

## V

*(Announcements)*

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PARLIAMENT

## RECRUITMENT NOTICE PE/290/S

## DIRECTOR

**(function group AD, grade 14)****Directorate-General for the Presidency – Directorate for Interinstitutional Affairs and Legislative Coordination**

(2023/C 180 A/01)

**1. Vacant post**

The President of the European Parliament has decided to open the procedure for filling the post of **director** (AD, grade 14) in the Directorate-General for the Presidency — Directorate for Interinstitutional Affairs and Legislative Coordination, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union <sup>(1)</sup> ('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 <sup>(2)</sup>. The basic salary is EUR 16 292,34 per month. In addition to the basic salary, which is subject to Union tax and exempt from national tax, certain allowances may be payable in circumstances laid down by the Staff Regulations.

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

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

**2. Place of employment**

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

**3. Equal opportunities**

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as gender, ethnicity, 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.

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<sup>(1)</sup> 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).

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

#### 4. Job description

As a senior official, the director will be required to carry out the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the director-general <sup>(3)</sup>:

- ensuring that a large department in Parliament's Secretariat, comprising several units covering the directorate's areas of activity, runs smoothly and in keeping with Parliament's policies,
- 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 on objectives and strategies); taking the decisions required to achieve the objectives set; assessing the performance of the departments within the directorate with a view to ensuring that high standards are maintained,
- advising the director-general, the Secretary-General and Members 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 fulfil 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 <sup>(4)</sup>,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on them by the laws on military service,
- be able to produce the appropriate character references as to their suitability for the performance of the duties concerned.

##### (b) Specific conditions

###### (i) Qualifications required

- when the normal period of university education is four years or more, a level of education which corresponds to completed university studies attested by a diploma officially recognised in one of the Member States of the Union,
- or
- a level of education which corresponds to completed university studies attested by a diploma officially recognised in one of the Member States of the Union and appropriate professional experience of at least one year <sup>(5)</sup> when the normal period of university education is at least three years.

Diplomas, whether issued in a Member State of the Union or in another country, must be recognised by an official body of a Member State of the Union, such as the ministry of education.

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<sup>(3)</sup> For description of main tasks, see Annex.

<sup>(4)</sup> The European Union's Member States are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

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

Candidates holding diplomas issued in a non-EU country <sup>(6)</sup> must enclose with their application an EU-equivalence for their diplomas. For further information on recognition of qualifications obtained in a non-EU country in the ENIC-NARIC networks, see <https://www.enic-naric.net/>

(ii) Professional experience required

Professional experience gained after obtaining the qualifications referred to above:

**12 years**, at least part of which must be in the directorate's areas of activity, and including at least **six years** in a European and/or international environment, and at least **six years** in management positions in a large department.

(iii) Knowledge of languages

Excellent knowledge of one of the European Union's official languages <sup>(7)</sup> is required, along with satisfactory knowledge of at least one other official language of the European Union.

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

## 6. Tests

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 this stage, the Bureau may interview the candidates.

The interviews will be based on the job description as set out in point 4 above, focusing on the following:

- strategic thinking;
- management skills;
- forward-planning skills;
- ability to react appropriately to events;
- thoroughness;
- communication skills.

## 7. Submission of applications

The deadline for applications is:

**12.00 (noon), Brussels time, on Monday 5 June 2023.**

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/290/S') and a curriculum vitae in Europass format <sup>(8)</sup>, quoting the reference number for the procedure (PE/290/S) in the subject line, to:

PERS-EPSeniorManagement@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.**

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<sup>(6)</sup> UK qualifications/diplomas obtained up until 31 December 2020 are accepted with no other recognition required. For diplomas obtained after that date NARIC recognition is required. In practice, this means that UK diplomas issued from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of a current Member State of the EU.

<sup>(7)</sup> 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.

<sup>(8)</sup> <https://europa.eu/europass/>

**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 <sup>(9)</sup>. 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) 2018/1725 of the European Parliament and of the Council <sup>(10)</sup>, in particular as regards their confidentiality and security.

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<sup>(9)</sup> This does not apply to candidates working for the European Parliament on the closing date for applications. Candidates are responsible for making sure that Parliament's departments are in possession of their complete application file (where relevant documents are missing from the HRM portal (Streamline)).

<sup>(10)</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

## ANNEX

**Directorate-General for the Presidency Directorate for Interinstitutional Affairs and Legislative Coordination****Main tasks**

(Entity comprising 37 staff: 30 officials, 2 temporary staff members and 5 contract staff members)

8.5.2023

- Assisting the Secretary-General in the performance of his or her duties;
- Overseeing, coordinating and supervising the five units in the directorate in accordance with the relevant rules, and in a spirit of customer service, with a view to achieving the DG's objectives.

## LEGISLATIVE PLANNING AND COORDINATION UNIT

- Overseeing programming: planning of the agendas for plenary and producing related documents (programming tables, memos, priority files, preparation and implementation of the Joint Declaration, analysis and monitoring of the Commission's annual work programme);
- Overseeing coordination activities: monitoring the work of the plenary (including assisting the Vice-Presidents) and of the parliamentary committees; producing notes on these topics, contributing to the preparation of the plenary briefing for the President; participating in working and/or coordination groups, including steering groups;
- Administering and inputting debates, votes and all plenary procedures into the SCHED and ITER applications; ensuring that procedures are opened at the request of the parliamentary committees and political groups; inputting all Council decisions (Coreper I and II) into the ITER application; producing and providing statistical analysis on the functioning of the plenary;
- Organising seminars and workshops in collaboration with other DGs for national civil servants in preparation for future Council Presidencies; providing notes and organising meetings in preparation for future Council Presidencies and providing information on the priorities of future Council Presidencies;
- Producing tables and notes on ongoing legislative and non-legislative procedures.

## CLASSIFIED INFORMATION UNIT

- Managing all aspects of the recording, storage, access management, indexing and archiving of classified information with a view to its consultation; ensuring the implementation of the decision of the European Parliament's Bureau of 15 April 2013 on the rules applicable to the treatment of confidential information by the European Parliament ('the Bureau decision') and of the interinstitutional agreements on the transmission of classified information;
- Managing secure installations, including drafting the necessary adaptations to operational security procedures;
- Presenting the mandatory security measures for classified information in collaboration with DG SAFE's Risk Assessment Unit;
- Collecting data with a view to producing statistics and drawing up the draft annual report which Parliament's Secretary-General submits to the Bureau on the implementation of the Bureau decision;
- Assisting the Secretary-General in implementing the Bureau decision and proposing any necessary adjustments to be forwarded to the Bureau for a decision;
- Providing any support requested when negotiating interinstitutional agreements and the rules on the transmission of classified information.

## INTERINSTITUTIONAL RELATIONS UNIT

- Monitoring the activities of the other institutions: following-up and issuing regular notes on the activities of the European Council, the Council, the Commission, the Court of Auditors, the EESC, the CoR and the EEAS; managing the interinstitutional calendar on the EP intranet;

- Overseeing coordination and interinstitutional dialogue: developing the Improved reporting on European Commission follow-up to European Parliament resolutions project; participating in the negotiation of interinstitutional agreements, and in information seminars for Council Presidencies; monitoring general files of interinstitutional importance; creating and maintaining a database on interinstitutional agreements;
- Supporting the Deputy Secretary-General in the implementation of the Better Law-Making Agreement, in particular paragraph 10 (the Commission's follow-up to Parliament's non-legislative resolutions); Paragraph 50 monitoring (implementation by the other institutions; annual report and high-level meetings); contributing to the preparation and monitoring of the Joint Declaration on annual and multi-annual legislative programming; assisting with the negotiation of interinstitutional agreements in accordance with the Better Law-Making Agreement;
- Ensuring the organisation, preparation and follow-up of the Interinstitutional Coordination Group (ICG): supervising the ICG as a forum for interinstitutional dialogue, plenary coordination and monitoring of the implementation of the Better Law-Making Agreement;
- Managing work related to plenary: preparing briefings for the President during plenary; assisting with the planning of plenary agendas and regular dialogue with the other institutions on their tasks; monitoring the presence of the other institutions.

#### TRANSPARENCY UNIT

- Receiving and processing requests for public access to European Parliament documents within the statutory deadlines; assisting applicants in clarifying the content of the documents sought and negotiating with them when their applications concern very long and complex documents; coordinating responses with the services responsible in Parliament and consulting third parties when requests concern third-party documents;
- Continuing the implementation in Parliament of the new interinstitutional agreement between the European Parliament, the Council and the Commission on the Transparency Register and applying the decisions taken by the competent authority (Bureau, Vice-President, Secretary-General) in this area; providing internal communication and training on the Transparency Register;
- Dealing with interest representatives (IRs), carrying out eligibility and quality checks on the data provided by IRs wishing to register in the Transparency Register, handling complaints submitted to the secretariat and assisting with the preparation of the annual report on the operations of the register; organising training and devising communications activities to raise awareness of the register and promoting its use among Members and staff;
- Representing the European Parliament in the Joint Secretariat of the Transparency Register set up under the interinstitutional agreement between the European Parliament, the Council and the Commission on the Transparency Register; preparing the annual meeting of the Management Board of the Transparency Register and ensuring the implementation of the register's annual priorities; assisting the European Court of Auditors with audits of the Transparency Register;
- Coordinating together with DG ITEC the development of the register's IT tool;
- Preparing Parliament's annual report on access to documents.

#### INTERINSTITUTIONAL FUTURE REFLECTION UNIT

- Monitoring and reporting on the follow-up of the Conference on the Future of Europe (CoFE); supporting Parliament services in mainstreaming the CoFE conclusions and processes within Parliament's work; reflecting on possible future interinstitutional developments; contributing to communication and outreach activities on the CoFE outcome;
- Drafting technical notes and briefings, analyses and statistics for Parliament services and bodies on the CoFE experience and implementing its outcome, both in Parliament and by the other institutions;
- Providing information and expertise on relevant developments, for possible deliberations on the implementation activities and supporting Parliament's scrutiny role and commitments;
- Developing further Parliament's internal legislative coordination, multiannual and annual legislative planning and programming tasks;

- Following up and reporting on discussions and developments relating to the CoFE, both within the current Treaty framework and on institutional changes;
  - Liaising with the other institutions on the coordination of the CoFE implementation activities;
  - Participating in relevant communication and outreach activities with stakeholders and citizens in and outside the institutions, and supporting Parliament's preparation for the European elections;
  - Liaising with the relevant Parliament services and political bodies, in particular with committee secretariats.
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