**SELECTION CRITERIA CHECK-LIST – HEAD OF OIU**

Explain how well do you meet or exceed each of the selection requirements published in the section 4.2. of the Vacancy Notice. Use real examples/tasks you have performed/achieved and quantification wherever possible. Be concise - each explanation should be shorter than 120 words.

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Proven professional experience in the management of a team of IT professionals of at least five (5) years** | Yes | No |
| Explain in more detail: | | |
| **2** | **Professional experience in managing large-scale IT systems (infrastructure and networks operations)** | Yes | No |
| Explain in more detail: | | |
| **3** | **Proven experience in the elaboration of Work Programmes, Work Plans and other strategic and/or operational documents for an organisation** | Yes | No |
| Explain in more detail: | | |
| **4** | **Knowledge of management principles, in particular of strategic planning, prioritization, project management, allocation and management of resources and sound financial management** | Yes | No |
| Explain in more detail: | | |
| **5** | **Knowledge and understanding of Agency`s goals and objectives** | Yes | No |
| Explain in more detail: | | |
| **6** | **Knowledge and proven practical experience with industry-standard IT service management and governance frameworks (i.e. ITIL, ITSM, COBIT etc.)** | Yes | No |
| Explain in more detail: | | |
| **7** | **Proven capacity to analyse complex information, to consider options in clear and structured way, to propose and implement recommendations and to make sound decisions** | Yes | No |
| Explain in more detail: | | |
| **8** | **Strong drafting and communication skills in English both orally and in writing, at least at level C1** | Yes | No |
| Explain in more detail: | | |
| **9** | **Previous management experience within an international and multi-cultural environment, preferably in the European Institution, Agency or other EU body** | Yes | No |
| Explain in more detail: | | |
| **10** | **Good knowledge of the administrative and financial circuits within the European public administration** | Yes | No |
| Explain in more detail: | | |
| **11** | **Professional experience in managing, coordinating and supervising the activities of several teams/services** | Yes | No |
| Explain in more detail: | | |
| **12** | **Previous experience in the management of datacentres** | Yes | No |
| Explain in more detail: | | |
| **13** | **Working knowledge of French and/or German, at least at level B1** | Yes | No |
| Explain in more detail: | | |
| **14** | **Proven leadership and staff management skills** | Yes | No |
| Explain in more detail: | | |
| **15** | **Ability to set and revise objectives for the Unit within overall strategic framework and ability to focus on priorities and to monitor and evaluate the progress made towards the said objectives** | Yes | No |
| Explain in more detail: | | |
| **16** | **Ability to deal with people effectively, respectfully and courteously as well as having strong service-oriented culture** | Yes | No |
| Explain in more detail: | | |
| **17** | **Ability to motivate a team to achieve desired results, to offer a constructive regular feedback, to acknowledge success and the need for improvement in order to enable to achieve objectives** | Yes | No |
| Explain in more detail: | | |
| **18** | **Ability to build productive and cooperative working relationships with hierarchy and other Units and colleagues** | Yes | No |
| Explain in more detail: | | |
| **19** | **Ability to communicate clearly and to present complex subjects simply, both orally and in writing** | Yes | No |
| Explain in more detail: | | |
| **20** | **Ability to organise, assign and manage the Unit`s work among the members of the team as well as to set up challenging and realistic objectives** | Yes | No |
| Explain in more detail: | | |
| **21** | **Ability to work under pressure and with tight deadlines, to make timely decisions, to reprioritize tasks responding to changes in a rapidly evolving work environment** | Yes | No |
| Explain in more detail: | | |
| **22** | **Excellent analytical capabilities, problem-solving and conflict-resolution skills** | Yes | No |
| Explain in more detail: | | |

Signature of the Applicant:

.......................................

*Signature (hand-written)*