quality of assistance provided by the horizontal units to the operational units in Directorates A, B and D, coordinating the DG's risk management and drawing up action plans;
- Promoting the DG's short-term and medium-term human resources policy, including career development planning and professional training;
- Providing high-quality IT support to operational units in accordance with Parliament's standards and developing IT projects specific to the DG;
- Managing the DG's cross-cutting responsibilities (insurance, coordination of accessibility (PRM) and mobility and EMAS audits);
- Developing a communication policy in accordance with the DG's prerogatives.

PERSONNEL UNIT

- Managing the publication of vacancy notices and the organisation of interviews, providing support to the DG in the staff reports procedure (eRapnot supervision), verifying the lists of assessors/staff members being assessed and updating the merit points tables; providing career development advice to the staff of the DG and acting as the point of contact for HR managers in other DGs;
- Managing mission organisation charts and the related mission orders and budget allocation in accordance with the financial objectives;
- Determining training needs in cooperation with the heads of unit, drawing up a three-yearly training plan for the staff of the DG, implementing the annual plan and managing the budget allocations for training and related missions;
- Managing details of overtime worked and claimed back; managing and monitoring the overtime budget allocation;
- Coordinating the internal DG network for document management (management plan and filing plan) and GIDOC (filing plan, IT system, training, management table);
- Coordinating personal data protection at DG level and compliance with the rules in force.

FINANCE UNIT

including Budgetary Planning and Execution Service

- Liaising with the financial entities (DG FINS, internal auditors, Court of Auditors, BUDG and CONT committees);
- Coordinating the preparation and monitoring of the establishment of the budget, monitoring the execution of the budget (transfers) and producing related statistics;
- Coordinating the preparation of financial documents (AAR, property report, resolutions);

- Providing financial advice to authorising officers and financial staff;
- Carrying out *ex post* control of the DG.

Budgetary Planning and Execution Service

- Ensuring systematic contact with the main budgetary actors (including DGs FINS, BUDG and CONT and their members, internal and external auditors (Court of Auditors), the Cabinet of the Secretary-General and the Cabinet of the President), and distributing instructions and information (e.g. revisions of the Financial Regulation, external or internal instructions) to the services of the DG;
- Coordinating the preparation of all financial documents required by the authorising officer by delegation (e.g. interim and annual activity reports, budget reports, Article 203 property report);
- Ensuring multiannual budget planning, coordinating the preparation of preparatory statements and monitoring the establishment of the DG's budget (preliminary draft and draft estimates);
- Following up the budget execution, including preparing requests for transfer of appropriations and compiling financial management statistics;
- Administering FINORD and providing support to financial staff;
- Monitoring the development of new financial systems (FMS, etc.).

EX ANTE CONTROL AND PUBLIC PROCUREMENT COORDINATION UNIT

including *Ex Ante* Control Service and Public Procurement Coordination Service

- Carrying out *ex ante* control of the Directorate-General's budget transactions;
- Carrying out *ex ante* control of the Directorate-General's tender documents;
- Coordinating tender procedures in the Directorate-General, ensuring that tender documents are formally and procedurally consistent, monitoring of ongoing procedures/reporting;
- Managing WebContracts, PMP and centralised encoding tools and monitoring the scheduling of contracts;
- Archiving (original) documents for tender procedures and contracts, as well as bank guarantees;
- Archiving all the Directorate-General's budgetary documents.

INFORMATION TECHNOLOGY AND IT SUPPORT UNIT

- Providing support and assistance to users of IT tools;
- Administering, operating and developing IT systems and managing user accounts and network resource security;
- Drawing up the annual IT programme and monitoring projects;
- Providing analysis and advice to operational units on IT and assisting them in drafting the IT sections of their specifications;
- Analysing, designing, developing and maintaining departmental applications;
- Making suitable hardware and software available to staff and updating it (including inventory management);
- Managing telephone services (IMT).

COMMUNICATION UNIT

- Drafting and publishing notices to Members and staff;
- Updating the content of DG INLO's website and bringing it into line with the revised structure of DG ITEC's EP intranet;
- Representing DG INLO in the organisation of internal events, such as Open Days, Green Week, Mobility Week, Waste Week, etc.

CENTRAL SUPPORT UNIT

- Defining and supporting action set out in the buildings accessibility policy for people with disabilities;
 - Managing 'fire', 'third-party liability', 'transport' and 'vehicle' insurance;
 - Coordinating, analysing and supporting action set out in the DG's environmental management policy;
 - Implementing and developing the mobility policy;
 - Coordinating and analysing issues relating to prevention and wellbeing at work, in particular through follow-up action with the Prevention and Protection at Work Service and the Advisory Committee on Prevention and Protection at Work;
 - Carrying out air and water analyses and compliance monitoring in respect of buildings, the environment and accessibility.
-

RECRUITMENT NOTICE PE/213/S**DIRECTOR (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR LOGISTICS AND INTERPRETATION FOR CONFERENCES — DIRECTORATE FOR THE ORGANISATION OF CONFERENCES**

(2018/C 090 A/04)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **director** ⁽¹⁾ (AD, grade 14) in the Directorate-General for Logistics and Interpretation for Conferences — Directorate for the Organisation of Conferences, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽²⁾ (hereinafter referred to as '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 internal and interinstitutional recruitment procedures.

Recruitment will be to grade AD 14 ⁽³⁾. The basic salary is EUR 14 303,51 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.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 15 January 2018.

The post calls for flexibility and frequent contact with people inside and outside Parliament, including Members of the European Parliament. The director will be required to travel frequently between Parliament's places of work and elsewhere.

2. Place of employment

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

3. Equal opportunities

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

4. Job description

As a senior official, the director will be required to perform the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the director-general ⁽⁴⁾:

- ensuring that a large department in Parliament's Secretariat, comprising several units covering the directorate's areas of activity, runs smoothly,
- managing, leading, motivating and coordinating teams of staff, optimising the use of the directorate's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity,

⁽¹⁾ Any reference in this notice to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex, and vice versa.

⁽²⁾ See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

⁽³⁾ On recruitment the official will be placed in the appropriate step, in accordance with Article 32 of the Staff Regulations.

⁽⁴⁾ For description of main tasks, see annex.

- planning the directorate's activities (setting objectives and drawing up strategies), taking the decisions needed to achieve the objectives set, assessing services provided with a view to ensuring that high standards are maintained,
- advising the director-general, the Secretariat and MEPs in the directorate's areas of activity,
- cooperating with the other directorates in the Secretariat, representing Parliament and negotiating contracts or agreements in the directorate's areas of activity,
- managing and seeing through specific projects likely to involve financial responsibilities,
- acting as authorising officer by subdelegation.

5. Eligibility

The selection procedure is open to candidates who meet the following conditions on the closing date for applications:

(a) General conditions

Under Article 28 of the Staff Regulations, candidates must:

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

(b) Specific conditions

(i) Qualifications and professional experience required

- 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
- a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year ⁽¹⁾, when the normal period of university education is at least three years.
- At least **12 years'** professional experience gained after obtaining the qualifications referred to above, including at least **six years** performing managerial duties.

(ii) Knowledge required

- Excellent general knowledge of European affairs,
- excellent grasp of internal, national and international political issues,
- excellent knowledge of the Treaties,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of Parliament's Secretariat, its organisational set-up and environment and the various players involved,

⁽¹⁾ This year of experience will not be taken into account when assessing the professional experience required under the next indent.

- excellent knowledge of Parliament's Rules of Procedure, legislative procedures and internal rules and working methods,
- excellent knowledge of the Staff Regulations, of how they are to be interpreted and of the rules based on them,
- excellent knowledge of the Financial Regulation applicable to the general budget of the Union and its Rules of Application, and of Parliament's internal rules and other subordinate provisions,
- very good administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

(iii) **Knowledge of languages**

Excellent knowledge of one of the European Union's official languages ⁽¹⁾ and a very good knowledge of at least one other is required.

The Advisory Committee for the Appointment of Senior Officials will take knowledge of other official languages of the European Union into account.

(iv) **Skills required**

- A flair for strategy,
- leadership qualities,
- forward-planning skills,
- ability to react appropriately to events,
- thoroughness,
- 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 make a recommendation to Parliament's Bureau as to who should 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 a decision. At that stage, the Bureau may interview the candidates.

7. Applications

The deadline for applications is:

12.00 (noon), Brussels time, on 23 March 2018.

Candidates are asked to send, by email only, a personal statement in pdf format (marked *'For the attention of the Secretary-General of the European Parliament, Recruitment Notice PE/213/S'*) and a curriculum vitae (in Europass format ⁽²⁾), quoting the reference number for the procedure (PE/213/S) in the subject line, to:

EP-SENIOR-MANAGEMENT@ep.europa.eu

The date and time of dispatch of the email will be taken to be the date and time of submission of the application.

Scanned documents must be legible.

Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities ⁽³⁾. These documents will not be returned.

⁽¹⁾ The official languages of the European Union are as follows: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish.

⁽²⁾ <http://europass.cedefop.europa.eu/>

⁽³⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

Personal data which candidates provide for the purposes of this selection procedure will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 ⁽¹⁾.

⁽¹⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX

DIRECTORATE-GENERAL FOR LOGISTICS AND INTERPRETATION

FOR CONFERENCES

DIRECTORATE FOR THE ORGANISATION OF CONFERENCES

MAIN TASKS

(Entity comprising 139 staff: 97 officials, 2 temporary staff members and 40 contract staff members)

- Directing, coordinating and supervising the Directorate for the Organisation of Conferences' units and departments;
- Managing the use of Parliament's meeting rooms, organising meetings outside its three places of work and providing technical assistance to bodies within the Secretariat and political groups;
- Participating in, and representing the directorate and, if necessary, the directorate-general at, meetings of committees and working groups both within and outside the DG and interinstitutional bodies;
- Acting as authorising officer by subdelegation.

CONFERENCE TECHNICIANS UNIT

- Providing technical assistance for, and recording, all Parliament meetings;
- Maintaining technical facilities at the institution's three places of work;
- Updating technical facilities at the institution's three places of work;
- Managing inventories of specialist equipment;
- Operating public address systems outside meeting rooms and on missions away from the three places of work;
- Managing conference technicians' work assignments;
- Drawing up specifications and implementing all necessary administrative procedures for purchases of equipment and for the provision of services by outside firms;

CONFERENCE USHERS UNIT

- Providing usher services for all meetings of Parliament bodies, including plenary sittings;
- Providing assistance during official and other events and on an ad hoc basis;
- Managing the unit and coordinating conference usher services;
- Putting up official notices and setting out cordons and signs;
- Organising third-party events held at Parliament.

MEETINGS AND CONFERENCES UNIT

- Managing the use of Parliament's meeting rooms and entering all meetings of Parliaments bodies, political groups, DGs or other institutions into the Pericles application; monitoring the progressive roll-out of the MRS application for these activities;
- Carrying out pre-preparations and on-the-spot organisational work for meetings of bodies within the Secretariat and the political groups;
- Managing requests for interpreting, in accordance with Bureau decision of 12 December 2011 on resource-efficient interpretation and in cooperation with DG IPOL's Calendar of Meetings service; monitoring the progressive roll-out of the MRS application for these activities;

-
- Processing and following up requests for the use of premises at Parliament from external bodies, including drafting replies to be signed by the Secretary-General or Director-General, as appropriate;
 - Liaising with the political groups, the Planning Unit and the Conference Interpreters Recruitment Unit on the technical feasibility of requests for interpretation or their compliance with the Code of Conduct on Multilingualism; overseeing last-minute changes to interpreting language arrangements depending on the availability of interpreting resources;
 - Managing budgetary appropriations concerning the service's work, in cooperation with the Budget Unit;
 - Drafting technical opinions concerning extraordinary requests for interpretation and requests from Parliament's administrative bodies.
-

RECRUITMENT NOTICE PE/214/S**DIRECTOR (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR INNOVATION AND TECHNICAL SUPPORT — DIRECTORATE FOR INFRA-STRUCTURE AND EQUIPMENT**

(2018/C 090 A/05)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **Director** ⁽¹⁾ (AD, grade 14) in the Directorate-General for Innovation and Technical Support — Directorate for Infrastructure and Equipment, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽²⁾ ('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 internal and interinstitutional recruitment procedures.

Recruitment will be to grade AD 14 ⁽³⁾. The basic salary is EUR 14 303,51 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.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 15 January 2018.

The post calls for flexibility and frequent contact with people inside and outside Parliament, including Members of the European Parliament. The Director will be required to travel frequently between Parliament's places of work and elsewhere.

2. Place of employment

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

3. Equal opportunities

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

4. Job description

As a senior official, the Director will be required to perform the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the director-general ⁽⁴⁾:

- ensuring that a large department in Parliament's Secretariat, comprising several units covering the Directorate's areas of activity, runs smoothly,
- optimising the use of the Directorate's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.),
- setting the objectives and monitoring their attainment — managing relations between, on the one hand, a technical directorate, and on the other hand, the Administration and political bodies, as well as suppliers (at a high level),

⁽¹⁾ Any reference in this notice to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex, and vice versa.

⁽²⁾ See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

⁽³⁾ On recruitment the official will be placed in the appropriate step, in accordance with Article 32 of the Staff Regulations.

⁽⁴⁾ For description of main tasks, see annex.

- making decisions on ICT technological and managerial strategy (choice of technical solutions, services offered, approaches to carrying out projects and supply),
- managing operations and infrastructure, the design, development, creation and maintenance of systems, standardisation and engineering in the field of ITC,
- advising the Director-General, the Secretariat and MEPs in the Directorate's areas of activity,
- cooperating with the other directorates in the Secretariat, representing Parliament and negotiating contracts or agreements in the Directorate's areas of activity,
- managing and seeing through specific projects likely to involve financial responsibilities,
- representing the Directorate or Parliament in various committees and forums (CODIT, CDI, CII, etc.),
- acting as authorising officer by subdelegation.

5. Eligibility

The selection procedure is open to candidates who meet the following conditions on the closing date for applications:

(a) General conditions

Under Article 28 of the Staff Regulations, candidates must:

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

(b) Specific conditions

(i) Qualifications and professional experience required

- 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

a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year ⁽¹⁾, when the normal period of university education is at least three years.

- At least **12 years'** professional experience gained after obtaining the qualifications referred to above, including at least **six years** performing managerial duties.

(ii) Knowledge required

- Excellent general knowledge of European affairs,
- excellent grasp of internal, national and international political issues, excellent knowledge of the Treaties,
- excellent knowledge of technologies, management of their application, developments, choices and their implications,
- very good understanding of the different cultures represented in the European institutions,

⁽¹⁾ This year of experience will not be taken into account when assessing the professional experience required under the next indent.

- excellent knowledge of Parliament's Secretariat, its organisational set-up and environment and the various players involved,
- excellent knowledge of Parliament's Rules of Procedure, legislative procedures and internal rules and working methods,
- excellent knowledge of the Staff Regulations, of how they are to be interpreted and of the rules based on them,
- excellent knowledge of the Financial Regulation applicable to the general budget of the Union and its Rules of Application, and of Parliament's internal rules and other subordinate provisions,
- very good administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

(iii) **Knowledge of languages**

Excellent knowledge of one of the European Union's official languages ⁽¹⁾ and a very good knowledge of at least one other is required.

The Advisory Committee for the Appointment of Senior Officials will take knowledge of other official languages of the European Union into account.

(iv) **Skills required**

- A flair for strategy,
- leadership qualities,
- forward-planning skills,
- ability to react appropriately to events,
- thoroughness,
- 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 make a recommendation to Parliament's Bureau as to who should 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 a decision. At that stage, the Bureau may interview the candidates.

7. Applications

The deadline for applications is:

12.00 (noon), Brussels time, on 23 March 2018.

Candidates are asked to send, by email only, a personal statement in pdf format (marked '*For the attention of the Secretary-General of the European Parliament, Recruitment Notice PE/214/S*') and a curriculum vitae (in Europass format ⁽²⁾), quoting the reference number for the procedure (PE/214/S) in the subject line, to:

EP-SENIOR-MANAGEMENT@ep.europa.eu

The date and time of dispatch of the email will be taken to be the date and time of submission of the application.

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

⁽²⁾ <http://europass.cedefop.europa.eu/>

Scanned documents must be legible.

Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities ⁽¹⁾. These documents will not be returned.

Personal data which candidates provide for the purposes of this selection procedure will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 ⁽²⁾.

⁽¹⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

⁽²⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX

DIRECTORATE-GENERAL FOR INNOVATION AND TECHNOLOGICAL SUPPORT

DIRECTORATE FOR INFRASTRUCTURE AND EQUIPMENT

MAIN TASKS

(Entity comprising 92 staff: 81 officials, 8 temporary staff members and 3 contract staff members)

- Directing, coordinating and supervising the Directorate's units and departments;
- Acting as appointing authority;
- Managing projects;
- Representing the Directorate on various in-house committees and representing Parliament in interinstitutional forums;
- Acting as authorising officer by subdelegation;
- Supervising the management of IT infrastructure, such as data centres and networks, but also the individual equipment of users, telephony, videoconferencing, IT standards and IT security.

INFRASTRUCTURE MANAGEMENT UNIT

Including the departments responsible for 'IT network engineering and architecture', 'Deployment of network infrastructure', 'Deployment of hosting infrastructure' and 'Standard configurations'

- Coordinating the unit, administrative and financial management of all areas (purchases/orders/performance/deliveries/payment) and managing human resources.

IT network engineering and architecture

- Developing solutions and resolving problems of operation and performance of IT network infrastructure, including external access (internet, Testa, EPNet, etc.) and PKI architecture;
- Engineering the development of the systems concerned (firewall, DNS, proxies, LAN architecture, external access);
- Managing the development of network security architecture to support new needs arising from projects (VOD, streaming, computer centres, enterprise architecture for the UC and email programme);
- Maintaining a technology watch and advising the DGs and political groups in the areas for which it is responsible.

Deployment of network infrastructure

- Directing and administering network and telecoms deployment projects at the three main places of work and the liaison offices;
- Managing, administering and implementing the projects budget in the network and telecoms fields; issuing invitations to tender and overseeing the subsequent procedures in the network and telecoms fields;
- Directing and administering projects relating to cable infrastructure and the equipment in equipment rooms at the three main places of work and the liaison offices;
- Serving as DG ITEC's main partner for dialogue with DG INLO in the fields of energy and air conditioning and for DG INLO's buildings projects;
- Coordinating and performing administrative tasks and budget implementation tasks relating to the Directorate's activities.

Deployment of hosting infrastructure

- Managing major enterprise IT infrastructure (at the Data Centre) and associated transversal projects;

- Providing 'level 3' advice and support to Parliament's other departments in the areas of expertise entrusted to the Directorate;
- Coordinating and performing administrative tasks and budget implementation tasks relating to the Directorate's activities.

Standard configurations

- Designing, maintaining and supporting the EP's standard configurations (desktops, laptops, MAC, hybrid devices, tablets);
- Designing, maintaining and supporting systems linked to standard configurations (SCCM, EPINCO, SURVEYOR, RDS/VDI, etc.);
- Making available to the DGs and political groups, and maintaining, applications testing environments;
- Overseeing and supporting the EP's IT services for the ORACLE product;
- Coordinating and performing administrative tasks and budget implementation tasks relating to the Directorate's activities.

INDIVIDUAL EQUIPMENT AND LOGISTICS UNIT

Including the 'Support Service for Changes to Individual Equipment', the 'Individual Infrastructure Management Service' and the department responsible for specific services to enterprises

- Carrying out the tasks of the three sections of the unit;
- Managing the unit and its sections.

Support service for changes to individual equipment

- Conducting the Unified Communications programme, including email, IP telephony and fax in a multi-site context involving both fixed and mobile communications, and maintaining the coherence of that programme, integrated management of communication resources;
- Defining, managing and operating the Unified Communications services;
- Managing telephony, both fixed and mobile, internal and external, and maintaining its operability;
- Operating and supporting videoconferences, VoIP, internet and audio interconnections within and outside Parliament;
- Operating, supporting and maintaining the operability of TV distribution in Brussels and Strasbourg;
- Providing second-level support for the email system, maintaining cohesion and managing technical development and the development of the service provided;
- Providing support during events (JPO, EYE, etc.) and for teleworkers and installations and monitoring special lines.

Individual infrastructure management

- Conducting policy on individual and group equipment (hardware and software) or enterprise equipment (software), which comprises: technical support (updating hardware, troubleshooting, repairs), administrative support (deciding on hardware and software orders, overseeing deliveries, decommissioning), logistical support (purchases, deliveries, installation, storage, removals, managing the inventory, decommissioning), management of all enterprise software (corporate licences);
- Carrying out all removals, installations and repairs of/to individual equipment (PCs/screens/printers/telephones/TVs) for all users at Parliament;
- Administrative, financial and contractual management of the whole of the field (purchases/orders/performance/deliveries/payments);
- Maintaining the inventory of licences and their management.

Specific services to enterprises

Telecommunications:

- Determining the appropriate policy and managing telecommunications services (fixed and mobile telephony, internet access, network of liaison offices, EPINET network between the places of work, teleworkers), in relation to external operators and internal users;
- Checking and monitoring use, studying and anticipating medium- and long-term developments;
- Administrative and contractual management of the whole of the field (purchases/orders/performance/deliveries/payments).

Electronic voting:

- Defining, planning and carrying out infrastructure development (hardware and software) for the electronic voting systems in the Chambers and committee meeting rooms;
- Operating and managing the voting systems during part-sessions, meetings of committees and political groups or other events (Euroscola, etc.);
- Administrative, financial and contractual management of the whole of the field (purchases/orders/performance/deliveries/payments).

ICT OPERATIONS AND HOSTING UNIT

Including the services 'Supervision and Operations', 'Capacity and Continuity' and 'Management of requests for hosting and service'

- Operating the IT Centre and IT network;
- Organising and managing basic services to support operations (management of capacity, operational security management, continuity of services, etc.);
- Hosting the EP's IT systems;
- Supporting the development of infrastructure;
- Human resources management;
- Contract, budgetary and administrative management.

Supervision and Operations

- Managing and administering basic IT infrastructure services (Active Directory, DNS, NTP, Windows servers, Unix & Linux servers, virtualisation service, databases service, backup service, SAN and NAS storage);
- Operating the level 2 Service Desk round the clock and 365 days per year (servers, storage and network);
- Supervising, managing and operating IT production round the clock (email service, SharePoint platform, Parliament's internet presence, Parliament's intranet, applications used by Parliament's various departments);
- Supervising, managing and operating the IP network round the clock (basic network between the places of work, local networks at the three places of work, WiFi network, links to the liaison offices, TOIP infrastructure, videoconferencing infrastructure, infrastructure for VOD encoders, external connectivity (Internet Service Provider, other institutions, other administrations)).

Capacity and Continuity

- Deploying and maintaining hosting platforms for the IT centres: Solaris, Windows, Linux, VMware;
- Managing and administering the capacity of IT centres: capacity of hosting platforms, capacity of storage services (SAN/NAS);
- Providing operational continuity services: resilience, capacity to effect a DR, security and integrity of infrastructure;

- Making operating tools available and maintaining them: supervision, CMDB, reporting, etc.;
- Managing the data centres and equipment rooms of the Operations Unit: deliveries, installation of equipment, inventory management, etc.

Managing requests for hosting and services

- Deploying new software or elements in Parliament's IT infrastructure (planning, availability of human and material resources, adjustment to the unit's operational constraints);
 - Managing change and monitoring business processes: release and change management;
 - Conducting load and non-regression tests (planning, resources management and performance);
 - Coordinating and responding to extraordinary requests (high risks, major impact, non-standard);
 - Keeping the unit's catalogue of services available and adjusting and developing it.
-

RECRUITMENT NOTICE PE/215/S**DIRECTOR (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR SECURITY AND SAFETY — DIRECTORATE FOR STRATEGY AND RESOURCES**

(2018/C 090 A/06)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **Director** ⁽¹⁾ (AD, grade 14) in Parliament's Directorate-General for Security and Safety — Directorate for Strategy and Resources, in accordance with Article 29(2) of the Staff Regulations of EU officials ⁽²⁾ (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 internal and interinstitutional recruitment procedures.

Recruitment will be to grade AD 14 ⁽³⁾. The basic salary is EUR 14 303,51 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.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 15 January 2018.

The post calls for flexibility and frequent contact with people inside and outside Parliament, including Members of the European Parliament. The director will be required to travel frequently between Parliament's places of work and elsewhere.

2. Place of employment

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

3. Equal opportunities

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

4. Job description

As a senior official, the director will be required to perform the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the director-general ⁽⁴⁾:

- ensuring that a large department in Parliament's Secretariat, comprising several units covering the directorate's areas of activity, runs smoothly,
- managing, leading, motivating and coordinating teams of staff, optimising the use of the directorate's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity,
- planning the directorate's activities (setting objectives and drawing up strategies); taking the decisions needed to achieve the objectives set; assessing services provided with a view to ensuring that high standards are maintained,

⁽¹⁾ Any reference in this notice to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex, and vice versa.

⁽²⁾ See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

⁽³⁾ On recruitment the official will be placed in the appropriate step, in accordance with Article 32 of the Staff Regulations.

⁽⁴⁾ For description of main tasks, see annex.

- advising the director-general, the Secretariat and MEPs in the directorate's areas of activity;
- cooperating with the other directorates in the Secretariat, representing Parliament and negotiating contracts or agreements in the directorate's areas of activity,
- managing and seeing through specific projects likely to involve financial responsibilities,
- acting as authorising officer by subdelegation.

5. Eligibility

The selection procedure is open to candidates who meet the following conditions on the closing date for applications:

(a) General conditions

Under Article 28 of the Staff Regulations, candidates must:

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

(b) Specific conditions

(i) Qualifications and professional experience required

- 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

a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year ⁽¹⁾, when the normal period of university education is at least three years.
- At least **12 years'** professional experience gained after obtaining the qualifications referred to above, including at least **six years** performing managerial duties.

(ii) Knowledge required

- Excellent general knowledge of European affairs,
- excellent grasp of internal, national and international political issues,
- excellent knowledge of the Treaties,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of Parliament's Secretariat, its organisational set-up and environment and the various players involved,
- excellent knowledge of Parliament's Rules of Procedure, legislative procedures and internal rules and working methods,

⁽¹⁾ This year of experience will not be taken into account when assessing the professional experience required under the next indent.

- excellent knowledge of the Staff Regulations, of how they are to be interpreted and of the rules based on them,
- excellent knowledge of the Financial Regulation applicable to the general budget of the Union and its Rules of Application, and of Parliament's internal rules and other subordinate provisions,
- very good administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

(iii) **Knowledge of languages**

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The Advisory Committee for the Appointment of Senior Officials will take knowledge of other official languages of the European Union into account.

(iv) **Skills required**

- A flair for strategy,
- leadership qualities,
- forward-planning skills,
- ability to react appropriately to events,
- thoroughness,
- communication skills.

6. Selection procedure

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7. Applications

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EP-SENIOR-MANAGEMENT@ep.europa.eu

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Scanned documents must be legible.

Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities ⁽³⁾. These documents will not be returned.

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Personal data which candidates provide for the purposes of this selection procedure will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 ⁽¹⁾.

⁽¹⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX

DIRECTORATE-GENERAL FOR SECURITY AND SAFETY

DIRECTORATE FOR STRATEGY AND RESOURCES

MAIN TASKS

(Entity comprising 195 staff: 60 officials, 0 temporary staff member and 135 contract staff members)

- Directing, coordinating and supervising the directorate's units and ensuring the exchange of information between them;
- Acting as authorising officer by subdelegation;
- Helping to identify security and safety objectives and strategies and contributing to their implementation by the services concerned;
- Formulating and implementing a specific staff management policy tailored to the needs of the DG involving the optimisation of human resources by sector of activity, the provision of initial and ongoing in-service training, work scheduling for security staff and accreditation;
- Constantly providing appropriate responses to security-related requirements through the remote protection and surveillance of buildings and technical facilities;
- Budgetary and financial management of contacts, schedules and tender procedures for the DG;
- Installation, operation and maintenance of Parliament's physical security systems on the three sites — establishing an updated conceptual and technological approach to security and safety in Parliament and ensuring that the systems are operational at all times (iPACS- 'Integrated Parliament Access Control');
- Implementing the Bureau's decisions on improving the level of protection for all Parliament buildings at the three places of work and creating external security perimeters around them;
- Assessing, adjusting and harmonising security and safety measures at Parliament's liaison offices in the Member States;
- Establishing the secretariat of the Security Management Steering Committee and managing the Network of Security Correspondents.

DISPATCHING UNIT

- Providing a 24/7 dispatching service, ensuring follow up and feedback on all matters relating to general security and fire safety, following the same procedures in all three of Parliament's places of work;
- Assisting Members, staff, delegations and visitors, in cooperation with the security and safety units, during normal working hours;
- Providing general security and fire-safety services outside normal working hours (nights-weekends-public holidays) in Brussels and Strasbourg; managing insourcing for Luxembourg, while continuing to monitor the services provided by the outside security contractor;
- Guaranteeing excellent communication and proactive cooperation with Directorates A and B of DG SAFE and other Parliament services concerned (Protocol, Medical Service, Infrastructure, etc.);
- Responding to any crisis that jeopardises the smooth functioning of Parliament's services, bringing security and safety arrangements into line with Parliament's needs in real time and providing effective liaison between the departments involved and with national emergency and security services;
- Obtaining, processing and classifying information; devising and coordinating appropriate responses and following up on action taken; providing feedback for the departments concerned;
- Helping to resolve incidents and/or disputes occurring on Parliament's premises via the command and control room.

PERSONNEL AND PLANNING UNIT

- Annual planning for over 700 DG SAFE staff members; encouraging the pooling of efforts with operational services, including the Need-to-Know (NTK) cell, so as to cover all Parliament's security and safety needs in line with its activity, as well as ensuring work-life balance for staff; developing IT planning tools tailored to Parliament's needs in terms of capacity, flexibility and transparency;
- Formulating and implementing the new DG SAFE staff management policy; DG SAFE human resources management: career management for officials and other servants (competitions, recruitment, staff assessment, mobility, external activities, resignations, pensions, allowances, etc.), working conditions, establishment plan (upgrading of posts, Ringbook movements, etc.) and management of DG budget allocations (missions, contract staff, agency staff, training);
- Developing a security staff professional enhancement and talent management programme tailored to the needs of DG SAFE; introducing an integrated skills enhancement management tool; identifying the training requirements of the DG to ensure the acquisition of new skills and techniques in the field of security that are tailored to Parliament's needs; drawing up a training plan for the DG and ensuring that it is properly implemented in order to meet training targets;
- Implementing policies to ensure well-being in DG SAFE, so as to ensure optimum working conditions in line with current provisions; finalisation of DG SAFE office occupation overview, property management and equipment and annual supply of uniforms and protective clothing for the 700 staff members and coordinators.

BUDGET UNIT

- Budgetary management, i.e. coordination, support, advice and assistance for departments involved in the preparation and implementation of the DG SAFE budget; budgetary monitoring of performance of contracts and/or order forms (preparation & monitoring of commitment and payment files and management of assigned revenues); accruals/deferrals of security and safety expenditure for the Houses of Europe; contacts and correspondence with contractors; issuing VAT recovery and exemption orders;
- Public procurement and contract management, i.e. coordination, support, advice and assistance for all DG SAFE operational departments to ensure proper annual planning and follow-up regarding invitations to tender issued by the DG; drawing up tender documents, initiating procedures (including eTendering), managing and monitoring public procurement up to the award of contracts; monitoring the contract performance and drafting amendments;
- Ex-ante control of procurement procedures and budgetary measures, sound financial inventory management (ELS system) and management of all budgetary records, supporting documents and documents relating to procurement procedures;
- Drawing up periodic and annual reports, replies to budgetary resolutions and Parliament questionnaires (BUDG and CONT Committees) and to monitoring bodies (Internal Auditor, Court of Auditors, etc.); monitoring the implementation of 'Minimum Internal Control Standards', including sensitive posts and Risk Register;
- Budget monitoring and validation of any costs generated by the Memorandum of Understanding (MoU) in all European Parliament contracts; representing DG SAFE in FMP working groups, the Finance and EMAS InterDG Steering Groups (including the GPP Working Group and Waste Committee), GIDOC, the GEDA Steering Committee and the FMS.

TECNOLOGIES AND INFORMATION SECURITY UNIT

- Installation, operation and maintenance of the physical security systems on the three sites (Brussels, Strasbourg and Luxembourg);
- Ensuring effective ICT operations, IT support and the development of information systems (IS);
- Procurement planning and implementation and budget implementation for technological installations and physical security systems;

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- Monitoring physical security installations and systems in EP liaison offices in cooperation with the other relevant services;
 - Formulation, management and monitoring of measures for the implementation of information security policy.
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