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(Announcements)

ADMINISTRATIVE PROCEDURES

COMMISSION

DIRECTORATE-GENERAL FOR EMPLOYMENT, SOCIAL AFFAIRS AND EQUAL OPPORTUNITIES (DG EMPL)

Publication of a vacancy notice for the post of Director (grade AD 14), Brussels

Directorate F 'Social Dialogue, Social Rights, Working Conditions, Adaptation to Change' (EMPL.F)

(Article 29(2) of the Staff Regulations)

COM/2009/10221

(2009/C 294 A/01)

We are

The Directorate-General for Employment, Social Affairs and Equal Opportunities has the task of contributing to the development of a modern, innovative and sustainable European Social Model able to adapt to the challenges of globalisation, aging demographics and the rapid changes in technology.

DG EMPLOYMENT seeks to recruit a Director for its Directorate F '**Social Dialogue, Social Rights, Working Conditions, Adaptation to Change**'.

This Directorate is responsible for advancing and promoting EU policy in a wide range of areas, including:

- promotion of social dialogue,
- improvement in working conditions,
- modernisation of legislative, contractual and political framework of labour law,
- promotion of a strategy for health and safety in the workplace, and
- anticipation and adaptation to change.

In addition to managing several operational budget lines this Directorate oversees the running of two Community agencies namely:

- European Foundation for Living and Working Conditions
- European Agency for Safety and Health at Work

We propose

The post of Director of Directorate EMPL/F. This Directorate is composed of four units with a total number of 102 staff and managing a budget in the region of EUR 60 000 000. The new Director should ensure the sound and efficient management of the resources at his/her disposal and provide a strategic orientation in line with the responsibilities of the Directorate namely the promotion of social dialogue, the improvement of working conditions, modernisation of legislative, contractual and political framework of labour law and the promotion of a strategy for health and safety in the workplace.

The Director leads the development of the Directorate's activities, assures their effective planning, prioritisation and proper management and supervises and controls the Directorate's performance and the effective and efficient use of its resources. He/She coordinates and supervises the Directorate's administrative and financial procedures.

We are looking for

The successful candidate should possess the following competencies:

- capacity to provide overall strategic orientation and management,
- extensive knowledge of regulatory policy and practice relevant to the area of social dialogue, labour law, working conditions and adaptation to change,
- ability to communicate to the public and to engage with stakeholders (European, national and local authorities, international organisations, social partners, NGOs etc.),
- thorough understanding of the EU institutions and how they operate and interact, and of EU policies in the area of Employment, Social Affairs and Equal Opportunities,
- excellent analytical skills and the ability to solve organisational and operational problems via a service and results oriented approach,
- proven management experience, which demonstrates the ability to lead and motivate a team of highly qualified staff in a multicultural and multilingual environment,
- ability to manage important budgetary and financial resources (demonstrated in a national, European and/or international context).

An excellent knowledge of English and French is essential and knowledge of any other Community languages is an asset.

Applicants must

1. Be a citizen of one of the EU Member States.
2. Have:
 - (i) 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;
 - (ii) 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.
3. 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 have been gained in a management function at high level ⁽¹⁾ and should have some direct experience in a field related to this post.
4. Have a thorough knowledge of one of the official languages of the European Union and an adequate knowledge of another of these official languages. (Candidates should note that the selection procedures will be carried out in English, French or German only. As this might give an advantage to native speakers, these will be tested also in one or more other languages).

⁽¹⁾ In their CVs applicants should indicate at least for these 5 years during which high level 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, and (4) numbers of hierarchical layers above and below and number of peers.

5. Not yet have reached regular retirement age, which for officials of the European Communities, is defined as being the end of the month in which the person reaches the age of 65 years (see Article 52(a) of the Staff Regulations).

Independence and declaration of interests

Candidates are required to confirm their willingness to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

Appointment and conditions of employment

The Director will be selected and appointed by the Commission according to its selection and recruitment procedures. A shortlist of candidates will be called for an interview by the Commission's Consultative Committee on Appointments and an assessment centre run by external recruitment consultants. The remuneration and conditions of employment are those laid down in the Staff Regulations that are applicable to AD 14 officials of the European Communities.

Applicants should note the requirement under the Staff Regulations for all new staff to complete successfully a 9-month probationary period.

The recruitment will be made in Brussels.

Equal opportunities

The European Union applies an equal opportunities policy.

Application procedure

This post might be published in parallel with a number of other senior official posts. In this case, candidates who wish to apply for more than one post must submit a separate application for each post.

Before submitting your application, you should carefully check whether you meet all the eligibility criteria, particularly concerning the types of diploma and professional experience required. If you want to apply, you must **register via the Internet** by going to the website:

https://ec.europa.eu/dgs/personnel_administration/seniormanagementvacancies/CV_Encadext/index.cfm

and following the instructions there concerning the various stages of the procedure.

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 not be able to do so. Late registrations via normal e-mail will not be accepted as a general rule.

On completion of your online registration, you will receive on screen a registration number that you must note — this will be your reference number in all matters concerning your application. When you receive this number, the registration process is finished — it is confirmation that we have registered the data you entered.

If you do not receive a number, your application has not been registered!

Please note that you must have an e-mail address. This will be used to identify your registration as well as to inform you about the outcome of the procedure. You will be required to inform the Commission about any change in your e-mail address.

^(?) No later than 12.00 noon, Brussels time, on 14 January 2010.

You will be required to attach a CV in WORD or PDF format to your application and to enter, online, a letter of motivation (maximum 8 000 characters). Both the CV and letter must be written in English, French or German.

Please note that it is **not** possible to monitor the progress of your application online. You will be contacted directly by the recruiting DG regarding the status of your application.

If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail ⁽³⁾, postmarked no later than the closing date for registration. All subsequent communication between the Commission and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.

Should you require more information and/or encounter technical problems, please send an e-mail to ADMIN-MANAGEMENT-ONLINE@ec.europa.eu

Closing date

The closing date for registration is 14 January 2010. Online registration will not be possible after 12.00 noon Brussels time.

⁽³⁾ European Commission, Directorate-General Personnel and Administration, Unit for Organisation Chart and Management Staff, COM/2009/10221, MO34 5/119, 1049 Brussels, BELGIUM.