**COM/TA/HR/17/AD13/BRUSSELS**

**SELECTION OF TEMPORARY STAFF**

**FOR DIRECTORATE-GENERAL HUMAN RESOURCES**

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The European Commission is organising an external selection procedure to fill the post of HEAD OF UNIT HR.DS.1 "Operations". The position is based in Brussels, Belgium. The Unit is part of the Security Directorate (Directorate DS) in the Directorate-General for Human Resources and Security (DG HR).

The Unit is composed of 3 main sectors and 70 staff members. It is expected to further expand.

1. **NATURE OF DUTIES**

The Head of Unit is responsible for the planning, budget and overall management of the unit activities and staff. His/her other responsibilities also include:

* representing Commission's interest in the operational fields of counter intelligence and counterterrorism;
* gathering, assessing and disseminating any relevant information concerning threats related to the security of the Commission;
* performing intelligence analysis and security investigations in the fields of espionage, terrorism and in cases of leaks of classified or sensitive information;
* ensuring close protection of Commissioners, high level staff and visitors;
* providing tailor-made security advice, including through security inspections in EU premises;
* organising the planning and supervision of guards controlling access to Commission buildings;
* looking after the DG HR registry secured storage of EU classified information and developing/maintaining secured document management systems;
* contributing to the elaboration and coherence of existing or new policies relevant to security;
* monitoring legal aspects related to the activities of the unit;
* representing the Commission vis-à-vis representatives of Members States or other countries as well as other EU institutions concerning security policy.

1. **TYPE AND DURATION OF CONTRACT**

The successful candidates may be offered a temporary contract under point (b) of Article 2 of the Conditions of Employment of Other Servants (CEOS)[[1]](#footnote-1) of the European Union in accordance with the Commission Decision of   
16 December 2013 on policies for the engagement and use of temporary agents[[2]](#footnote-2). The duration of the initial contract will be four years, with the possibility of renewal for a maximum of two years.

The maximum duration of the contract will also take account of the relevant provisions in the Commission Decision of 16 December 2013 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period)[[3]](#footnote-3).

**PLACE OF EMPLOYMENT** Brussels, Belgium

**LEVEL** AD13

1. **ADMISSION CONDITIONS**
   1. **General conditions**

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Union CEOS, which include being a national of a Member State of the European Union.

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of 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 or sexual orientation.

* 1. **Specific conditions**

**3.2.1 Qualifications**

By the deadline for submission of applications, *candidates must have:*

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 of at least three years attested by a diploma and appropriate professional experience of at least one year.

The minimum of one year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

**3.2.2 Experience**

On the closing date for the submission of applications set by this notice, candidates need to show, in addition to the qualifications required above, a professional experience of at least 15 years, gained after obtaining the diploma required for admission to the selection procedure. Out of these 15 years, at least 4 years must have been gained in management functions in the field and must meet the relevant requirements listed below.

**Management experience:**

The successful candidate will have proven management experience of large teams and more in particular:

* Ability to lead and motivate a multidisciplinary and multicultural team of qualified staff in a sensitive environment;
* Ability to define and focus on priorities, follow-up and evaluate work in order to meet the objectives, in collaboration with the unit and management team;
* Ability to recruit and motivate colleagues who will contribute fully to the achievement of the objectives of the unit and Directorate.

**Specific experience:**

* Strong experience in the field of national security, especially in counter intelligence and counterterrorism;
* Knowledge of the global security situation and trends as well as on specific consequences in Europe;
* Solid understanding of the security challenges at stake and of the Commission competencies in this field.

**Communication and negotiation:**

* Ability to communicate to both operational and political audience;
* Ability to lead discussions and obtain optimal results while maintaining good working relations with all parties concerned.

**Interpersonal relations:**

* Ability to act efficiently and with courtesy with all contact persons and colleagues, thereby establishing strong working relationships;
* Ability to maintain a spirit of cooperation within the Security Directorate and with other Commission services;
* Discretion, dynamism, resilience and ability to work under pressure while delivering results.

**Administration, finance and control:**

* Ability to define budget needs and to manage contracts/procurements as well as the budget of a Unit.

**The following elements will be considered as strong advantages:**

1. Proven professional experience gained in the field of counter intelligence and counterterrorism at senior level and a strong network in the Member States;
2. Proven experience in threats analysis;
3. Proven experience in team management function, involving the management of human and financial resources.

**3.2.3 Languages**

Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants candidates must have a thorough knowledge of one of the EU languages and a satisfactory knowledge of another of the EU languages.

Knowledge of additional EU languages is an advantage.

1. **CONDUCT OF THE PROCEDURE**

There will be two separate, successive stages of the procedure:

**4.1. Pre-selection**

**4.1.1 Pre-selection based on qualifications**

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents, will carry out a pre-selection based on the qualifications and professional experience mentioned under section 3.2. To this effect, candidates are required to provide three documents:

a) a completed application form;

b) a CV;

c) and a motivation letter.

In order to enable the pre-selection panel to decide on the admission of the applications, candidates are requested to clearly indicate in these documents:

- for the studies: the start and end date, the normal length of the complete cycle and the exact title of the diploma obtained;

- for the professional experiences: the start and end date of each experience and exact nature of the functions.

If one of the three documents mentioned above are missing or if the documents are not received by the deadline stipulated, the application will be deemed null and void.

As this pre-selection stage is eliminatory, only pre-selected candidates will be invited for the selection stage (see section 4.2 below).

Supporting documents mentioned in section 4.1.2 are NOT required at this stage. They will be requested at a later stage of the selection procedure (see section 4.1.2).

**4.1.2. Supporting documents**

Before the interview described in section 4.2 below, the pre-selected candidates must provide the official supporting documents confirming the information stated in their application form, CV and motivation letter. If these documents are not provided by the deadline stated in the invitation letter to the interview, the application will be declared null and void.

The requested official supporting documents to be sent only by candidates invited to an interview will be:

* Copy of a document proving citizenship (identity card or passport);
* Copy of the diploma(s) or certificate(s) of the required level of education;
* Employment certificates proving the length of professional experience.

These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated in the pre-selection letter and the invitation for interview, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the selection committee at least ten working days before the deadline expires, via the functional mailbox at the following address:

[**HR-AMC-SC11-HR-TA-APPLICATIONS@ec.europa.eu**](mailto:HR-AMC-SC11-HR-TA-APPLICATIONS@ec.europa.eu)

The aim is to enable them to produce a complete and acceptable dossier by the deadline.

The successful candidate will, at a later date, be required to produce the originals of all the requisite documents for the purpose of certification.

**4.2 Selection**

Candidates who have successfully completed the pre-selection stage will be invited for an interview by a Selection Committee in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience and knowledge of languages, as set out in this notice.

The list of successful candidate(s) will be valid for a maximum of two years. The validity of the list may be extended.

Before being engaged, candidates may be invited to take part in a one-day assessment centre.

1. **APPLICATIONS**

The application form accompanied by a CV and a motivation letter, must be sent to the following address:

[**HR-AMC-SC11-HR-TA-APPLICATIONS@ec.europa.eu**](mailto:HR-AMC-SC11-HR-TA-APPLICATIONS@ec.europa.eu)

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format. The Commission reserves the right to automatically remove all messages of more than 1 MB.

The data included in the application form will not be changed after the closing date of the submission of applications. The right of rectification cannot be exercised after the closing date for the submission of applications.

Candidates should use the same functional mailbox for all correspondence with the selection committee including requests for information. It is the candidate's responsibility to inform the secretary of the selection committee of any change of his/her e-mail address during the selection procedure.

The European Commission applies an equal opportunities policy. The Commission would particularly welcome applications from women.

**The closing date for the submission of applications is 5 May 2017 at 12:00 (midday, Brussels time).**

1. **ADDITIONAL INFORMATION**

This selection notice is published in the 24 official languages of the European Union on the websites of the Directorate-General for Communication and European Personnel Selection Office (EPSO).

Any direct communication between candidates and the Commission services will be exclusively by email. Therefore, to enable Commission services to contact candidates, each candidate is required to indicate a valid e-mail address which can be used throughout the entire selection process.

1. <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:en:PDF> [↑](#footnote-ref-1)
2. <http://ec.europa.eu/civil_service/docs/at_decision_en.pdf> [↑](#footnote-ref-2)
3. <https://myintracomm.ec.europa.eu/hr_admin/en/external_staff/anti-cumul/Pages/index.aspx> [↑](#footnote-ref-3)