

**EEAS Vacancy Notice Administrator**

**Administrator – “Team Leader – Projects”.**

**(EU Staff Members: AD5-12/ Candidates from Member States: AD07)**

**Job n. 240883**

**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 his tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice President of the Commission with regard to his 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.

The EEAS Information Technology Division contributes to EEAS business process effectiveness and efficiency by implementing Information Communication Technology (ICT) services, tools, and infrastructure.

The IT Division is responsible to deliver ICT services both to Headquarters staff and to the EU Delegation network around the world. Services are covering the full range of IT activities, from IT infrastructure and office automation towards Wide Area Network facilities, acts as System Supplier to support all types of business processes and deliver various End-users' support coverage. Its staff is composed of 34 statutory colleagues based in Brussels and a community of 35 Regional IT Officers assigned in EU Delegations. An important part of its activities is performed by subcontractors (WAN management, Helpdesk & PC Support, IS experts, etc.)

Thirteen civil servants and more or less hundred intra-muros experts are directly involved in delivering information systems solutions. Their projects are covering all kinds of administrative, corporate, and external policies business processes and deliver communication and collaboration platforms.

**We propose:**

We offer a job of “Team Leader – Projects”, involving various technical and administrative tasks, namely but not exhaustively:

- Contribute to the IT Governance Steering Committees and the IT multiannual work plan, both at Strategic and Program levels, by delivering factual information on ongoing projects and risks managed
- Contribute to the establishment of new IT Policies and Decisions paving the IT work environment of the EEAS
- Contribute to the delivery over years of EEAS software technical and security guidelines and standards, as well as software development tools to be deploy, in coordination with EC DiGIT services
- Contribute to yearly administrative task and reports like AMP, Budget APB, etc.
- Coordinate, monitor and report on Project Teams progress and efficiency, those project teams being engaged in business and/or technical projects to support both non-IT and IT activities
- Ensure respect across Project Teams of project management methodology (PM<sup>2</sup>) and software development methodologies in use (including SCRUM), as well as respect of Time and Budget constraints agreed

- Ensure quality artefacts deliveries in accordance with KPIs and contract specifications, including requesting financial fair compensation from contractors (when applicable) in close coordination with the Quality Assurance Office and the Budget & Contract team
- Perform financial operations (as OIA or OVA and/or AOSD "on behalf") for IT purchase orders and/or service contracts.

The job is an exciting position for an experienced Information Systems IT professional, looking for a dynamic working environment and challenging position within a friendly, motivated, organised, and supportive team. We offer easy access to training facilities to improve skills and to keep staff at the top of technology and methodology evolutions. The main working language is English.

### **We look for:**

We are looking for a dynamic and solutions-oriented colleague. In addition to demonstrating very good analytical, drafting, and organisational skills, the successful candidate will be proactive and be able to follow the required procedures on an autonomous basis. The ability to build and maintain good human relations within the teams and with our internal/external customers is essential.

### **Legal basis:**

The vacancy is to be filled in in accordance with the following articles of the Staff regulations<sup>1</sup> (SR): Article 29(1)(a) SR and Article 98 SR; Article 29(1)(b) SR ; Article 29(1)(c) SR

### **ELIGIBILITY CRITERIA<sup>2</sup>**

Further to the conditions set out in Article 28 SR and 12 CEOS, candidates must:

1. be a permanent official of the Union, or a temporary agent to whom Article 2(e) CEOS applies, or staff from a national diplomatic service of an EU Member State, or a laureate of an EPSO competition who is on a valid reserve list established in accordance with Article 30 SR.
2. have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset;
3. have at least 2 years' proven, pertinent experience in external relations;

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, candidates from national diplomatic services must:

4. 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<sup>3</sup>.
5. have gained at least 6 years' full time professional experience. This experience must have been gained after obtaining the four-years diploma or after obtaining the three-years diploma and the one year relevant professional experience

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<sup>1</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

<sup>2</sup> All the eligibility criteria must be met on the closing date for applications to this post.

<sup>3</sup> 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 6.

6. candidates from national diplomatic services and current temporary agents according to Article 2(e) CEOS must be able to return to active service in their Member State after the end of their period of service to EEAS. Furthermore, they must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS, as foreseen in Article 50b(2) SR and the Council Decision of 26 July 2010 (2010/427/EU).

**Clarifications:**

- The present position is classified, according to section A of Annex I SR, as a post of Administrator. Candidates who are EU officials in the function group AD must therefore occupy at the moment of the application (or have occupied as the last post before their change in administrative status<sup>4</sup>) a post of "Administrator" grades AD5-AD12 or be an EU official in the function group AST who is on the list drawn up according to Article 45a (c) SR ("certification procedure").
- Officials assigned according to Article 30 of the annex XIII SR to the type of post "Senior Administrator in transition" (AD14) or "Administrator in transition" (AD13) can apply for posts which correspond to the type of post of Administrator. 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.
- Candidates who at the moment of the application are EU officials, independently of their administrative status, cannot request to be recruited as temporary staff to whom Article 2(e) of the CEOS applies, i.e. staff seconded from national diplomatic services of the Member States
- Applications from officials currently serving in a Delegation are, in principle, not eligible and may only be considered in the interest of the service or in case of an application for a higher type of post ("career progression"). This is due to the need to ensure sound financial management of the limited financial resources, given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications.
- "Career progression" refers to applications for a higher type of post according to Annex I SR. In this case it refers to EU officials in the function group AST who are on the list drawn up according to Article 45a(c) SR ("certification procedure") and apply for their first AD post.
- In order to be considered as a candidate from national diplomatic service in the sense of Article 98 SR, such candidates shall provide at the moment of their application a certificate from their national diplomatic service which will clearly state that they are staff from national diplomatic service, as well as a guarantee of "immediate reinstatement at the end of their period of service to the EEAS" in accordance with Article 50b(2) CEOS.
- Competition EPSO laureates may express their interest for this job, provided that they meet the eligibility requirements set out at points 3 and 4 above. Their candidatures will be considered only in the event that no suitable candidate can be found among candidates covered by article 29 (1) (a) and article 98 SR or article 29 (1) (b) SR. Should a competition laureate be selected for this job, she/he will be subject to the same obligations of mobility as other EEAS staff members.

**SELECTION CRITERIA:**

Candidate should:

- have the capacity to create constructive working relations with national authorities, international organisations and EU Member States
- have a solid background in the fields of Information Systems project management covering development of medium to complex Business multi-tier Web based Information Systems

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<sup>4</sup> In accordance with Article 35 SR

- Have gained experience earlier in her/his career in various development technologies in use at EUI level (Java, PHP, Low Code, etc.) to understand technical trends, as well as being familiar with service oriented architecture, RESTful APIs and Enterprise Architecture principles (TOGAF)
- have a strong experience in Project Management methodologies (ex: PM<sup>2</sup>) and a proven ability to manage and co-ordinate several software development processes simultaneously
- have a good experience in implementing software agile development methodologies (ex: SCRUM) and being familiar with DevSecOps principles
- have strong drafting, communication and analytical skills combined with sound judgement;
- have experience of working in a team in multi-disciplinary and multi-cultural environment,
- have knowledge of external relations, internal policies and functioning of the Union.

Furthermore:

- an academic and/or technical background in ICT technologies (or similar) commonly used within the EU Institutions, and in particular to these used at the EEAS;
- knowledge in quality assurance methodologies, ITIL, encryption methods and tools professional experience in Atlassian products as well as knowledge of one or more other official languages of the European Union

are strong assets.

## **TYPE AND DURATION OF CONTRACT FOR CANDIDATES FROM NATIONAL DIPLOMATIC SERVICES**

In accordance with Article 50b CEOS, if the successful candidate is from a national diplomatic service, she or he will be offered a contract as temporary agent under Article 2(e)CEOS at the level AD 7<sup>5</sup> for a maximum period of four years which can be renewed for a maximum period of four years.

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 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 she or he does not already hold security clearance to an appropriate level (EU Secret), in accordance with the relevant security provisions.

The successful candidate must undergo a medical examination to ensure that she or he is physically fit to perform her/his duties.

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<sup>5</sup> The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, can be accessed via the link: [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XC1214\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XC1214(01)&from=EN)

The successful candidate will be required to act independently in the interest of the Union and to make a declaration of any interests which might be considered prejudicial to her or his independence, as set out in the Staff Regulation and CEOS.

## **EQUAL OPPORTUNITIES**

The External Action Service applies an equal opportunities policy.

## **APPLICATION AND SELECTION PROCEDURE<sup>6</sup>**

High degree of 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 to the post of "**2020/71 - HQ (AD) Team Leader – Projects - BA.BS.3**".

**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 **05 March 2020**. 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 are invited to use the "Europass" CV format (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>) for their applications.

Candidates from the Member States will, in addition, have to upload a copy of their **passport/ID** and a **statement by their Ministry for Foreign Affairs** (issued within the past 6 months) confirming their membership of a diplomatic service, the Ministry's support for the candidate's application for this post, as well as mentioning the guarantee of reinstatement of applicants after a possible contract with the EEAS. If candidates are unable to provide this document from their Ministry, their application will be deemed ineligible.

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 **05/03/2020 to 26/03/2020 03/04/2020 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.**

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<sup>6</sup> Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: [http://eeas.europa.eu/data\\_protection/rights/index\\_en.htm](http://eeas.europa.eu/data_protection/rights/index_en.htm)

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

[EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu](mailto: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. The Appointing Authority 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 re-assignment.

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