

RECRUITMENT NOTICE PE/217/S**DIRECTOR (F/M) (Function group AD, grade 14)****DIRECTORATE-GENERAL FOR COMMUNICATION — DIRECTORATE FOR CAMPAIGNS**

(2018/C 132 A/02)

1. Vacant post

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

This selection procedure, which is designed to give the appointing authority a wider choice of candidates, will be conducted at the same time as internal and interinstitutional recruitment procedures.

Recruitment will be to grade AD 14 ⁽³⁾. The basic salary is EUR 14 303,51 per month. In addition to the basic salary, which is subject to Community tax and exempt from national tax, certain allowances may be payable in circumstances laid down by the Staff Regulations.

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

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

2. Place of employment

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

3. Equal opportunities

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any 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 activities (setting objectives and drawing up strategies); taking the decisions needed to achieve the objectives set; assessing services provided with a view to ensuring that high standards are maintained,
- advising the Director-General, the Secretariat and MEPs in the directorate's areas of activity,

⁽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 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 ⁽¹⁾, when the normal period of university education is at least 3 years.
- At least **12 years'** professional experience gained after obtaining the qualifications referred to above, including at least **6 years** performing managerial duties.

(ii) Knowledge required

- Excellent general knowledge of European affairs,
- excellent grasp of internal, national and international political issues,
- excellent knowledge of the Treaties,
- very good understanding of the different cultures represented in the European institutions,
- excellent knowledge of 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,
- very good administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),

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

— excellent knowledge of management techniques.

(iii) **Knowledge of languages**

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

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

(iv) **Skills required**

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

6. Selection procedure

To assist the appointing authority in its choice, the Advisory Committee for the Appointment of Senior Officials will draw up a list of candidates and make a recommendation to Parliament's Bureau as to who should be called for interview. The Bureau will adopt the list, and the Committee will conduct the interviews and submit its final report to the Bureau for a decision. At that stage, the Bureau may interview the candidates.

7. Applications

The deadline for applications is:

12.00 (noon), Brussels time, on 27 April 2018.

Candidates are asked to send, by email only, a personal statement in pdf format (marked *For the attention of the Secretary-General of the European Parliament, Recruitment Notice PE/217/S*) and a curriculum vitae (in Europass format ⁽²⁾), quoting the reference number for the procedure (PE/217/S) in the subject line, to:

EP-SENIOR-MANAGEMENT@ep.europa.eu

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

Scanned documents must be legible.

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

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

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

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

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

⁽⁴⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX

DIRECTORATE-GENERAL FOR COMMUNICATION — DIRECTORATE FOR CAMPAIGNS

MAIN TASKS

(Entity comprising 88 staff: 64 officials, 5 temporary staff members and 19 contract staff members)

- Directing, coordinating and supervising the directorate's units and relations with the other directorates in DG COMM and with other directorates-general,
- Developing a 'Campaigns' strategy for Parliament,
- Developing creative communication concepts,
- Ensuring consistency between all communication campaign activities,
- Acting as principal authorising officer by delegation.

WEB COMMUNICATION UNIT

(includes the Economic and Scientific Policies, Structural and Cohesion Policies, Constitutional Affairs and Citizens' Rights, Budgetary Affairs and External Policies services)

- Scheduling, coordinating and producing news coverage (text, image and multimedia) about the European Parliament aimed at the general public in 24 languages via its website and event-specific sites; devising and producing infographics in 24 languages on topical issues being discussed in the European Parliament,
- Planning, maintaining and developing the 12 'off-site' online communication platforms (Facebook, Twitter, LinkedIn, Instagram, Snapchat, YouTube, Flickr, Pinterest, Reddit, Google Plus, Spotify, Tumblr) and publishing content on a daily basis,
- Devising and describing the conceptual and editorial development of the Europarl site and Parliament's overall online presence; participating in the related project teams (new sites, multimedia applications, etc.); planning and overseeing a set of editorial projects designed to raise the media profile and improve the conceptual and ergonomic quality, the diversity and the quality of editorial products and Parliament's online communication policy,
- Providing strategic and practical training in online communication (websites, social networks, etc.) for DG COMM staff and for MEPs.

CONCEPT AND DESIGN UNIT

- Drawing up and implementing public information campaigns on the values defended by the European Parliament as laid down in Parliament's communication strategy (gender equality, European Year for Development, cultural diversity, human rights, etc.),
- Developing a 'Consistent Communication' strategy for Parliament,
- Developing creative communication products for campaigns run by the unit or requested by other DG COMM services,
- Taking charge of, and ensuring respect for, the visual identity, the graphic charter and the use of Parliament's logo and publications,
- Designing, producing and distributing Parliament's information publications (brochures, leaflets, etc.),
- Developing a wide range of communication tools to support the campaigns run by Parliament's various departments,
- Implementing communication activities stemming from the interinstitutional communication priorities,
- Ensuring consistency between all the communication campaign activities run by the directorate-general's various services.

YOUTH OUTREACH UNIT

- Developing a dialogue between Parliament and young people, enhancing active citizenship and encouraging young people to participate actively in democratic life and elections,
- Ensuring that all DG COMM's youth activities are consistent and compliant with the DG's overall mission and strategic priorities,
- Contributing to the implementation of the newly adopted 'Youth Strategy',
- Managing the biennial European Youth Event (EYE) and all related preparation, evaluation and follow-up activities,
- Performing cross-departmental tasks in its area of competence in cooperation with the DG's other directorates and units as well as with other DGs (e.g. DG EPRS).

WEBMASTER UNIT

- Ensuring upgrade, adaptive and corrective maintenance, technical migrations and deployments, administration and operation of content contribution and publication systems for Parliament's websites; managing development projects and drawing up internet-related studies,
- Ensuring the graphic production of the website on a daily basis; developing the visual aspect of new websites or webpages; assisting other units and directorates with their graphics requirements and updating the graphic charter,
- Ensuring the administrative, financial and budgetary management of the unit, as well as coordination of internet activities at interinstitutional level (CEiii),
- Updating sections in line with developments in Parliament and ensuring editorial development of new sections; responding to internet users' questions to the Webmaster concerning Parliament's websites,
- Providing training to internal users in Parliament in the content contribution systems for the Europarl site (Scribo and SmartCMS), administering those systems and providing first-level assistance and support to users.

EVENTS AND EXHIBITIONS UNIT

- Creating and/or organising events and exhibitions intended to raise awareness among the general public or among a target audience of Parliament's activities in areas which concern them: European Charlemagne Youth Prize, European Citizens' Prize, Open Days and any other events in line with Parliament's communication priorities; drafting notes for submission to the Bureau,
 - Managing, in consultation with the Quaestor responsible for cultural events and exhibitions on Parliament's premises, exhibition requests made by MEPs through the MEP-Exhibitions online reservation system,
 - Managing Parliament's art collection in consultation with the Quaestor responsible for works of art: acquisitions, donations, storage, insurance, copyright, restoration, display,
 - Presenting, where necessary, draft decisions and opinions concerning exhibitions and works of art to the College of Quaestors, the Artistic Committee and the Bureau,
 - Managing administrative procedures for the appointment and approval (by the Quaestors) of the charity organisations participating in the end-of-year charitable sales in Brussels, Strasbourg and Luxembourg.
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