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## Information and Notices

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## V

*(Announcements)*

## ADMINISTRATIVE PROCEDURES

## COUNCIL

**Notice of vacancy CONS/AD/164/20**

(2020/C 186 A/01)

**GENERAL INFORMATION**

Department	DG LING.1
Place of work	Brussels
Title of post	Director
Function group and grade	AD 14
Security clearance required	EU SECRET
<b>DEADLINE FOR APPLICATIONS</b>	<b>26 June 2020</b> — 12.00 noon (Brussels time)

**We are**

The General Secretariat of the Council (GSC) assists the European Council and the Council of the EU and their preparatory bodies in all fields of their activities. It provides advice and support to members of the European Council and the Council and to their Presidents in all areas of activity, including policy and legal advice, coordination with other institutions, elaboration of compromises, supervising as well as attending to all the practicalities that are necessary for the good preparation and running of the European Council and the Council.

The Translation Service is responsible for providing translations of Council and European Council documents in all official languages of the EU. In addition, the Translation Service provides editing assistance for internal and Presidency drafters and multilingual assistance for media monitoring, President of the European Council briefings and other initiatives. Under its *Strategic approach for an evolving service 2020-2024*, the Translation Service is focused on building a flexible service ready for the future while also supporting staff through change. It consists of two Directorates, LING.1 which comprises 12 language units and the Operations Unit, and LING.2 which comprises the 12 other language units and the Resources Unit.

**We propose**

The post of Director in Directorate LING.1 is a challenging position in a politically interesting and fast-moving environment. You will lead a team of approximately 450 staff members from all function groups and be responsible for the operational, financial and strategic aspects of the files handled by them.

Under the authority of the Deputy Director-General, you will manage your Directorate and its resources in a professional manner, organise its activities and support and motivate staff in their work. You will ensure the quality of the services and products delivered by the Directorate, as well as effective communication and cooperation both within the Directorate and with the other Directorate (LING.2), as well as with other GSC services.

You will provide high-level advice in your area of responsibility, both orally and in writing, at your own initiative or upon request, to the Deputy Director-General on all aspects of dossiers falling within the Directorate's remit. In this context, you will be required to represent the European Council and the Council in public fora and in negotiations with other EU institutions, agencies and other bodies in the areas within the Directorate's remit.

You will define the objectives to be met and contribute to meeting them by establishing the Directorate's work programme and ensuring the appropriate monitoring of its implementation.

You will be able to plan and organise work in the Directorate's field of activity in a flexible manner, subject to working hours, the schedule of Coreper, European Council and Council meetings and media requirements. You and your staff will be able to benefit from the GSC's flexible working arrangements, including teleworking. Occasional missions abroad are required, usually within the EU (approximately twice a year).

### **We look for**

We are looking for an experienced manager with the ability to lead and motivate a large team, preferably with managerial experience in the translation domain. Knowledge of the areas and activities covered by the Directorate is essential. We are looking for a dynamic manager with the ability to manage change in an environment of rapid technological development while maintaining high-quality output. The Director of LING 1 must be capable of steering its modernisation process by promoting a culture of innovation, collaboration and communication and by ensuring the optimal use of resources.

All GSC managers are expected to advise their hierarchy and stakeholders, manage their staff and financial resources and to represent the GSC. These expectations are set out in the GSC horizontal manager's profile, in Annex I.

Furthermore, the jobholder will need to possess:

- the ability to think and plan strategically, to anticipate and identify potential problems and propose workable solutions and compromises;
- leadership skills and the ability to give guidance, motivate and empower staff in a multicultural and diverse environment, with a strong emphasis on staff development;
- excellent communication skills, including interpersonal communication skills;
- the ability to promote a strong team spirit and to maintain good working relationships with a range of internal and external interlocutors and the ability to demonstrate diplomacy;
- the ability to manage change and support staff through change;
- a strong ability to plan and organise the overall work of the Directorate so as to meet critical deadlines and ensure a fair distribution of workload within the team and succession planning;
- the ability to reach common agreements or goals by providing targeted advice to stakeholders and by effectively and constructively facilitating discussions towards win-win outcomes.

Given that the GSC has a policy of mobility for its managers, who should have a broad experience, candidates should therefore be willing and able to work in different areas of activity during their career at the GSC.

**RECRUITMENT POLICY**

Applicants must meet the following requirements at the time of applying:

**a) General conditions**

- be nationals of one of the Member States of the European Union;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by the laws concerning military service.

**b) Specific conditions**

- hold a university degree <sup>(1)</sup>;
- have at least 15 years of relevant professional experience out of which they have during at least three years effectively exercised management and organisational responsibilities. Three years spent in a post with significant coordination responsibilities would be equivalent to the required management experience;
- given that English and French are used extensively for communication within the GSC and with other institutions, an excellent knowledge of one of the two languages and a good knowledge of the other one is required. Knowledge of other official languages of the EU is an asset.

NB:

(1) This post requires security clearance allowing access to classified documents (EU SECRET level). Candidates applying for the post must be prepared to undergo security screening under Council Decision 2013/488/EU <sup>(2)</sup>. Appointment to the post will only take effect on condition that the selected candidate has obtained a valid security clearance certificate. A candidate without security clearance will be offered a temporary contract until the result of the security clearance procedure is obtained.

(2) Successful candidates must be prepared to follow the GSC management training.

**SELECTION PROCEDURE**

In choosing the successful candidate, the Appointing Authority shall be assisted by an advisory selection board. The advisory selection board will be supported by an assessment centre, run by external recruitment consultants. The reports established by the assessment centre for the same type of post will cease to be valid two years after the date on which the relevant exercises took place or upon termination of the framework contract between the GSC and the assessment centre in question — whichever date is the earliest.

The advisory selection board will initially evaluate and compare the qualifications, experience and motivation of all the applicants, on the basis of their applications. Based on that comparative assessment, the advisory selection board will shortlist the most suitable candidates, in its opinion, to be invited to the first interview. As this first selection is based on a comparative assessment of the applications, the fulfilment of the requirements of this vacancy does not guarantee invitation to the first interview. Among the interviewed candidates, the advisory selection board will pre-select candidates to attend the assessment centre, as well as a second interview with the advisory selection board.

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<sup>(1)</sup> Article 5(3)(c) of the Staff Regulations of Officials of the European Union (the Staff Regulations) require applicants to have at least:  
(i) 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  
(ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

<sup>(2)</sup> Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information (OJ L 274, 15.10.2013, p. 1).

The provisional planning of the selection is as follows:

- it is expected that candidates selected for the interviews will be informed by beginning of July 2020;
- the first interviews are foreseen to take place mid-July 2020;
- the assessment centre is expected to take place end-July 2020;
- the second round of interviews is foreseen to take place by beginning of September 2020.

**NB:** The above schedule is purely indicative and, in particular, subject to the implications of the restrictive measures put in place to deal with the COVID-19 pandemic.

#### LEGAL BASIS

This post is published in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union <sup>(3)</sup> (senior management post).

This post has been published to all institutions of the European Union and outside the institutions.

#### REMARK

Given that this post has been designated as sensitive, the staff member occupying it may, after a period of five years in the post, be obliged to change post.

#### HOW TO APPLY

The closing date for applications is **26 June 2020 at 12.00 noon** (Brussels time).

Applications will be accepted by email only and must be sent to: [applications.management@consilium.europa.eu](mailto:applications.management@consilium.europa.eu) <sup>(4)</sup> no later than the closing date. **Late applications will not be considered.**

The email address indicated above must be used for any correspondence concerning the selection procedure (the email must have in the subject the following title: *CONS/AD/164/20 LING.1*).

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.

In order to be valid, applications must include:

- (a) the application form (Annex V) duly completed and dated; the electronic application form can be found on the Council's website under the following link:

<http://www.consilium.europa.eu/en/general-secretariat/jobs/job-opportunities/>

- (b) a detailed curriculum vitae <sup>(5)</sup>, accompanied by a letter of motivation, in English or French, preferably in the Europass format (<http://europass.cedefop.europa.eu>), covering the applicant's entire career, listing, inter alia, the applicant's qualifications, language knowledge, experience and current duties; and
- (c) copies of diplomas certifying education and copies of documents and certificates relating to professional experience. Supporting documents must come from a third party and it is not sufficient simply to send the CV mentioned in (b).

**Failure to include these documents will make the application invalid.**

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<sup>(3)</sup> Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1) and last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287, 29.10.2013, p. 15).

<sup>(4)</sup> This email address is linked to a functional mailbox and can only process messages with the 'Normal' Sensitivity Option; emails sent with other Sensitivity Options (e.g. 'Personal', 'Private', 'Confidential') cannot be processed. Please therefore select the 'Normal' sensitivity option. Maximum size of your email must be 25MB. If your email, together with its attachments, exceeds this maximum size, please split your attachments over a number of emails.

<sup>(5)</sup> Candidates are requested not to put photos on their CV.

All supporting documents attached to the application must be in MS Word, pdf or jpg format, named (in English or French) and numbered in sequence (Annex 1, 2, etc.). A list of all annexes must also be attached. Applications that arrive by post, or via cloud based data storage solutions or file-share platforms will not be considered.

The successful candidate will be asked to provide the originals of the aforementioned documents.

An email acknowledging receipt of your application will be sent to you. Please note that technical difficulties related to the transmission of emails can never be completely eliminated. Therefore if you do not receive an email that acknowledges receipt of your application please verify that the GSC has received it by contacting [applications.management@consilium.europa.eu](mailto:applications.management@consilium.europa.eu). Since the advisory selection board will begin its work shortly after the closing date for applications, you are encouraged to make any necessary verifications in the week following that date.

#### **EQUAL OPPORTUNITIES**

The GSC is committed to equal opportunities (see Annex II). As an employer, the GSC is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States. To promote gender equality, the GSC encourages applications from women.

Assistance can be provided to persons with disabilities during the recruitment procedure. For further information, please send an email to [Equal.opportunities@consilium.europa.eu](mailto:Equal.opportunities@consilium.europa.eu).

#### **RE-EXAMINATION OF APPLICATIONS**

The procedures relating to complaints, appeals and referral to the European Ombudsman are set out in Annex III to this vacancy notice.

#### **DATA PROTECTION**

The rules governing the processing of personal data in connection with this selection procedure are set out in Annex IV to this vacancy notice.

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## ANNEX I

**The GSC Horizontal Managers' Profile**

As a GSC manager you add value in acting both as an adviser and a manager and you are always a representative of the GSC.

In performing these roles you are expected to:

**As a Representative**

- Act with integrity, externally as well as internally.
- Act in the interest of the European Council and the Council as well as the Union as a whole. Ensure that any divergences are identified and managed.
- Create relationships of confidence, trust and openness, and be an active networker.
- Be result-oriented and influential, and at the same time respectful and service oriented.

**As an Adviser**

- Contribute to the development of the Union. Be proactive and creative. Think ahead and plan for future developments. Act as a provider of solutions.
- Advise our stakeholders to facilitate the achievement of their aims and in the interest of our two institutions. Be objective and fair.
- Be aware of the interaction between decision-making and public debate. Make sure that your advice takes account of the political situation of our stakeholders and integrates communication considerations.
- Facilitate legitimate decision-making through cooperation, good working relationships and compromise among Member States and with Institutions, and other stakeholders.
- Stay well informed about developments within your area of responsibility, also beyond the immediate work of the European Council and the Council. Keep the big picture in mind.

**As a Manager**

- Empower your staff, delegate and trust, support and motivate, give feedback and guidance, encourage initiative and courage to think out of the box; reduce hierarchy and control to a minimum, while maintaining quality.
  - Communicate clearly on objectives and expectations and ensure the flow of information to, from and among your staff as well as with other DGs, directorates and units.
  - Act always in the interest of the whole of the GSC, not just your own DG or Directorate or Unit, and make sure that we deliver to our stakeholders. Break down silos.
  - Have the courage to address conflict, underperformance and other difficulties in a timely manner; ensure your staff's wellbeing and development, and fulfil your duty of care to your staff.
  - In driving and facilitating change involve your staff to make sure that the GSC keeps up with developments and becomes more dynamic, flexible and collaborative. Walk the talk.
  - Take responsibility for the optimal use of GSC human and financial resources.
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## ANNEX II

**Equal Opportunities in the General Secretariat of the Council (GSC)**

The General Secretariat of the Council is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the GSC is committed to ensuring equality between men and women and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

The main aims of the GSC's Equal Opportunities policy are to:

- achieve a balanced representation of men and women. The GSC encourages applications from women especially for management posts, where they are currently under-represented;
- improve accessibility of the working environment and ensure that it is inclusive. Reasonable accommodation arrangements for staff with disabilities can be provided unless they would impose an undue burden on the resources of the institution. Assistance can be provided to persons with disabilities during the recruitment procedure;
- ensure that human resources and personnel management policies respect the principles of equality and non-discrimination;
- protect staff from harassment at work;
- reconcile professional and private life. The GSC offers a comprehensive package of flexible working measures, including telework, individual working time and the possibility to take parental leave for mothers and fathers in accordance with the Staff Regulation. The GSC has a crèche for children from 0-4 years. After-school care and holiday-time facilities are organised by the European Commission and open to children of GSC staff.

For further information, send an email to [Equal.opportunities@consilium.europa.eu](mailto:Equal.opportunities@consilium.europa.eu)

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## ANNEX III

**INTERNAL COMPLAINT — JUDICIAL APPEAL — COMPLAINT TO THE EUROPEAN OMBUDSMAN**

If, at any stage of the selection procedure, you are dissatisfied with how your application is handled you have the right to complain.

**Internal complaint**

Where you receive a decision that you are dissatisfied with you may, within 3 months of the notification of the decision, lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, to:

Council of the European Union  
Legal Advisers to the Administration Unit, ORG 1.F  
Rue de la Loi/Wetstraat 175  
1048 BRUXELLES/BRUSSEL  
BELGIQUE/BELGIË  
Email address: legal.advisersHR@consilium.europa.eu

Replies to such complaints are given in writing by the Appointing Authority within 4 months of the receipt of the complaint. However, if your complaint arrives sufficiently early, it may be possible to have the advisory selection board review the decision that is the object of your complaint and to reply to you on that basis.

**Judicial Appeal**

If you are dissatisfied with the reply you receive from the Appointing Authority under the internal complaints procedure, you may submit a judicial appeal under Article 91 of the Staff Regulations to:

General Court of the European Union  
Rue du Fort Niedergrünewald  
L-2925 Luxembourg  
LUXEMBOURG

**Complaint to the European Ombudsman**

After having exhausted all the possibilities for redress at the GSC, in particular the internal complaints procedure under Article 90(2) of the Staff Regulations, then like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman  
1, avenue du Président Robert Schuman — BP 403  
67001 Strasbourg Cedex  
FRANCE

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision 94/262/ECSC, EC, Euratom of the European Parliament <sup>(1)</sup>.

You should note that complaints lodged with the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

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<sup>(1)</sup> Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994, p. 15).

## ANNEX IV

**DATA PROTECTION**

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council<sup>(1)</sup>.

The legal basis for the selection procedure is the Staff Regulations of Officials of the European Union and the Council Decision 2013/488/EU<sup>(2)</sup>. The selection procedure is conducted under the responsibility of the Human Resources Directorate (ORG.1), Staffing and Mobility Unit, and the controller is the head of that unit. The information provided by the applicants will be accessible to members of the Office for the Selection of Officials and their superiors, to the members of the Advisory Selection Committee, and, if necessary, to the Legal Advisers' unit. Administrative information identifying the candidate and/or necessary for the practical organisation of the procedure may be forwarded to an assessment centre.

The purpose of the processing operation is to collect data identifying all the applicants for a post with the Secretariat-General of the Council and to select one of those applicants.

The data in question are:

- personal data which make it possible to identify the applicants (surname, first name, date of birth, sex, nationality);
- information supplied by the applicants to facilitate the practical organisation of the procedure (postal address, email address, telephone number);
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of vacancy (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution, professional experience);
- where applicable, information on the type and duration of applicants' security clearance;
- the results of the selection tests taken by the applicants, including the evaluations drawn up by the assessment centre's consultants on behalf of the selection board.

The processing begins on the date of receipt of the application. Applications are filed and stored in archives for two years.

All applicants may exercise their right of access to and right to rectify personal data. Substantiated requests should be emailed to the Office for Selection of Officials at [selection.officials@consilium.europa.eu](mailto:selection.officials@consilium.europa.eu)

Applicants may have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

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<sup>(1)</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

<sup>(2)</sup> Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information (OJ L 274, 15.10.2013, p. 1).

## ANNEX V



CONSEIL DE L'UNION EUROPÉENNE  
Secrétariat général  
Rue de la Loi 175  
1048 Bruxelles  
BELGIQUE

Acte de candidature  
AVIS DE VACANCE CONS/AD/164/20

1. NOM: .....  
Prénom(s): .....
2. SEXE:        masculin        féminin
3. ADRESSE (Veuillez nous informer immédiatement de tout changement d'adresse.)  
Rue: ..... N°: .....  
Code postal: ..... Localité: ..... Pays: .....  
Adresse électronique: .....  
N° tél. (privé): ..... Portable: ..... Bureau: .....
4. DATE DE NAISSANCE: .....
5. NATIONALITÉ(S) (En cas de double nationalité, indiquez les deux.)  
Actuelle: .....
6. CONNAISSANCES LINGUISTIQUES  
Langue principale: .....  
Autres langues: .....
7. CONNAISSANCES INFORMATIQUES: .....
8. HABILITATION DE SÉCURITÉ:    OUI        NON  
Si OUI, de quel niveau? .....



10. EXPÉRIENCE PROFESSIONNELLE (joindre copies numérotées). Si nécessaire, utilisez des feuilles supplémentaires.

I. (FONCTION ACTUELLE)					
Nom et adresse de l'employeur	Fonction ou poste occupé(e)	DE (JJ/MM/AA)	À (JJ/MM/AA)	Durée	Joindre copies numérotées des justificatifs
		...../...../.....	...../...../.....	Années: ..... Mois: ..... Jours: .....	Voir annexe n° ...
II.					
		...../...../.....	...../...../.....	Années: ..... Mois: ..... Jours: .....	Voir annexe n° ...
III.					
		...../...../.....	...../...../.....	Années: ..... Mois: ..... Jours: .....	Voir annexe n° ...

Expérience professionnelle TOTAL

Années	Mois	Jours

Expérience professionnelle **dans des fonctions d'encadrement** TOTAL

Années	Mois	Jours

11. Avez-vous un handicap physique ou vous trouvez-vous dans une situation particulière qui pourrait poser des difficultés lors du déroulement des épreuves?

Si oui, donnez des précisions afin de permettre à l'administration de prendre, si possible, les mesures nécessaires.

.....

.....

12. Comment avez-vous eu connaissance de l'avis de vacance?

.....

## DÉCLARATION SUR L'HONNEUR

1. En envoyant ma candidature, je déclare sur l'honneur que les indications portées au présent acte de candidature et à ses annexes sont véridiques et complètes.
2. En envoyant ma candidature, je déclare également sur l'honneur:
  - a) être ressortissant(e) d'un des États membres et y jouir des droits civiques;
  - b) me trouver en position régulière au regard des lois de recrutement qui me sont applicables en matière militaire;
  - c) réunir les garanties de moralité requises pour l'exercice des fonctions envisagées, notamment que mon casier judiciaire ne contient pas de condamnation et qu'aucune procédure judiciaire n'est en cours.
3. Je suis conscient(e) qu'il est indispensable pour la recevabilité de ma candidature que je présente, avec mon acte de candidature, dans le délai imparti, toutes les pièces justificatives nécessaires à prouver que je remplis les conditions d'admission requises (voir l'avis de vacance).

Date: .....

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COUNCIL OF THE EUROPEAN UNION  
General Secretariat  
Rue de la Loi/Wetstraat 175  
1048 Bruxelles/Brussel  
BELGIUM

Application  
NOTICE OF VACANCY CONS/AD/164/20

1. NAME: .....

FORENAME(s): .....

2. SEX:            male            female

3. ADDRESS (please inform us immediately of any change of address)

Street: ..... No: .....

Postal code: ..... City/town: ..... Country: .....

Email address: .....

Tel. (Home): ..... Mobile: ..... Work: .....

4. DATE OF BIRTH: .....

5. NATIONALITY (if you have dual nationality, please state both)

Current nationality: .....

6. KNOWLEDGE OF LANGUAGES

Main language: .....

Other languages: .....

7. IT skills: .....

8. SECURITY CLEARANCE:            YES            NO

If YES which level? .....



10. PROFESSIONAL EXPERIENCE (please enclose numbered scans). Continue on separate sheet(s) if necessary.

I. (CURRENT POSITION)					
Employer's name and address	Occupation or position held	FROM (DD/MM/YY)	TO (DD/MM/YY)	Duration	Please enclose numbered scans of supporting documents
		...../...../.....	...../...../.....	Years: ..... Months: ..... Days: .....	See Annex ...
II.					
		...../...../.....	...../...../.....	Years: ..... Months: ..... Days: .....	See Annex ...
III.					
		...../...../.....	...../...../.....	Years: ..... Months: ..... Days: .....	See Annex ...

TOTAL professional experience

Years	Months	Days

TOTAL professional experience in a **management function**

Years	Months	Days

11. Do you have a disability or are your circumstances such that they might cause difficulties during the tests?

If so, provide any relevant information so that the Administration can take appropriate measures, where possible.

.....

.....

12. Where did you learn about the vacancy notice?

.....

## DECLARATION ON HONOUR

1. By sending my application I hereby declare that the statements made on this application form and on the annexes thereto are true and complete.
2. By sending my application I further declare that:
  - a) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;
  - b) I have fulfilled all obligations imposed on me by the laws concerning military service;
  - c) I can produce character references as to my suitability to perform the duties envisaged, in particular that I do not have a criminal record and that there are no legal proceedings pending against me.
3. I am aware that my application will be rejected if I fail to submit, within the time limit set, all supporting documents required to prove that I meet the conditions of eligibility (see vacancy notice).

Date: .....

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