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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/220/S

Director-General (F/M) (Function group AD, grade 15)**DIRECTORATE-GENERAL FOR EXTERNAL POLICIES OF THE UNION**

(2019/C 100 A/01)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **Director-General** (AD, grade 15) in the Directorate-General for External Policies of the Union, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽¹⁾ ('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 15 ⁽²⁾. The basic salary is EUR 16 458,65 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-general 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-general will be required to perform the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the Secretary-General ⁽³⁾:

- ensuring that a large department in Parliament's Secretariat, comprising several directorates covering the directorate-general's areas of activity, runs smoothly,
- proposing developments, setting objectives and determining the resources required to meet them, managing teams, choosing organisational methods, committing resources,
- managing and/or overseeing cross-cutting projects,
- advising the Secretary-General and MEPs in the directorate-general's areas of activity, working with the Jurisconsult and the other directors-general,
- where appropriate, representing Parliament,
- acting as authorising officer by delegation,
- where necessary, deputising for the Secretary-General.

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 ⁽⁴⁾, when the normal period of university education is at least three years.

- At least **15 years'** professional experience gained after obtaining the qualifications referred to above, including at least **nine 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 methods needed to run a large public- or private-sector organisation with political and management dimensions,
- excellent understanding of the different cultures represented in the European institutions,

⁽³⁾ For description of main tasks, see annex.

⁽⁴⁾ This year of experience will not be taken into account when assessing the professional experience required under the next indent.

- excellent knowledge of the structure, organisation and environment of Parliament's Secretariat and of the various players involved,
- excellent knowledge of the Financial Regulation, and of Parliament's internal rules and other subordinate provisions,
- excellent knowledge of the rules and procedures laid down in the Staff Regulations and their application,
- 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 ⁽⁵⁾ and 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 29 March 2019.

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/220/S*) and a curriculum vitae (in Europass format ⁽⁶⁾), quoting the reference number for the procedure (PE/220/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 ⁽⁷⁾. These documents will not be returned.

⁽⁵⁾ The European Union's official languages are: 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.

⁽⁶⁾ <http://europass.cedefop.europa.eu/>

⁽⁷⁾ 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 (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC ⁽⁸⁾.

⁽⁸⁾ OJ L 295, 21.11.2018, p. 39.

ANNEX

DIRECTORATE-GENERAL FOR EXTERNAL POLICIES OF THE UNION

MAIN TASKS

(Entity comprising 219 staff: 206 officials, 3 temporary staff members and 10 contract staff members)

- Performing the duties of Director-General of the DG;
- Acting as authorising officer by delegation;
- Exercising appointing authority powers;
- Advising the Secretary-General and MEPs in the directorate-general's areas of activity;
- Representing the DG on Parliament bodies and in internal meetings;
- Representing and/or ensuring that the directorate-general is represented on various committees and/or in interinstitutional forums;
- Where necessary, deputising for the Secretary-General, representing Parliament.

DIRECTORATE A

DIRECTORATE FOR COMMITTEES

- Overseeing and coordinating the secretariats of the committees (AFET, DEVE, INTA) and subcommittees (SEDE and DROI), including the organisation of regular directorate-level meetings and staff management;
- Taking part in internal coordination meetings and meetings of horizontal bodies;
- Maintaining interinstitutional relations, in particular with the Commission, the Council, the EEAS and third-country embassies;
- Running horizontal projects, including of an interinstitutional nature;
- Participating in the work of the Parliamentary Conference of the WTO and its Steering Committee, interparliamentary conferences (CFSP/ESDP) and ad hoc missions involving parliamentary bodies;
- Maintaining relations with other multilateral bodies;
- Acting as authorising officer by subdelegation; deputising for the Director-General in his/her absence.

SECRETARIAT OF THE COMMITTEE ON FOREIGN AFFAIRS

- Drafting working documents and draft reports (legislative and non-legislative procedures), monitoring comitology acts;
- Running the committee secretariat (organising committee meetings and coordinators' meetings, timetabling, minutes); organising the Sakharov Prize in cooperation with DROI, DEVE and the Human Rights Actions Unit and the work of five working parties, (EU-United Nations relations, Southern Partnership, Eastern Partnership, External Financial Instruments, Western Balkans);
- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and rapporteurs;
- Organising public hearings, conferences, missions by ad hoc delegations, etc.;
- Liaising with the other European institutions, the EEAS, the diplomatic missions accredited to the European Union and non-EU countries; liaising with the United Nations, the IPU, the OSCE-PA) and the Regional Cooperation Council in the Western Balkans;
- Coordinating the work of the committee and that of the joint parliamentary committees and interparliamentary delegations, including ad hoc delegations and election observation missions within its area of responsibility;

- Coordinating the work of the committee and its two subcommittees (SEDE/DROI);
- Coordinating between AFET and political and administrative bodies (plenary, Conference of Presidents, Conference of Committee Chairs (CCC), Bureau, etc.).

SECRETARIAT OF THE SUBCOMMITTEE ON SECURITY AND DEFENCE

- Providing the subcommittee with efficient, effective and competent support (organising meetings, coordinators' meetings and other political meetings, drafting briefing notes, minutes, etc.);
- Providing the members of the subcommittee with expertise and assistance when they act as rapporteurs (or co-rapporteurs) for legislative or non-legislative reports and opinions. Ensuring that the relevant procedures run smoothly and effectively;
- Liaising with the Commission, the Council, the EEAS, the competent agencies (EDA), NATO and the UN in all areas linked to the CSDP; liaising, where necessary, with the Permanent Representations of the EU Member States and third-country missions to the EU;
- Organising hearings, workshops (with PolDep) and presentations of studies (with PolDep);
- Preparing notes, working documents and letters (including chair notes, briefing notes, speaking notes, etc.) and contributing to the work of other services and offices (President, SG) on security- and defence-related matters;
- Organising official missions by the subcommittee;
- Providing secretariat services and assistance to the D-NAT, Parliament's Delegation for relations with the NATO Parliamentary Assembly (organising meetings and missions, preparing notes, working documents and letters, liaising with the secretariat of the NATO Parliamentary Assembly).

SECRETARIAT OF THE SUBCOMMITTEE ON HUMAN RIGHTS/HUMAN RIGHTS ACTIONS UNIT

- Running the secretariat of the subcommittee (organising meetings, public hearings, meetings of the enlarged Bureau, drafting minutes and working party on external financial instruments; overseeing the implementation of the European Instrument for Democracy and Human Rights);
- Assisting the DROI rapporteurs with the drafting of the annual report on human rights and democracy in the world and of INI reports; assisting rapporteurs for the Committee on Foreign Affairs in the area of human rights; assisting the AFET and DEVE committees, joint assemblies, joint parliamentary committees and interparliamentary delegations in the area of human rights; working with the HRAC on the Sakharov Prize;
- Organising visits by DROI delegations to countries outside the European Union and to the headquarters of the United Nations Human Rights Council, taking part in the organisation of the mission to the United Nations General Assembly in New York and, where appropriate, organising missions within the EU;
- Cooperating with the European institutions, the Council of Europe, the United Nations, including Special Procedures and the HCHR, the OSCE and other regional organisations, and with the Member States, in the area of human rights; liaising and exchanging information with the HRDN and international, regional and local representatives of civil society; liaising with the national human rights institutes of partner countries and other human rights mechanisms;
- Following up letters sent by the President of Parliament and the chairs of DROI and AFET concerning specific human rights issues and in connection with individual cases; preparing working documents and notes (in cooperation with the policy department); drafting press releases for the chair of DROI;
- Contributing to urgent procedures (Rule 135); following up resolutions adopted by Parliament on human rights issues.

SECRETARIAT OF THE COMMITTEE ON DEVELOPMENT

- Preparing working documents and draft reports (legislative and non-legislative procedures);
- Running the committee secretariat (organising committee meetings and coordinators' meetings, timetabling, minutes, etc.);

- Organising and preparing committee missions and delegation visits;
- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and rapporteurs;
- Liaising with the other institutions, stakeholders and civil society; liaising, in the area of international trade, with diplomatic missions accredited to the European Union;
- Organising and preparing WTO parliamentary conferences and assisting its bodies;
- Organising public hearings and ad hoc missions outside the three places of work.

SECRETARIAT OF THE COMMITTEE ON INTERNATIONAL TRADE

- Running the committee secretariat (organising committee meetings and coordinators' meetings, timetabling, minutes, etc.);
- Drafting working documents/draft reports/draft opinions (legislative and non-legislative procedures), preparing negotiations (legislative procedures);
- Organising public hearings, fact-finding missions, ad hoc missions (election observation) outside the three places of work (developing countries), etc.;
- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and rapporteurs;
- Liaising with the other institutions, stakeholders and civil society;
- Providing assistance to the DEVE committee during the two annual sessions of the ACP-EU Joint Parliamentary Assembly and at meetings of its committees.

DIRECTORATE B

REGIONS

- Supervising the work of the 44 delegations and the policy department;
- Supervising the work of the Conference of Delegation Chairs;
- Supervising the organisation of the ACP-EU Joint Parliamentary Assembly and its bodies;
- Supervising the organisation of the Euromed Parliamentary Assembly and its bodies;
- Supervising the organisation of the Eurolat Parliamentary Assembly and its bodies;
- Supervising the organisation of the Euronest Parliamentary Assembly and its bodies;
- Organising coordination and service meetings with the units and at directorate level (heads of unit in Directorate B: preparation and follow-up);
- Attending all meetings of bodies (Conference of Presidents, Conference of Committee Chairs, Conference of Delegation Chairs), internal DG EXPO coordination meetings and interdepartmental meetings.

EUROPE: ENLARGEMENT AND EUROPEAN ECONOMIC AREA UNIT

- Providing secretariat services for the interparliamentary delegations, joint parliamentary committees, parliamentary stabilisation and association committees and ad hoc delegations, where necessary (organising preparatory meetings, meetings of members of the Bureau, timetabling, minutes, etc.);
- Organising interparliamentary meetings in Brussels/Strasbourg and in third countries and following those meetings up (minutes, reports, recommendations, reporting sheets and other documents);
- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and delegation members;

- In connection with the implementation of the ‘desk officer’ concept, coordinating with the parliamentary committees and the departments concerned; monitoring enlargement policy, developments in the European Economic Area, relations with Switzerland, policies involving the Nordic countries and internal matters;
- Assisting the hierarchy and the office of the President in dealing with political and administrative matters in the unit’s areas of responsibility;
- Liaising with diplomatic missions accredited to the European Union;
- Working with other units to prepare, at the request of the President or his/her office, notes, and replies to letters and looking after eminent persons from countries which maintain relations with the EU;

UNIT FOR ASIA, AUSTRALIA AND NEW ZEALAND

- Running the Unit for Asia, Australia and New Zealand. Maintaining good communication with the hierarchy, other Parliament departments and the other European institutions;
- Providing secretariat services for two interparliamentary delegations, including four parliamentary cooperation committees (PCCs) and three partnerships for interparliamentary relations (organising preparatory meetings, meetings of members of the Bureau, timetabling, minutes, website management, etc.). Following up those meetings (minutes, reports and other tools);
- Organising interparliamentary meetings in Brussels and Strasbourg and in third countries and following those meetings up (minutes, reports and other documents);
- Managing the unit’s human resources, coordinating the work of the desk officers;
- In connection with the implementation of the ‘desk officer’ concept, coordinating with the parliamentary committees and the departments concerned.

POLICY DEPARTMENT FOR EXTERNAL RELATIONS

- Drawing up briefings, speaking notes for the President (and VP per delegation), in cooperation with the units concerned in Directorates A, B and D and in DG IPOL;
- Providing assistance to parliamentary bodies and the secretariats of the parliamentary committees and subcommittees, the interparliamentary delegations, multilateral assemblies and election observation delegations, by drawing up political analyses and assessments of political options on a country-by-country basis;
- Overseeing tender procedures and negotiations on the drafting of studies and the acquisition of external expertise (studies, notes, workshops);
- Preparing assessments of the political situation in high-risk countries for the crisis cell;
- Developing contacts with the other European institutions, external experts, research institutes and universities;
- Developing synergies with other research departments in the EP (DG EPRS and DG IPOL) with a view to enhancing the think tank function.

EUROMED AND MIDDLE EAST UNIT

- Performing the functions of geographical ‘desk officer’ as defined by DG EXPO; providing secretariat services for the DMAG, DMAS, DIL, DPAL, DIQ and DARP interparliamentary delegations and the joint parliamentary committees (with Algeria, Morocco and Tunisia);
- Organising interparliamentary meetings in Brussels, Strasbourg and in third countries and following those meetings up (minutes, reports and other documents);
- Providing secretariat services for the DMED and supporting the work of MEPs in the context of the Parliamentary Assembly of the Union for the Mediterranean;
- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and delegation members;

- Coordinating the work of the parliamentary bodies and the political groups on matters relating to the EuroMed region; working with the policy department to prepare notes and replies to letters, at the request of the President and his/her office;
- Liaising with the diplomatic missions accredited to the EU and with the EEAS, the Commission, the other European institutions and with stakeholders in the EuroMed region (representatives of the political and business worlds and civil society, experts, etc.);
- Managing the delegations' websites and information flows (compilation, dissemination, archiving).

LATIN AMERICA UNIT

- Organising the Eurolat Parliamentary Assembly and its bodies (9). Running the co-secretariat of the Assembly, its Bureau, the four committees and the working parties and assisting the co-president, the co-vice-presidents and the co-rapporteurs from the EP;
- Providing secretariat services for the DLAT, DCAM, DMER, DAND and D-BR interparliamentary delegations and the D-CL and D-MX joint parliamentary committees; organising interparliamentary meetings in Brussels/Strasbourg and in third countries and following those meetings up (minutes, reports and other documents);
- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and delegation members;
- In connection with the implementation of the 'desk officer' concept, coordinating with the parliamentary committees concerned and supporting their work (AFET, INTA, DEVE, DROI, SEDE); coordinating the work of the EU-LAC Interdepartmental Group and Project Team Eurolat;
- Liaising with the relevant departments of the Council of Ministers, the EEAS and the Commission and the LAC diplomatic missions accredited to the EU, and with the CELAC-EU Summit, SOM and the EU-LAC Foundation;
- Working with the policy department to prepare, at the request of the President or his/her private office, notes, and replies to letters and looking after eminent persons from countries which maintain relations with the EU.
- Liaising with universities and the specialist press and attending high-level meetings and seminars;
- Managing websites, drawing up position papers, etc.

EUROPE: EASTERN PARTNERSHIP/RUSSIA UNIT

- Providing secretariat services for the delegations and interparliamentary bodies, including three PACs set up under association agreements signed with the three countries covered by the Eastern Partnership, three PCCs and the Delegation for relations with Belarus; organising internal and interparliamentary meetings in the EP's places of work or outside the EU;
- Organising the annual ordinary session of the Euronest Parliamentary Assembly and meetings of its political bodies (four committees, two working parties and the Bureau);
- Preparing, on request, notes, letters and briefings;
- Managing the websites of the delegations for which the unit is responsible;
- Coordinating with the EP bodies concerned, organising interdepartmental meetings and running the SharePoint application;
- Liaising with and receiving diplomatic missions from third countries, partner parliaments and other EU institutions and members of the public (civil society, think tanks, visitors);
- Organising and running conferences, workshops and other extraordinary events, such as Euronest Scola;

AFRICA, CARIBBEAN AND PACIFIC UNIT

- Organising the sessions of the ACP-EU Joint Parliamentary Assembly and meetings of its bodies;
- Organising regional meetings, fact-finding and study missions and the election observation missions of the ACP-EU Joint Parliamentary Assembly and following them up (minutes, reports and other documents);
- Organising interparliamentary meetings in third countries and following those meetings up (minutes, reports and other documents);
- Organising interparliamentary meetings in Brussels/Strasbourg and following those meetings up (minutes, reports and other documents);
- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and delegation members;
- Providing secretariat services for the interparliamentary delegations (organising committee meetings and meetings of members of the Bureau, timetabling, minutes, etc.);
- Preparing, at the request of the President or his/her office, notes and replies to letters and looking after eminent persons from countries which maintain relations with the EU.

TRANSATLANTIC RELATIONS AND G8 UNIT

- Providing secretariat services for the D-US and D-CA interparliamentary delegations, meetings of the TLD and TLD Steering Committee (organisation of ordinary, preparatory and interparliamentary meetings, and meetings of members of the Bureau — timetabling, meeting documents, etc.); organising TLD working parties; organising presentations for the members of the D-US and D-CA interparliamentary delegations;
- Assisting, by means of written and oral contributions, the chairs of D-US and D-CA and the vice-chairs and members of the delegations (drafting by the secretariat of briefings, speaking notes, speeches, press articles). Working with the policy department to prepare, at the delegation's request, notes and studies;
- Organising parliamentary meetings and the reception of foreign dignitaries in Brussels and Strasbourg (members of the US Congress and Administration and of the Canadian Government, ambassadors, deputy secretaries of state) and their follow-up (meetings in a variety of formats: enlarged Bureau, specialist members, workshops, etc.);
- In connection with the implementation of the 'desk officer' concept, coordinating with the parliamentary committees concerned (participation by rapporteurs in interparliamentary meetings), including coordination of the TLD Administrators' Network, and follow-up to these meetings; liaising with the EPLO Washington; organising seminars for the staff of the US Congress, the US State Department and US embassies and EP staff;
- Taking part in horizontal projects, such as SharePoint, webstreaming, e-Dossier, EPIC training courses, revision of the Rules of Procedure, e-Delegations;
- Liaising with diplomatic missions accredited to the European Union and transatlantic think tanks;
- Receiving groups of transatlantic visitors and students and providing them with information about the work of the secretariat, including in the context of the European Union Visitors' Programme and other exchange programmes;
- Monitoring the work of the G8 (G7) and its summits.

DIRECTORATE C

RESOURCES

- Coordinating and supervising the directorate's units and departments;
- Providing the Director-General and the directorates in the DG with assistance in the areas of IT, finance, logistics, professional training and human resources;

- Representing the directorate-general on internal committees and at internal meetings;
- Managing establishment plans, missions, mission budgets, seconded national experts;
- Managing PPP 4, 'More information on resources for better management of resources';
- Contributing to the coordination of the PPPs and key indicators;
- Raising awareness of external policies by answering queries from members of the public;
- Developing in-house communication within DG EXPO, in particular by overhauling EXPOnet;
- Coordinating the organisation of events.

PERSONNEL UNIT

- Supervising staff management: procedures for publishing and filling vacant posts, mobility, secondments of officials in the interests of the service, recruitment of temporary and contract staff, managing the 'contract staff' budget, staff assessment procedure, secondment of national experts to the DG, selection and supervision of trainees;
- Managing mission orders and decentralised mission budgets;
- Coordinating training in the DG: training plan, managing requests for standard and made-to-measure courses, external training, study visits, exchange programmes, monitoring of training-related budget headings;
- Managing office space (removals, furniture, telephone equipment) and requests for supplies and monitoring the relevant expenditure;
- Managing absences, annual and special leave, overtime and teleworking statistics;
- Monitoring matters relating to the security of and assistance for delegations (overseeing security matters, taking part in the development of the crisis management application), taking part in the work of the crisis cell;
- Taking part in EMAS meetings and meetings of the 'Waste' committee and coordinating activities in the sector for the DG.

FINANCE UNIT

- Coordinating budgetary management, the day-to-day implementation of the budget, requests for transfers during the financial year, the preparation of the annual budget, closure of the accounts and discharge;
- Coordinating the organisation of meetings of the ACP-EU Joint Parliamentary Assembly, Eurolat, the Union for the Mediterranean and Euronest, post-event reporting; attending other important events organised by DG EXPO (Open Days, Euromed and Euronest Scola, the Annual Conference of Ambassadors, the Sakharov Prize);
- Implementing or coordinating tender procedures for the interparliamentary delegations and for external studies;
- Preparing and verifying requests to create imprest accounts, regularisation of imprest accounts;
- Drafting the annual report, intermediate reports and budget reports, taking part in work linked to the action plan, following up reports by the Internal Auditor and Court of Auditors' reports;
- Preparing financial statements for all proposals for decisions by the Bureau, the Conference of Presidents and the Quaestors. Following up the annual report;
- Organising training courses for initiators; taking part in the work of tender opening and evaluation committees, inter-DG coordination meetings and meetings of the Public Procurement Forum;
- Coordinating internal control procedures, contributing to business continuity management and risk management.

IT UNIT

- Supervising and coordinating IT projects; taking part in analysis, verifying that users' needs are taken properly into account in every project, checking that the timetable is being met and ensuring that all phases of the project run smoothly, including production and introduction of the new system in the directorate-general;
- Providing second-level IT support to the staff of DG EXPO and overseeing the provision of first-level IT support by DG ITEC;
- Analysing the business needs of the directorates/units and determining with DG EXPO requests for priority projects for the annual IT programme; contributing to the digitalisation of processes by drawing up, when possible, SharePoint scenarios;
- Managing the directorate-general's stock of computers and access to the email system and the network;
- Overseeing the smooth functioning and updating of the intranet site and the external websites of the multilateral assemblies. Training staff responsible for updating sites;
- Liaising between the staff of DG EXPO and the other directorates-general on ICT matters.

DIRECTORATE D

DEMOCRACY SUPPORT

- Implementing decisions taken by DEG concerning, in particular, election observation, the CDSA (Comprehensive Democracy Support Approach) and measures in the area of human rights (including coordination of the Sakharov Prize and Sakharov Prize Network);
- Managing, coordinating and supervising the units in Directorate D (DEAC, HRAC, PAAC, EPMS);
- Organising the work of and assisting the Democracy Support and Election Coordination Group (DEG);
- Monitoring all projects developed by the units in the directorate, in particular in the context of CDSA;
- Acting as authorising officer by subdelegation and managing the directorate's budget headings;
- Organising the work of Directorate D, in particular by means of monthly head of unit meetings.

DEMOCRACY AND ELECTION ACTIONS UNIT

- Implementing the CDSA (Comprehensive Democracy Support Approach) for priority countries selected by the Democracy Support and Election Coordination Group;
- Scheduling election observation work, including organisation and follow-up;
- Providing secretariat services for the Democracy Support and Election Coordination Group (DEG) (meetings, documents, letters, minutes, etc.);
- Maintaining and developing contacts with other EP departments (secretariat of the Conference of Presidents, secretariats of the parliamentary committees and delegations, etc.), the other European institutions (EEAS, Commission and, in particular, EU delegations, Council) and international organisations (Council of Europe, OSCE, United Nations, etc.);
- Organising large-scale events/conferences, such as Democracy Day.

PRE-ACCESSION ACTIONS UNIT

- Providing the Democracy Support and Election Coordination Group (DEG) with the support it needs to draw up and follow up the programme of support for parliaments in the enlargement countries;
- Assisting and strengthening the parliaments of the countries of the Western Balkans and Turkey, in particular in the context of their countries' European integration processes, by organising and coordinating regional thematic meetings between members or officials of those parliaments and their EP counterparts as part of the programme of support for the parliaments of the enlargement countries;

- Meeting, by means of specific, targeted measures, the organisational and operational reform needs expressed by the secretariats of the parliaments of the countries of the Western Balkans and Turkey, with a view to increasing their effectiveness and enhancing their role as parliaments, in particular in the context of the their respective countries' European integration processes;
- Managing the Pre-Accession Fellowship Programme of visits by officials of the parliaments of the countries of the Western Balkans and Turkey;
- Monitoring the legislative and political activities of the parliaments of the countries of the Western Balkans and Turkey in the context of their relations with the European Parliament;
- Liaising with the Commission (in particular DG NEAR and other directorates-general as required by the programme), the EEAS, the other EU institutions and agencies and the Council of Europe;
- Liaising with international organisations (in particular the Regional Cooperation Council) and regional parliamentary cooperation forums, in particular the Parliamentary Assembly (SEECF-PA) and the Regional Secretariat (RSPC) for Parliamentary Cooperation in South-East Europe;
- Contribute to briefing/background notes for the President and MEPs on enlargement countries.

HUMAN RIGHTS ACTIONS UNIT

- Assisting the DEG with the human rights aspects of activities in support of democracy; strengthening the capacities of partner parliaments in the area of human rights; promoting a partnership between civil society, parliaments and governmental authorities, strengthening the role of women and free media in promoting human rights;
- Assisting the President of the EP, AFET, DEVE, DROI and the CoP with the organisation of the Sakharov Prize: nominations, award ceremony, programme of the winner and finalists, financial aspects of the Prize; chairing the Sakharov Prize Task Force comprising representatives of the relevant EP departments;
- Monitoring the situation of the winners of the Sakharov Prize and, if necessary, proposing suitable support measures to the political authorities; encouraging joint actions involving prize-winners and MEPs and strengthening their links in the context of the Sakharov Prize network, through the newsletter and the website;
- Strengthening the capacities of human rights defenders and their links with Parliament, by organising meetings and conferences; organising the Sakharov Fellowship for human rights defenders: selecting candidates, programme, follow-up and support for fellows;
- Supporting Parliament's human rights agenda and raising its profile: organising conferences and events in cooperation with DROI, AFET, DEVE, LIBE, FEMM and DG COMM;
- Cooperating with the European External Action Service, the Commission, the Council of Europe, the United Nations and other institutional actors with a view to developing synergies around a common agenda for promoting the defence of human rights;
- Supporting MEPs in their work in the European Endowment for Democracy.

EUROPEAN PARLIAMENT MEDIATION SUPPORT SERVICE

- Assisting Parliament by providing policy guidelines, advice and information in the context of conflict prevention (including election-related conflict prevention), mediation and dialogue;
- Developing the European Parliament's Young Political Leaders programme;
- Providing expertise in the area of mediation to the Democracy Support and Election Coordination Group (DEG). Following up DEG's decisions;
- Organising and following up delegation visits in the context of conflict prevention (including election-related conflict prevention), mediation and dialogue and providing training for MEPs;

- Developing mediation and dialogue activities — the concept of Jean Monnet Dialogue;
 - Maintaining and developing contacts with other EP departments (secretariat of the Conference of Presidents, secretariats of the parliamentary committees and delegations, etc.), the other European institutions (EEAS, Commission, Council), international organisations (Council of Europe, OSCE, United Nations, etc.) and non-governmental organisations.
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RECRUITMENT NOTICE PE/221/S**Director (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR THE PRESIDENCY — DIRECTORATE FOR RESOURCES**

(2019/C 100 A/02)

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 Resources, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽¹⁾ ('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 14 546,67 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.

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 ⁽³⁾:

- 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 work (deciding objectives and strategies); taking the necessary decisions to attain the set objectives; 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,

⁽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.

⁽³⁾ For description of main tasks, see annex.

- 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 ⁽⁴⁾, 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,
- very good understanding of the different cultures represented in the institutions,
- excellent knowledge of the Treaties,
- excellent knowledge of the structure, organisation and environment of Parliament's Secretariat and of 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,
- excellent administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

⁽⁴⁾ This year of experience will not be taken into account when assessing the professional experience required under the next indent.

(iii) **Knowledge of languages**

Excellent knowledge of one of the European Union's official languages ⁽⁵⁾ and 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 29 March 2019.

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/221/S*) and a curriculum vitae (in Europass format ⁽⁶⁾), quoting the reference number for the procedure (PE/221/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 ⁽⁷⁾. 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 (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC ⁽⁸⁾.

⁽⁵⁾ The European Union's official languages are: 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.

⁽⁶⁾ <http://europass.cedefop.europa.eu/>

⁽⁷⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

⁽⁸⁾ OJ L 295, 21.11.2018, p. 39.

ANNEX

DIRECTORATE-GENERAL FOR THE PRESIDENCY

DIRECTORATE FOR RESOURCES

MAIN TASKS

(Entity comprising 18 staff: 15 officials, 1 temporary staff member and 2 contract staff members)

- Overseeing, coordinating and supervising the units of the Directorate for Resources;
- Providing the director-general, the directorates and staff in the DG with assistance in the areas of human resources, finance, IT, logistics, professional training and career counselling;
- Representing the directorate-general on internal and external committees and at internal and external meetings;
- Acting as authorising officer by subdelegation.

UNIT FOR HUMAN RESOURCES

- Providing strategic and operational HR services to the DSG's Office and DG PRES, including: managing posts, job advertisements and recruitment, coordinating and overseeing temporary and contract staff, managing personal data, budgetary allocations, mobility, the staff reports procedure and merit points, complaints and promotions, working time and homeworking, trainee coordination (Traineeships Committee). Compiling HR statistics. Inter-DG Steering Group on HR.
- Participating in meetings of HR directors. Contributing to the discussion and assessment of innovative HR, financial management and IT strategies. Monitoring and regular updating of the DG's SEF and PPPs.
- Planning (annual training plan) and managing professional training services (monitoring of budget). Participating in the Training Officers network. Finalising the 'Getting to know DG PRES' project (PPP). Providing career counselling (SCOP-RELOP network). Preparing and contributing to Career Days and Open Days and to the DG PRES trainee reception programme. Managing requests for study visits, away days and external training.
- Managing the DG's property and logistics needs (removals and requests for furniture). Managing missions by the DG, including monitoring of budget. Participating in the Inter-DG Group on Missions. Coordinating requests for office supplies. Compiling missions and DEMOV statistics. Participating in the Inter-DG Steering Group on Facility Management. Initiating EMAS awareness-raising measures.

FINANCE AND IT UNIT

- Delegating authorising officers by subdelegation, managing the FINORD application and the WEB Contrats application, overseeing the financial initiation and ex ante verification of the DG's budgetary transactions, assisting authorising officers and financial actors (invitations to tender, public procurement procedures, execution of contracts). Drafting periodic and annual activity reports. Participating in the Inter-DG Steering Group on Finance and in the Public Procurement Forum. Ensuring continuity of service and managing risks.
- Providing IT management and governance in DG PRES, including by establishing and monitoring IT Programmes and IT Plans. Identifying ICT requirement and implementing the EP IT strategy. Participating in the 'e-Parliament' and 'Knowledge management' programmes, etc. Participating in steering committees such as the Inter-DG Steering Group on ICT and ITER, etc., performing business analyses, maintaining the inventory and documentation on the business process and developments. Monitoring decentralised IT projects.

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- Managing internal communication in the DG from a strategic and operational perspective, including by modernising the layout and content of the PRESnet intranet site and providing a steady supply of material for this. Producing brochures. Coordinating the Directorates and Units Communication correspondents' group. Preparing the layouts for the President's part-session briefings. Participating in the Intranet Strategy Committee and in the 'Open Days' task force.
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RECRUITMENT NOTICE PE/222/S**Director (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR INTERNAL POLICIES OF THE UNION — DIRECTORATE FOR STRUCTURAL AND COHESION POLICIES**

(2019/C 100 A/03)

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 Internal Policies of the Union — Directorate for Structural and Cohesion Policies, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽¹⁾ ('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 14 546,67 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.

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 ⁽³⁾:

- 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 work (deciding objectives and strategies); taking the necessary decisions to attain the set objectives; assessing the performance of the units making up the directorate in order to ensure their quality,

⁽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.

⁽³⁾ 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 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 ⁽⁴⁾, 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,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of the Treaties,
- excellent knowledge of the structure, organisation and environment of Parliament's Secretariat and of 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,

⁽⁴⁾ This year of experience will not be taken into account when assessing the professional experience required under the next indent.

- 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 ⁽⁵⁾ and 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 29 March 2019.

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/222/S*) and a curriculum vitae (in Europass format ⁽⁶⁾), quoting the reference number for the procedure (PE/222/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 ⁽⁷⁾. These documents will not be returned.

⁽⁵⁾ The European Union's official languages are: 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.

⁽⁶⁾ <http://europass.cedefop.europa.eu/>

⁽⁷⁾ 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 (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC ⁽⁸⁾.

⁽⁸⁾ OJ L 295, 21.11.2018, p. 39.

ANNEX

DIRECTORATE-GENERAL FOR INTERNAL POLICIES OF THE UNION

DIRECTORATE FOR STRUCTURAL AND COHESION POLICIES

MAIN TASKS

(Entity comprising 109 staff: 103 officials, 3 temporary staff members and 3 contract staff members)

- Overseeing, coordinating and supervising the directorate's units and services, overseeing the staff management and organisation of the directorate as a whole;
- Managing projects;
- Managing and coordinating the inter-DG group on structural and cohesion policies;
- Acting as authorising officer by subdelegation.

SECRETARIAT OF THE COMMITTEE ON AGRICULTURE AND RURAL DEVELOPMENT

- Running the committee secretariat (organising committee meetings and coordinators' meetings, trilogues, timetabling, minutes, etc.);
- Drafting working documents and draft reports (legislative and non-legislative procedures, including trilogues) and monitoring comitology acts;
- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and rapporteurs;
- Organising public hearings and working-group missions away from the three places of work, etc.;
- Liaising with the other institutions, stakeholders and civil society.

SECRETARIAT OF THE COMMITTEE ON FISHERIES

- Running the committee secretariat (organising committee meetings and coordinators' meetings, trilogues and 'shadow rapporteur' meetings, drawing up minutes and summaries of decisions, timetabling work, organising public hearings and delegation visits, etc.);
- Drafting working documents/draft reports/draft opinions (legislative and non-legislative procedures), monitoring delegated acts and implementing acts;
- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and rapporteurs;
- Organising for the members of the Committee on Fisheries the public hearings, missions and delegation visits needed in the performance of their legislative activities;
- Liaising with the other institutions, stakeholders and civil society, particularly national fishing industries, international fisheries organisations, etc.

SECRETARIAT OF THE COMMITTEE ON REGIONAL DEVELOPMENT

- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and rapporteurs; drafting working documents, draft reports (legislative and non-legislative procedures) and draft opinions.
- Running the committee secretariat (organising committee meetings, coordinators' meetings, organising and providing support for working groups, timetabling, trilogues, minutes, etc.);
- Organising public hearings and committee missions away from the three places of work;
- Following up on documents received in connection with regional policy programming;
- Liaising with the other institutions, regional organisations, stakeholders and civil society;

SECRETARIAT OF THE COMMITTEE ON TRANSPORT AND TOURISM

- Running the committee secretariat (organising committee meetings and coordinators' meetings, timetabling, minutes, etc.);
- Drafting working documents and draft reports (legislative and non-legislative procedures), preparing informal trilogues and monitoring comitology acts;
- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and rapporteurs;
- Organising public hearings and working-group missions away from the three places of work, etc.;
- Website, Newsletter, eMeeting and eCommittee;
- Liaising with the ACER, BEREC and ENISA agencies and with the JRC (Joint Research Centre);
- Liaising with the other institutions, stakeholders and civil society.

SECRETARIAT OF THE COMMITTEE ON CULTURE AND EDUCATION

- Drafting working documents and draft reports (legislative and non-legislative procedures) and monitoring comitology acts;
- Running the committee secretariat (organising committee meetings and coordinators' meetings, timetabling, minutes, etc.);
- Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs and rapporteurs;
- Organising public hearings and working-group missions away from the three places of work, etc.;
- Liaising with the other institutions, stakeholders and civil society.

POLICY DEPARTMENT FOR STRUCTURAL AND COHESION POLICIES

- Providing assistance to Parliament's bodies and parliamentary-committee secretariats for studies, notes and research in the following fields: structural and cohesion policies (committees concerned: AGRI, PECH, REGI, TRAN, CULT);
 - Overseeing tender procedures and negotiations on the drafting of studies and the acquisition of external expertise;
 - Checking the scientific quality of studies drawn up by external advisers;
 - Developing relations with the library division, external experts, research institutes and universities;
 - Drafting and regularly updating the Fact Sheets on the European Union;
 - Assessing the impact of experts' reports.
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RECRUITMENT NOTICE PE/223/S**Director (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR PARLIAMENTARY RESEARCH SERVICES — DIRECTORATE FOR RESOURCES**

(2019/C 100 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 Parliamentary Research Services, Directorate for Resources, 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 14 546,67 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.

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 work (deciding objectives and strategies); taking the necessary decisions to attain the set objectives; assessing the performance of the departments in order to ensure their quality,
- advising the director-general, the Secretariat and MEPs in the directorate's 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.

- 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 ⁽⁵⁾, 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,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of the Treaties,
- excellent knowledge of the structure, organisation and environment of Parliament's Secretariat and of 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,

⁽⁵⁾ This year of experience will not be taken into account when assessing the professional experience required under the next indent.

- 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 ⁽⁶⁾ and 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 29 March 2019.

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/223/S*') and a curriculum vitae (in Europass format ⁽⁷⁾), quoting the reference number for the procedure (PE/223/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 ⁽⁸⁾. These documents will not be returned.

⁽⁶⁾ The European Union's official languages are: 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.

⁽⁷⁾ <http://europass.cedefop.europa.eu/>

⁽⁸⁾ 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 (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC ⁽⁹⁾.

⁽⁹⁾ OJ L 295, 21.11.2018, p. 39.

ANNEX

DIRECTORATE-GENERAL FOR PARLIAMENTARY RESEARCH SERVICES

DIRECTORATE FOR RESOURCES

MAIN TASKS

(Entity comprising 24 staff: 21 officials, 1 temporary staff member and 2 contract staff members)

- Overseeing, coordinating and supervising the units of the Directorate for Resources;
- Providing the director-general, the directorates and staff in the DG with assistance in the areas of human resources, finance, IT, logistics, professional training and career counselling;
- Representing the directorate-general on internal and external committees and at internal and external meetings;
- Acting as authorising officer by subdelegation.

FACILITIES MANAGEMENT SERVICE

- Managing property, dealing with requests for furniture, telephones and office supplies and all logistical work (inventory property managers, telephone equipment managers, removals, etc.) within the DG;
- Managing projects (coordination and follow-up) in the directorate's area(s) of responsibility;
- Monitoring and implementing EMAS policy objectives and procedures within the DG;
- Equipping the DG with innovative/digital working tools;
- Implementing the business continuity plan and performing business continuity management within the DG.

FINANCE UNIT

- Ex ante budgetary checks on all financial transactions and the contracts awarded in the DG;
- Advising on and assisting with all issues relating to budget implementation, invitations to tender and financial procedures and circuits, including regular updating of the manual of procedures and administration of the financial systems FINORD and WEBCONTRATS;
- Drafting periodic and annual activity reports, reports to the management chain on budget implementation, reports to Parliament's central departments and the Secretary-General on issues relating to budget implementation and internal control;
- Filing financial information, electronic archiving and forwarding upon request, and monitoring of verification files;
- Contributing to the preliminary draft budget and following the work of the BUDG and CONT committees;
- Representing the DG in various committees and working parties in the field of budget management and financial procedures.

UNIT FOR HUMAN RESOURCES

- Human resources management (recruitment and transfer procedures, staff mobility, professional training, staff missions, staff assessment and promotion procedures, etc.);
- Advising on and assisting with all HR issues for the management chain and colleagues;
- Providing a career counselling service;
- Representing the DG or the directorate on various internal or interinstitutional working parties.

IT UNIT

- Decentralised development of new DG ITEC IT applications and evolutive management of existing decentralised applications;
 - Providing IT support: support to users of the DG's IT infrastructure, analysis of IT problems and adoption of specific solutions in accordance with users' needs;
 - Managing the DG's IT infrastructure, including management of users' accounts, the inventory and coordination with DG ITEC;
 - Managing projects forming part of the Parliamentary Project Portfolio: managing IT portfolios, particularly of projects requested, projects under way and existing applications specific to the DG;
 - Developing the DG's IT strategy and contributing to Parliament's IT strategy through the Inter-DG Steering Group for IT;
 - Performing business analysis: analysing the needs of the entities in the DG, particularly with reference to requests for IT projects.
-

RECRUITMENT NOTICE PE/224/S**Director (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR PARLIAMENTARY RESEARCH SERVICES — LIBRARY DIRECTORATE**

(2019/C 100 A/05)

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 Parliamentary Research Services, Library Directorate, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽¹⁾ ('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 14 546,67 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.

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 ⁽³⁾:

- 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 work (deciding objectives and strategies); taking the necessary decisions to attain the set objectives; assessing the performance of the departments in order to ensure their quality,

⁽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.

⁽³⁾ 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 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 ⁽⁴⁾, 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,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of the Treaties,
- excellent knowledge of the structure, organisation and environment of Parliament's Secretariat and of 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,

⁽⁴⁾ This year of experience will not be taken into account when assessing the professional experience required under the next indent.

- 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 ⁽⁵⁾ and 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 29 March 2019.

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/224/S*') and a curriculum vitae (in Europass format ⁽⁶⁾), quoting the reference number for the procedure (PE/224/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 ⁽⁷⁾. These documents will not be returned.

⁽⁵⁾ The European Union's official languages are: 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.

⁽⁶⁾ <http://europass.cedefop.europa.eu/>

⁽⁷⁾ 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 (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC⁽⁸⁾.

⁽⁸⁾ OJ L 295, 21.11.2018, p. 39.

ANNEX

DIRECTORATE-GENERAL FOR PARLIAMENTARY RESEARCH SERVICES

LIBRARY DIRECTORATE

MAIN TASKS

(Entity comprising 79 staff: 71 officials, 3 temporary staff members and 5 contract staff members)

- Overseeing and coordinating the directorate's units and services;
- Managing specific projects forming part of the Parliamentary Project Portfolio;
- Engaging in international cooperation and cooperation with third parties in the directorate's fields of responsibility;
- Acting as authorising officer by subdelegation;
- Cooperating with other departments of DG EPRS and the EP and interinstitutional services.

ON-SITE AND ONLINE LIBRARY UNIT

- Front Office management of reading rooms, day-to-day service operations and relations with customers in Brussels and Strasbourg;
- Stocking display racks with the DG's publications; arranging for training of customers on the use of information sources, helping to organise events;
- Coordinating purchases and management of books and electronic books, databases and periodicals; formulating and implementing policy on the development of the collections;
- Supporting online services and developing IT tools;
- Helping to process requests for information and ensuring the application of professional standards;
- Coordinating and maintaining the quality of the procedures used in cataloguing and indexing;
- Collaborating with the libraries of other European institutions; participating in EUROLIB.

HISTORICAL ARCHIVES UNIT

- Conserving documents/files placed in the Historical Archives and Historical Library using appropriate tools to maintain their integrity and legibility over time: acquisition, organisation, digitisation and indexing (Clavis/Clara database);
- Participating in the Document Management project;
- Managing and conserving the collections of the Historical Library: selection, acquisition, cataloguing; managing the reading room open to the internal and external public;
- Ensuring accessibility: promoting the archives and the Historical Library using any documentary, publishing or academic means of distribution (publications, exhibitions, events, information sessions);
- Making documents available to departments for internal purposes and to the department responsible for public access to documents if they are requested by members of the public under Regulation (EC) No 1049/2001;
- Conducting research, disseminating documents, receiving researchers;
- Transferring documents to the Historical Archives of the EU.

CITIZENS' ENQUIRIES UNIT

- Receiving and preprocessing questions from members of the public to 'Ask EP' or the President and drafting and sending replies to them (including handling 'mass campaigns');
- Planning and developing new IT solutions to facilitate access to information for members of the public and Members of the EP ('Askep.net');
- Reporting to Members and certain Parliament departments: making various reports available (subject codes, summaries, Facts & Figures);
- Supporting Members and various Parliament departments: drafting and publishing 'EP Answers' and 'Model Answers' and participating in social media networks;
- Consolidating procedures and maintaining quality standards for the replies sent to members of the public (harmonisation, standardisation).

COMPARATIVE LAW LIBRARY UNIT

- Acting as a knowledge and expertise centre on the law of the European Union, the Member States and comparable democratic states, as well as international law, from a comparative law angle, particularly by organising conferences and collaborating with partners inside and outside the EP;
 - Organising an annual forum on comparative law and other events, and coordinating associated research and its translation into five languages;
 - Undertaking research into and analysis of comparative law;
 - Identifying and organising the material and information sources to establish an extensive collection of legal reference material on comparative law, including in the digital field.
-

RECRUITMENT NOTICE PE/225/S**Director (Function group AD, grade 14)****SECRETARIAT****OFFICE OF THE SECRETARY-GENERAL**

(2019/C 100 A/06)

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 Office of the Secretary-General in accordance with Article 29(2) of the Staff Regulations of officials of the European Union ⁽¹⁾ ('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 at grade AD 14 ⁽²⁾. The basic salary is EUR 14 546,67 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.

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 Secretary-General ⁽³⁾:

- advising the Secretary-General about all aspects of the functioning of the Secretariat;
- monitoring all the activities of one or more directorates-general in the Secretariat, channelling information to his or her superiors and staff, facilitating interdepartmental relations;
- leading and coordinating the work of the Office (administrative management and management of work);
- liaising with the other units and departments which report directly to the Secretary-General;

⁽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.

⁽³⁾ For description of main tasks, see annex.

- screening and monitoring files submitted to the Secretary-General for signature;
- confirming the arrangements for the allocation of official mail;
- accompanying the Secretary-General to/representing him or her at meetings inside and outside Parliament, chairing/taking part in administrative meetings;
- liaising on a permanent basis with all discussion partners inside and outside Parliament and with the political groups on administrative and budgetary matters;
- liaising with the departments responsible for preparing and implementing Parliament's budget;
- dealing with sensitive matters;
- acting as an arbitrator.

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 ⁽⁴⁾, 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 knowledge of the structure, organisation and environment of Parliament's Secretariat and of the various players involved;
- excellent grasp of internal, national and international political issues;
- excellent knowledge of the European Parliament, the European Union and its institutions and the European Union Treaties and legislation;
- very good understanding of the different cultures represented in the European institutions;
- excellent knowledge of the functioning and working practices of the political groups;

⁽⁴⁾ 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 Parliament's Rules of Procedure, legislative procedures and internal rules and working methods;
- very good 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 ⁽⁵⁾ and 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;
- management skills;
- forward-planning skills,
- ability to react appropriately to events;
- communication skills;
- discretion.

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 29 March 2019.

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/225/S*) and a curriculum vitae (in Europass format ⁽⁶⁾), quoting the reference number for the procedure (PE/225/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 ⁽⁷⁾. These documents will not be returned.

⁽⁵⁾ The European Union's official languages are: 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.

⁽⁶⁾ <http://europass.cedefop.europa.eu/>

⁽⁷⁾ 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 (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC⁽⁸⁾.

⁽⁸⁾ OJ L 295, 21.11.2018, p. 39.

ANNEX

SECRETARIAT

OFFICE OF THE SECRETARY-GENERAL AND UNITS AND DEPARTMENTS WHICH REPORT DIRECTLY TO THE SECRETARY-GENERAL

MAIN TASKS

(The Office of the Secretary-General and the units and departments which report directly to the Secretary-General have 96 staff: 82 officials, 9 temporary staff members and 5 contract staff members)

- Assisting the Secretary-General in the performance of his or her duties;
- Overseeing, coordinating and supervising the departments which report directly to the Secretary-General;
- Acting as authorising officer by subdelegation as required;
- Representing the Office of the Secretary-General on various committees and/or in interinstitutional forums.

SECRETARIAT OF THE BUREAU AND THE QUAESTORS

- Providing secretariat services for the Bureau and the Quaestors; providing secretariat services for the working groups set up by the Bureau and the Quaestors; providing secretariat services for the Advisory Committee on harassment of staff members, including APAs and trainees; organising and preparing meetings of those bodies, including outside the places of work (e.g. away days) and conferences (e.g. on religious dialogue);
- Preparing files, briefing documents, Bureau and Quaestors' notices, summaries, etc., in cooperation with the offices of the President and Secretary-General and with the departments concerned, in the relevant languages; preparing notes for the chair, minutes, follow-up letters and all other documents required in connection with meetings of these bodies, in the relevant languages;
- Preparing letters for signature by the Vice-Presidents and Quaestors; keeping schedules of deadlines for, and likely referrals to, the Bureau up to date; ensuring that action is taken on decisions by the governing bodies; managing missions for assistants to the Vice-Presidents and Quaestors;
- Preparing letters for signature by the President concerning the main tasks of the Vice-Presidents and committee and delegation chairs, the tasks of the parliamentary committees and their public hearings, etc.; updating the Compendium of Rules covering matters within the remit of the Bureau and the Conference of Presidents; updating and publication of Bureau decisions in the Official Journal;
- Electronic (restricted) circulation of meeting documents (and maintenance of the relevant tool); dealing with 'sensitive' official mail; ensuring that meeting documents are published on the intranet/internet; entering documents in the register and making documents available to members of the public who request them;
- Managing new IT projects (NewPrequest, SharePoint) for the secretariat of the Bureau and the Quaestors; managing the internal and/or confidential archives and, in cooperation with the archives department, ensuring their digitisation and incorporation into a sophisticated IT tool;
- Dealing with requests for authorisation to hold events, involving access for visitors and derogations from age limits, and dealing with supporting documents (medical certificates, birth certificates, etc.) to substantiate Members' absence from sittings.

HARASSMENT SERVICE

- Providing secretariat services for the Advisory Committee dealing with harassment complaints concerning Members;
- Organising and preparing meetings of that body, including hearings of relevant persons, meetings outside the places of work (e.g. training) and conferences;
- Preparing — in the relevant languages — notes for the chair, minutes, follow-up letters and all other documents required in connection with meetings of that body; preparing files, briefing documents and reports — in all relevant languages — in connection with harassment complaints;

- Preparing letters for signature by the Chair; preparing documents concerning the road map and implementation thereof; coordinating external representation of the Advisory Committee in connection with, for instance, the political groups, parliamentary committees and public hearings;
- Liaising with the departments concerned and with the President's Office and the Office of the Secretary-General;
- Managing the secretariat's internal and/or confidential archives and updating the Advisory Committee's intranet site.

INTERNAL AUDIT UNIT

- Carrying out established audit procedures and preparing the relevant working documents; audits relate to the suitability and quality of internal control systems applicable to budget implementation operations, to the suitability and effectiveness of internal management systems and to the performance of departments in implementing their policies, programmes and actions;
- Devising and drawing up audit programmes specific to each risk sector, and laying down a specific plan for each audit, on the basis of an analysis of the risks specific to each 'auditable entity' and an appraisal of the corresponding internal management and control systems;
- Preparing draft reports, including recommendations for improving internal management and control systems; discussing reports and recommendations with the departments audited as part of an ongoing consultation process; finalising reports;
- Scrutinising the work carried out by the audit teams; carrying out rigorous administrative monitoring of audits, including the requisite methodological tools, with a view to optimising the scheduling process and constantly improving the performance of the Internal Audit Unit;
- Assessing the action taken by audited departments on all measures agreed during each audit, by the deadline set during the half-yearly transversal follow-up process, and drawing up a half-yearly report to Parliament after bilateral consultation of the departments concerned;
- Preparing and adopting an annual work programme with priorities set on the basis of a global risk analysis, including direct consultation of each authorising officer;
- Holding regular meetings with the relevant authorities, in particular with the Audit Panel and the Secretary-General, as part of Parliament governance arrangements; drawing up an annual report giving details of the number and types of internal audits carried out, the recommendations made and the action taken on those recommendations; presenting the annual report to the Bureau and the Committee on Budgetary Control.

BUSINESS CONTINUITY MANAGEMENT

- Ensuring that the crisis and business continuity management system is operational within Parliament, including as regards its main processes, critical functions and assets;
- Providing DGs and departments with support, assistance and advice in drawing up their own continuity plans, making sure that there are synergies between the respective plans and that they are interdependent;
- Coordinating — on the Secretary-General's authority — the crisis cell for the security of official missions outside the three places of work, including drawing up timely security risk assessments and laying down relevant security arrangements for official Parliament missions in high-risk countries;
- Providing training and support, raising awareness and making information available within Parliament, in particular for MEPs, as regards the role of the crisis cell, the security aspects of official missions and the use of the crisis cell's IT applications (MCM);
- Advising management on all aspects relating to both preventive and reactive crisis and business continuity management;

- Identifying, assessing and managing organisation-level risks, including assessing risk scenarios, threats, potential impacts and interactions at Parliament level; providing risk management support at DG level.

SECRETARIAT OF THE CONFERENCE OF PRESIDENTS

- Providing secretariat services for the Conference of Presidents (CoP), including preparing and following up agendas, files, notes, minutes, letters, etc. and organising regular and additional CoP meetings in Brussels, Strasbourg and EU Council Presidency countries;
- Acting as the 'centre of excellence' with regard to Parliament's Rules of Procedure (and how they are applied in practice) in connection with relevant matters coming within the remit of the CoP;
- Dealing with matters relating to the Rules of Procedure that come within the remit of the CoP and with sensitive political issues in this field;
- Taking part in the proceedings of working parties and coordination groups set up by the CoP, including the Transparency Register Contact Group.

DATA PROTECTION

- Keeping a register of the processing operations conducted;
- Delivering opinions and providing in-house assistance in this area;
- Informing personal data controllers and data subjects of their rights and obligations; organising training courses;
- Carrying out advisory, assessment, supervisory and information-related work in the area of personal data protection, in cooperation with the relevant Secretariat departments;
- Implementing the new regulation, taking appropriate legal, organisational and security-related measures in the process so as to ensure straightforward application without making administrative procedures more cumbersome;
- Notifying the European Data Protection Supervisor of the processing operations likely to present specific risks;
- Ensuring administrative coordination, preparing legal acts, and monitoring case law; DPC-DPO network; trainees;
- Cooperating with the European Data Protection Supervisor and with counterpart departments in the other institutions.

PROJECT MANAGEMENT OFFICE

- Helping to implement the Strategic Execution Framework (SEF); developing and managing a database of relevant indicators for the SEF and the Parliamentary Project Portfolio, and drafting reports for the Office of the Secretary-General;
- Helping to rationalise the planning and reporting cycle; assisting the Administration with setting objectives and performance indicators and helping to simplify the annual reporting exercise;
- Helping to produce a methodology and tools for appraising the internal control framework; managing the network of internal control coordinators;
- Providing IT support for the Office of the Secretary-General;
- Providing advice on request plus direct support for strategic projects.

ECO-MANAGEMENT AND AUDIT SCHEME (EMAS) UNIT

- Making organisational and preparatory arrangements and handling follow-up for the Inter-DG Steering Group on Environmental Management, the Waste Committee and the Working Group on Green Public Procurement;

- Preparing carbon footprint calculations, the Environmental Management Review and the annual Environmental Statement;
- Organising, carrying out and taking part in internal and external audits, including statutory audits; organising events and communication and training campaigns to raise staff awareness, and following up suggestions;
- Launching public procurement procedures, in particular as regards carbon offsetting;
- Preparing the EMAS Action Plan 2020 and following up the EMAS Action Plan 2019;
- Dealing with administrative, financial and budgetary aspects coming within its remit.

EUROPEAN UNION VISITORS PROGRAMME UNIT

- Preparing programmes of visits and meetings within the institutions, but also with external contacts, on the basis of visitors' specific interests;
 - Maintaining direct and effective cooperation on a daily basis with the some 85 EU delegations in order to improve arrangements for preparing, selecting and supporting applicants for the study visit programme;
 - Managing the Parliament-Commission interinstitutional unit responsible for coordinating individual study visits to the EU institutions in Brussels and/or Strasbourg, involving some 145 visitors a year who are non-EU nationals; handling financial management and administrative coordination for all study visits;
 - Developing regular links with departments in the institutions: Parliament, Commission, Council, Committee of the Regions, European Economic and Social Committee, European External Action Service, etc.;
 - Drawing up itineraries, and booking flights and hotels; making insurance and visa arrangements (where necessary);
 - Developing and carrying out measures to publicise the programme and regularly updating the programme website and publications; developing links with think-tanks and universities.
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EUROPEAN COMMISSION

Translation Centre for the Bodies of the European Union (Luxembourg)

Publication of a vacancy for the function of Director

(Temporary Agent — Grade AD 14)

COM/2019/20033

(2019/C 100 A/07)

We are

The Translation Centre for the Bodies of the European Union ('Centre') is an agency of the European Union (EU) based in Luxembourg. It was established in 1994 by Council Regulation (EC) No 2965/94 of 28 November 1994 setting up a Translation Centre for bodies of the European Union⁽¹⁾, Council Regulation (EC) No 2610/95 of 30 October 1995 amending Regulation (EC) No 2965/94 setting up a Translation Centre for bodies of the European Union⁽²⁾ in 1995 and Council Regulation (EC) No 1645/2003 of 18 June 2003 amending Regulation (EC) No 2965/94 setting up a Translation Centre for the bodies of the European Union⁽³⁾ in 2003 with the mission to provide translation services to the other decentralised EU agencies. It performs and charges these services on the basis of a cooperation agreement signed with each client. Today it translates for over 60 EU agencies, institutions and other bodies.

The Centre's second mission is to actively participate in the cooperation between the EU's translation services. This interinstitutional cooperation has the objective of rationalising working methods, of harmonising procedures and of making overall savings in the field of EU translation. In the coming years, the Centre will continue to implement its digital transformation strategy.

The Centre currently employs approximately 200 staff and has an annual budget of about EUR 47 million.

The Centre strives to deliver a high-quality service and to maintain a strong client relationship so as to effectively contribute to meeting the translation needs of its clients while implementing the EU's strategic framework for multilingualism. Working with the Centre means having a single, reliable partner offering a multitude of language services covering all EU language combinations

To find out more about the Centre and what we do, please go to: <http://www.cdt.europa.eu>.

We propose

The Director is the legal representative of the Centre and is accountable to the Management Board.

The Director's role and responsibilities will include the following:

- Managing the Centre in line with the guidelines and decisions of the Management Board and the applicable legal acts in force;
- Drawing up the Centre's Strategy and Work Programmes, and reporting on their implementation to the Management Board by means of Annual Activity Reports and other reporting instruments;
- Taking general responsibility for the overall performance of the tasks assigned to the Centre including supervising the quality of the internal control and management systems of the Centre;
- Taking general responsibility for managing the Centre's staff and fostering a good team spirit and working environment;

⁽¹⁾ OJ L 314, 7.12.1994, p. 1.

⁽²⁾ OJ L 268, 10.11.1995, p. 1.

⁽³⁾ OJ L 245, 29.9.2003, p. 13.

- Preparing and executing the Centre's budget and ensuring that it is managed efficiently and in accordance with the principles of sound financial management;
- Taking general responsibility for the financial matters of the Centre including, inter alia, the final accounts and financing decisions;
- Implementing a technology-driven transformation of the Centre based on latest technological advances in the field of translation;
- Representing the Centre in the context of interinstitutional and international cooperation and communicating with the general public on all matters within the Centre's remit.

We look for (selection criteria)

The ideal candidate will be an outstanding and dynamic professional who should fulfil the following selection criteria:

a) Management experience, and in particular:

- Proven ability to manage a large agency, both at strategic and at operational management level;
- Excellent capacity to lead and motivate a large team in a multicultural and multilingual environment;
- Hands-on experience of budgetary, financial and human resources management in a national, European and/or international context;

b) Technical knowledge and experience, and in particular:

- Ability to interact and negotiate at the highest level of management with the EU institutions and bodies as well as public authorities;
- Thorough understanding of the EU institutions and how they operate and interact, and of EU administrative and financial procedures as well as of EU policies and international activities of relevance to the activities of the Centre;

c) Communication/negotiation skills, and in particular:

- Ability to communicate efficiently to the public and cooperate with stakeholders (European, international, national and local authorities, international organisations, etc.);
- Excellent written and oral communication and negotiation skills;
- A crucial part of the Director's tasks is to represent the agency in international fora and to interact with stakeholders in an international context where a good spoken and written knowledge of English or French is necessary. To be able to enter into the tasks of Director immediately, the successful candidate must have a good knowledge of at least one of these languages.

d) Assets:

- Professional contacts in the language sector.

Candidates must (eligibility requirements)

Candidates will only be considered for the selection phase on the basis of the following formal requirements to be fulfilled **by the deadline for applications**:

- Nationality: candidates must be a citizen of one of the Member States of the European Union.
- University degree or diploma: candidates must have:
 - either a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 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 1 year when the normal period of university education is at least 3 years (this one year's professional experience cannot be included in the postgraduate professional experience required below).
- Professional experience: candidates must have at least 15 years' postgraduate professional experience at a level to which the qualifications referred to above give admission. At least 5 years of that professional experience must be in a field relevant for this position.
- Management experience: at least 5 years of the postgraduate professional experience must have been gained in a high-level management function ⁽⁴⁾.
- Languages: candidates must have a thorough knowledge of one of the official languages of the European Union ⁽⁵⁾ and a satisfactory knowledge of another of these official languages. Selection panels will verify during the interview(s) whether candidates comply with the requirement of a satisfactory knowledge of another official EU language. This may include (part of) the interview being conducted in this other language.
- Age limit: candidates must be able to complete, at the deadline for application, the full mandate of 5 years before reaching the retirement age. For temporary staff of the European Union, the retirement age is defined as being the end of the month in which the person reaches the age of 66 years (see Article 47 of the Conditions of Employment of other Servants of the European Union ⁽⁶⁾).

In addition, candidates have to have fulfilled any obligations imposed by law concerning military service; produce appropriate character references as to their suitability for the performance of their duties and be physically fit to perform their duties.

Selection and appointment

The Director will be appointed by the Management Board of the Centre on the basis of a shortlist provided by the European Commission.

To establish this shortlist, the European Commission organises a selection in accordance with its selection and recruitment procedures (see the Document on Senior Officials Policy ⁽⁷⁾).

As part of this selection procedure, the European Commission sets up a pre-selection panel. This panel analyses all applications, proceeds with a first eligibility verification and identifies candidates having the best profile in view of the selection criteria mentioned above, and who may be invited for an interview with the pre-selection panel.

Following these interviews, the pre-selection panel draws up its conclusions and proposes a list of candidates for further interviews with the European Commission's Consultative Committee on Appointments (CCA). The CCA, taking into consideration the conclusions of the pre-selection panel, will decide on the candidates to be invited for an interview.

Candidates who are called for an interview with the CCA participate in a full-day management assessment centre run by external recruitment consultants. Taking account of the results of the interview and the report of the assessment centre, the CCA establishes a shortlist of candidates it considers suitable to exercise the function of Director of the Centre.

Candidates on the CCA shortlist will be interviewed by the Member(s) of the Commission responsible for the Directorate-General in charge of the relations with the Centre ⁽⁸⁾.

⁽⁴⁾ In their curriculum vitae, candidates should clearly indicate for all years during which management experience has been acquired: (1) title and role of management positions held; (2) numbers of staff overseen in these positions; (3) the size of budgets managed; (4) numbers of hierarchical layers above and below; and (5) number of peers.

⁽⁵⁾ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01958R0001-20130701&qid=1408533709461&from=EN>

⁽⁶⁾ <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

⁽⁷⁾ https://ec.europa.eu/info/sites/info/files/compilation-of-the-senior-official-policy-at-the-european-commission_en.pdf

⁽⁸⁾ Unless the Member of the Commission concerned, in line with the Commission Decision of 5 December 2007 (PV (2007) 1811), has delegated this task to another Member of the Commission.

Following these interviews, the European Commission adopts a shortlist of the most suitable candidates, which will be communicated to the Management Board of the Centre. The latter may decide to interview the candidates before appointing the Director from among the candidates on the Commission shortlist. Inclusion on this shortlist does not guarantee appointment.

Candidates may be required to undergo further interviews and/or tests in addition to those indicated above. They could also be required to deliver a statement before the relevant committee(s) of the European Parliament.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the agency, the selection procedure will mainly be carried out in English and/or French ⁽⁹⁾.

Equal opportunities

The European Commission and the Centre apply a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations ⁽¹⁰⁾.

Conditions of employment

The salaries and conditions of employment are laid down in the Conditions of Employment of Other Servants ⁽¹¹⁾.

The successful candidate will be engaged by the Centre as a Temporary Agent at grade AD14. He/she will be classified depending on the length of his/her previous professional experience in step 1 or step 2 within that grade.

She/he will be appointed for an initial mandate of 5 years, with a possible extension for a maximum period of 5 years according to the Regulation establishing the Centre, as applicable at the time of extension.

Applicants should note the requirement under the Conditions of Employment of Other Servants for all new staff to successfully complete a nine-month probationary period.

The place of employment is Luxembourg, where the Centre is based.

The post is available from 1 January 2019.

Independence and declaration of interests

Before taking up his/her duties, the Director will be required to make a declaration of his/her commitment to act independently in the public interest and to declare any interests, which might be considered prejudicial to his/her independence.

Application procedure

Before submitting your application, you should carefully check whether you meet all eligibility requirements ('Candidates must'), particularly concerning the types of diploma, high-level professional experience as well as linguistic capacity required. Failure to meet any of the eligibility requirements means automatic exclusion from the selection procedure.

If you want to apply, you must register via the internet on the following website and follow the instructions concerning the various stages of the procedure:

<https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/>

You must have a valid email address. This will be used to confirm your registration as well as to remain in contact with you during the different stages of the procedure. Therefore, please keep the European Commission informed about any change in your email address.

To complete your application, you need to upload a CV in PDF format and to fill out, online, a letter of motivation (maximum 8 000 characters).

Once you have finished your online registration, you will receive an electronic mail confirming that your application has been registered. **If you do not receive a confirmation mail, your application has not been registered!**

⁽⁹⁾ Selection panels will ensure that no undue advantage is given to native speakers of these languages.

⁽¹⁰⁾ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20140701&from=EN>

⁽¹¹⁾ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20140701&from=EN>

Please note that it is not possible to monitor the progress of your application on-line. You will be contacted directly by the European Commission regarding the status of your application.

If you require more information and/or encounter technical problems, please send an email to: HR-MANAGEMENT-ONLINE@ec.europa.eu

Closing date

The closing date for registration is **Friday, 12 April 2019, 12.00 noon Brussels time**, following which registration is no longer possible.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a fault with your internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline for the submission of registrations has passed, you will no longer be able to introduce any data. Late registrations are not accepted.

Important information for candidates

Candidates are reminded that the work of the different selection panels is confidential. It is forbidden for candidates to make direct or indirect contact with their individual members or for anybody to do so on their behalf. All queries must be addressed to the secretariat of the relevant panel.

Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC⁽¹²⁾. This applies in particular to the confidentiality and security of such data.

⁽¹²⁾ OJ L 295, 21.11.2018, p. 39.

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