

Vacancy notice 2019/116– HQ (AD)

EEAS Vacancy Notice Administrator

Administrator - Deputy Head of Division –BA.BS.2 –Finance and Contracts

(EU Staff Members: AD5-12/ Candidates from Member States: AD09)

Job n. 152433

We are:

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. The EEAS supports her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice President of the Commission with regard to her responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

Within the Directorate for Budget and Support, the Finance and Contracts Division is responsible for procurement for Headquarters and Delegations and for ex-ante financial verification of transactions stemming from public contracts at Headquarters. It supports and advises the authorizing officers by sub-delegation in their management of public contracts including their risk management.

Contracts covered by the Division are those subject to the Public Procurement Directive (supply, service and works) and exclude all kind of employment contracts or building contracts. In addition, building and works contracts are subject of ad-hoc real estate control procedures not managed by the Division.

We propose:

The post offers challenging opportunities for candidates with the required ability and motivation to contribute as Deputy Head of Division to the definition of the Division's strategic objectives and as Head of procurement sector.

Functions & duties

- Advise and support the Head of Division in defining the Division's overall strategic objectives, work program and specific objectives and ensure that the Sector's resources are efficiently allocated to achieving those objectives.
- Advise and support the Head of Division to provide effective People Management within the given Sector. Contribute to the motivation of staff members within the Sector and the management of the performance.
- Deputise for the Head of Division and represent the Division upon request.
- Provide assistance to EEAS operational Divisions and EU Delegations with the organisation of tenders.
- Deal with horizontal activities, concertation and networking aspects of procurement and tenders. Participate to inter-institutional coordination meetings.
- Update and publication of procurement rules of the EEAS, including provide templates and standard tender documents. Identify and make available to users "best practice" tender files. Training of EEAS colleagues on procurement procedures.
- Give advice and analysis of calls for tenders launched by EEAS operational Divisions and EU Delegations.
- Ensure that calls for tenders are published in the OJEU after analysis and corrections done by the Division and supervise the analysis of the procurement files and the advice by the staff members of the Sector.

- Maintain interactive communication with the team members, so that staff is informed on all relevant policy and strategic aspects affecting the Division work and get appropriate feedback on their actions. Provide mentoring and / or coaching.
- Lead internal communication and knowledge sharing within the Sector and with its clients across the EEAS.

We look for:

Eligibility Criteria¹

In accordance with Article 98 of the Staff Regulations (SR) and in order to meet the needs of the service candidates must:

1. be officials of the EU Institutions, or temporary staff to whom Article 2 (e) of the Conditions of the Employment of Other Servants of the European Union (CEOS)² applies or staff from national diplomatic services of the Member States;
2. have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset;
3. have at least 3 years' proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a diplomatic service of one of the Member States.

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, Member State applicants must:

4. be nationals of one of the EU Member States;
5. possess a level of education
 - a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, OR
 - b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.³
6. have gained at least 10 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;
7. Member States candidates/Temporary Agents 2(e) must be able to return to active service in their Member State/home ministry when finishing the contract, and must be able to finish the full duration of the posting (in principle 4 years) within the maximum duration of engagement in the EEAS, as foreseen in the Council Decision of 26 July 2010 (2010/427/EU).

Furthermore, in order to be eligible, **EU staff members** must be in one of the grades **AD5 to AD12** and have the Type of post of the person "ADMINISTRATOR" (AD5-AD7) or "PRINCIPAL ADMINISTRATOR" (AD8-AD12), or they must be AST officials who have successfully passed the certification procedure.

EEAS staff whose Type of Post of the Person is "Senior administrator in transition" (AD14) and

¹ All the eligibility criteria must be met on the closing date for applications to this post.

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

³ The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

"Principal administrator in transition" (AD13) can also show their interest for this job. If selected, she/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the Type of Post of the Person. Transfers in the interest of the service under Article 7 SR are only possible within the same Institution, therefore EU officials AD13 and AD14 from other Institutions are not eligible.

Applications from EU staff members in a Delegation and who are not in rotation in 2019 are not, in principle, eligible and will only be taken into consideration in case of career progression.

In the above paragraph, "career progression" includes AST staff members who have successfully completed the certification procedure and who are applying for their first AD post.

SELECTION CRITERIA:

Candidates should:

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have the ability to deputise for the Head of Division with regard to both managerial and representational responsibilities, and the ability to lead and motivate teams;
- have an excellent capacity in leading a team
- have a strong experience and knowledge of the Financial Regulation as applicable to administrative expenditure and the resulting rules and systems applicable to public procurement;

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- a creative approach to problem-solving.

would be strong assets.

TYPE AND DURATION OF CONTRACT

If the successful candidate is an EU staff member, s/he will be appointed according to Articles 29.1.(a)(i) or (ii) and 98.1 of the Staff Regulations and according to the rules on grade set out above.

If the successful candidate is from a national diplomatic service s/he will be offered a contract as temporary agent under Article 2(e) of the CEOS; such contracts have a maximum duration of 4 years. The appointment will be at AD 9 level⁴.

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have become temporary agents in the EEAS under Article 2(e) of the

⁴ The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, set out in Regulation n° 423/2014 of the European Parliament and of the Council, can be accessed via the link <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0423&from=EN>

CEOS with a guarantee of immediate re-instatement at the end of the period of service to the EEAS.

All newly engaged temporary staff members are required to complete successfully a probationary period of 9 months.

PLACE OF EMPLOYMENT

Brussels, Belgium

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if (s)he does not already hold security clearance to an appropriate level (EU SECRET), in accordance with the relevant security provisions.

Successful candidates will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to their independence, as set out in the Staff Regulation and CEOS.

EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

APPLICATION AND SELECTION PROCEDURE⁵

Mobility is a fundamental part of EEAS human resources policies, and is required by the EEAS Council Decision. Candidates should be aware that, accordingly, it is not generally in the interests of the service for EEAS Staff Members to apply for jobs which are essentially the same or similar to their current post.

The procedure will take place in three different and successive steps:

1. Application

Candidates may apply for one or more of the posts published in the context of this "2019/116-HQ (AD) Publication –" Deputy Head of Division –BA.BS.2 –Finance and Contracts " exercise.

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the on-line system:

<https://webgate.ec.europa.eu/eapplication/index.cfm>

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link from **25 June 2019**. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

During the on-line application procedure candidates will have to upload their **CV** and **motivation letter** (in English or French). Candidates from the Member States will, in addition, have to upload a copy of their **passport/ID** and a **statement by their Ministry**

⁵ Your personal data will be processed in accordance with Regulation (EC) 45/2001, as implemented by decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The privacy statement is available on EEAS zone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26247>) and on the EEAS website (http://eeas.europa.eu/data_protection/rights/index_en.htm).

for Foreign Affairs confirming their membership of a diplomatic service and the Ministry's support for the candidate's application for this post.

All candidates will have the opportunity to follow the progress of their application through the on-line system.

Applications may be made at any point during the period from **25/06/2019 to 31/07/2019 at 12.00 midday (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. **Late applications will not be accepted.**

For correspondence concerning the selection procedure, please use the following email address:

EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu

2. Pre-selection

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter, and will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

3. Selection

The candidates who have been pre-selected will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. The selection panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority. He/she may decide to interview the candidates on the final shortlist before taking this decision.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

CONTACT: Claudia Salustri

Tel: +32-2-584 65 91

Email: claudia.salustri@eeas.europa.eu