C/2023/564

6.11.2023

VACANCY NOTICE NO COR/AD 14/35 BIS/23

Director (M/F) [1]

(C/2023/564)

Directorate	Directorate for Translation
Vacancy	AD 14
Type of post	DIRECTOR
	Publication under Article 29§ 2 of the Staff Regulations [2]
	Simultaneous publication under Article 29§ 1 of the Staff Regulations
Date of publication	6 November 2023
Deadline:	**15 December 2023 at noon (Brussels time, CET)**

1. **Working environment**

The European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC) operate jointly a certain number of services under a cooperation agreement. We are currently looking for a Director of the Directorate for Translation within the joint services of the two consultative Committees.

Working under the direct authority of the Secretaries-General of the aforesaid Committees, and within the limits of the powers devolved to him/her by the administrative cooperation agreement between the CoR and the EESC, the Director will be responsible for defining and implementing the long term strategy for the linguistic services, which includes proactively analysing the possible evolution of IT tools and technologies in order to anticipate and implement change aiming to optimize the use of resources and building up modern, agile and forward looking linguistic solutions to the Members and to staff of the two Committees.

The Directorate for Translation currently consists of 13 linguistic units and one translation management unit employing a total of around 360 staff members for both Committees.

The main tasks of the Directorate are [3]:

— to provide translation and related language services to Members and all services of the two Committees. It may also assist those EU institutions and bodies which have their own translation services when there are workload peaks or for specific projects;

— to anticipate future developments in terms of computer assisted translation, to rationalise business processes in the linguistic services, to adjust the offer of services and working tools based on evolving technologies by granting interoperability and complementarity of internal and interinstitutional IT systems;

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[1] Any reference in this notice to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex.

[2] Staff Regulations of Officials of the European Union and the 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), consolidated text available at https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20220101

[3] For more information on the European Committee of the Regions and its five-year term political priorities, please consult the following link: https://cor.europa.eu/en/engage/brochures/Documents/Bringing Europe closer to people — The political priorities of the European Committee of the Regions 2020-2025/4325 Political Priorities Brochure.pdf
For more information on the European Economic and Social Committee's work and priorities, please consult the following link: https://www.eesc.europa.eu/

— to build a community of polyvalent language experts able to actively contribute also, through their vocational training and development, to other activities of the institution;

— to guarantee the sound management of human and financial resources put at the disposal of the Directorate (within the limits of the possible centralized management of procurement and parts of the financial operations for the Joint services);

— to foster interinstitutional cooperation and possible synergies on matters of common interest.

2. **Brief description of main responsibilities**

Under the direct authority of the Secretaries-General of the CoR and the EESC, the Director manages the Directorate for Translation in cooperation with a Deputy Director belonging administratively to the EESC.

3. **Duties**

The main tasks of the Director for Translation comprise:

— contributing to the senior management team of the two institutions under the leadership and responsibility of their respective Secretaries-General;

— preparing and implementing the future linguistic strategy of the Committees in the post-COVID 19 environment, taking into account the evolving service needs, the technology developments and the cost/benefit ratio;

— planning, organising and coordinating the tasks carried out by the Directorate with a view to streamlining the activities of the two Committees, granting a smooth delivery of linguistic services and providing forward looking solutions allowing the Committees to continuously modernise its working methods and internal processes;

— facilitating cooperation with other departments in order to establish bridges between linguistic and communication related activities;

— encouraging reskilling and upskilling of colleagues with purely linguistic background in order to allow the institution to use the full potential of expected upcoming technology driven changes in the provision of linguistic services by developing more polyvalent profiles and partnerships with non-linguistic services;

— defining in cooperation with all relevant Directorates relevant IT based tools supporting the political and consultative activities of both Committees;

— establishing effective inter-institutional relations and coordinate with other Directorates to ensure the best possible use of financial, human and IT resources;

— ensuring the quality of the work carried out within the Directorate;

— ensuring internal communication within the Directorate and with the other Directorates and departments of the general secretariats of the two Committees;

— ensuring sound management of the Directorate's financial and human resources by maximizing the expected impact in close cooperation with the central procurement and financial initiation team;

— carrying out the responsibilities of authorising officer by sub delegation within the established limits;

— performing adequate risk management and implementing mitigating measures to ensure objectives of the Directorate can all be reached.

4. **Eligibility criteria**

The selection procedure is open to all candidates who, on the date set for the submission of applications, meet the following conditions:

— be a national of one of the Member States of the EU;

— enjoy full rights as a citizen and produce appropriate character references as to their suitability for the performance of the duties;

— have fulfilled any obligations imposed on him by the laws concerning military service;

— be below retirement age, which, for officials and other staff of the EU, is set at the end of the month in which the age of 66 is reached;

— be physically fit to perform the duties — to ascertain this the successful candidate will be examined by the CoR medical officer prior to any appointment;

— have a level of higher education corresponding to a complete cycle of university studies ending in a degree where the normal duration of these studies is four years or more, or a level of education corresponding to a complete cycle of university studies ending in a degree followed by relevant professional experience of at least one year where the normal duration of these studies is at least three years;

— have a professional experience of at least 15 years in an area relevant to the position. Of the aforementioned 15 years, at least five must have been acquired in a managerial post (type of post: head of unit or equivalent and higher);

— have a thorough knowledge of one of the official EU languages as main language and at least a satisfactory knowledge of a second official EU language; given the nature of the duties to be performed, a good knowledge (minimum B2 level of the Common European Framework of Reference for Languages ([4])) of English or French is required; at least a satisfactory knowledge of the other of these two languages will be considered as an asset.

The need to recruit an official with the highest qualities of competence, performance and integrity must be balanced against the interests of the service, which require a candidate to be immediately operational and capable of communicating effectively within the institutions in the course of his/her everyday work in one of the languages most used by officials and other staff of the Union as an internal working language. The testing of candidates' linguistic knowledge during the recruitment procedure is thus a proportionate means of verifying that they possess the highest qualities for performing the duties of Director in the CoR's and EESC's working environment. A candidate having one of the above-mentioned languages as his/her main language will also be called on during the interview to express him/herself satisfactorily in an official language other than his/her main language.

In addition, the ability to communicate effectively in other official languages of the European Union is an advantage; compliance with the requirements in terms of linguistic knowledge must be mentioned in the declaration in good faith (see point 7.1 and Annex I) and will be evaluated during the interview (see point 6).

5. **Initial eligibility screening and preselection**

5.1. The initial eligibility screening consists in an analysis, by the selection panel, of each file submitted to this vacancy notice in order to verify the compliance with the eligibility criteria set under point 4. The selection panel is assisted by the general secretariat.

([4]) https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale

5.2. ***Preselection on paper***

The preselection stage for eligible candidates will be carried out by means of a comparative assessment of **their professional experience** based on the information contained in the candidates' files.

Preference will be given to candidates possessing:

5.2.1. Leadership skills

— Experience in leading large multicultural teams (at least 15 staff members) including feedback, staff assessment and development;

— Experience in daily supervision of the work of managers, including feedback, assessment and staff development;

— Experience in change management and proven capacity to implement large scale change in terms of working methods, tools and services offered through appropriate use of technologies and forward-looking solutions.

5.2.2. Negotiating and communication skills

— Experience in communication and public relations, in animating networks and working groups;

— Experience in successfully negotiating projects involving several internal and external stakeholders of international dimension;

— Experience in leading large transformation processes impacting working methods, organisational structure or core processes.

5.2.3. Knowledge and experience relevant to the nature of the duties

— Working experience in defining strategic vision and translating it into concrete action plans, ideally acquired in linguistic services in an international body or an organisation with multiple level of stakeholders;

— Experience in implementing change, optimising use of resources and modernising working methods and tools through technologies;

— Knowledge of the European Union's decision-making process and experience in the area of interinstitutional cooperation, preferably in a relevant technical field.

5.2.4. Will be considered as assets:

— Knowledge of the structure and of the functioning of the CoR and the EESC, and especially of their joint services;

— Experience in dealing with the administrative and budgetary procedures, as well as the legal framework, governing the activities of the European institutions and bodies;

— Prior experience in managing large multilingual translation services and using the latest translation tools;

— A thorough academic background and experience in IT, management or business administration;

— Experience as authoring officer by subdelegation in managing EU appropriations would be considered.

5.2.5. The preselection on paper will also be conducted in the light of the candidate's interest to assume the duties of Director for Translation and his/her understanding of the future challenges that the Directorate will face, as set out in their cover letter, and his/her ideas about how to face these challenges.

5.2.6. According to the provisions of the cooperation agreement, the positions of Directors and Deputy Directors should undergo a rotation between the Committees every five years in principle.

6. **Selection criteria**

The selection will be carried out by means of an interview, during which the selection panel (see point 7.3.2) will pose to each candidate a number of similar questions in order to perform a comparative evaluation of the candidates being considered at this stage.

The interview will focus specifically on each candidate's:

— knowledge of EU institutions' linguistic environment, working methods, upcoming challenges and opportunities especially from the point of view of artificial intelligence and IT solutions for linguistic services;

— foresight related background and capacities;

— experience in implementing change aiming to modernise working methods and processes through technologies;

— managerial skills, ability to design and implement new strategies, to shape the future objectives of the Directorate for Translation to present and explain the expected results and to cooperate actively with other Directorates;

— motivation and interpersonal skills;

— capacity to communicate, speak in public, convince and negotiate;

— sense of initiative, proactivity and proven ability to drive and successfully implement change;

— ability to represent the interests of the Directorate and of the Committees at interinstitutional level.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the interview will be held in English or French, according to the choice of the candidate. For candidates whose main language is either English or French, the satisfactory knowledge of another official language of the European Union will also be tested during the interview. In addition, the ability to communicate effectively in other official languages of the European Union will be evaluated during the interview (see point 4).

In order to grant the highest degree of diversity of senior managers, in case of equal merit of several candidates applying under the same category (art. 29§ 1a), b) or 29§ 2 by descending order of priority), preference will be given to female candidates or to candidates likely to increase the geographical diversity among CoR senior managers.

7. **Progress of the procedure**

7.1. ***Submission of application files***

The application files must be submitted solely via electronic means *in pdf format* ***not larger*** *than 10 MB* to the following address: DirectorDT@cor.europa.eu

Candidates with a disability preventing them from presenting their application online may send their application by registered and recorded delivery to the address: *Comité européen des régions, à l'attention du chef de l'unité Recrutement et carrière, Rue Belliard/Belliardstraat 101, 1040 Bruxelles/Brussel, BELGIQUE/BELGIË,* marked 'Confidentiel — avis de vacance — à ne pas ouvrir par le service courrier', by the deadline mentioned in point 7.2 at the latest, with the postmark constituting proof of date. In this case, the candidates must attach a certificate issued by an authorised body to their application, recognising their status as a disabled person. They are also invited to indicate, in writing, any requirement which they consider necessary to facilitate their participation in the recruitment procedure. Any further communication between the CoR and these candidates will be carried out by post. The CoR reserves the right to ask for clarifications on the supporting documents requested below.

The application file must mention the reference of the vacancy notice (**COR/AD 14/35 BIS/23)** in the heading and contain:

— a cover letter (maximum 5 pages) in English or French, dated and signed, which should state the candidate's interest to assume the duties of Director for Translation and his/her understanding of the future challenges that the Directorate will face, as set out in their cover letter, and his/her ideas about how to face these challenges;

— an up-to-date curriculum vitae (Europass format);

— a dated and signed declaration in good faith (see form in Annex I) confirming that the eligibility conditions listed in point 4 have been met;

— the check-list shown in Annex II, dated and signed;

— a copy of an ID document;

— a copy of the diploma giving access to the grade (see point 4);

— a copy of the supporting proofs of professional experience enabling the candidate's experience to be verified, in accordance with the conditions set out in point 4;

— the Annex III, dated and signed.

The respect of the eligibility criteria set out in point 4 will be checked solely on the basis of the information provided in the supporting documents. Information only provided in the CV or in the cover letter without being backed by supporting documents will not be taken into account.

With regard to the professional experience required under point 4, copies of proofs of professional experience must be provided showing the content of the duties, the duration for which the posts were held and the level of responsibility.

The verification of the respect of eligibility criteria regarding the linguistic knowledge required will be based on the declaration in good faith; the level of linguistic skills will be tested during the selection interview (see point 6 of the vacancy notice).

The preselection of the eligible candidates will be based on criteria set out in point 5.2. The candidates are invited to highlight in their CV and cover letter each relevant aspect of their professional experience enabling the selection panel to assess the degree of correspondence with the requirements of this vacancy notice.

When preparing the application file, it is not necessary for the copies to be certified as conforming to the original.

Incomplete application files and files submitted after the expiry of the submission deadline or failing to observe the provisions governing the submission of application files will not be considered. Any false declaration will automatically cause the application to become null and void.

Candidates are informed that they are not allowed to contact personally members of the selection panel or ask CoR members/alternates to do so and that doing so constitutes grounds for disqualification from the procedure.

7.2. ***Deadline for the submission of application files: 15 December 2023 at noon (Brussels time)***

The candidates will receive an acknowledgment of receipt of their application file by email. Application files arriving by registered post in accordance with point 7.1 will be acknowledged by post.

7.3. ***Scrutiny of the application files: initial eligibility screening, preselection and selection***

7.3.1. Based on a preparatory analysis carried out by the general secretariat, a selection panel will assess the eligibility of the candidates having submitted their applications within the deadline on the basis of the supporting documents requested under point 7.1.

7.3.2. The selection panel will consist of the CoR President, the first CoR vice-president and the chairs of the six political groups (or their representatives) in the CoR. The CoR Secretary-General will be involved at all stages of the selection process in order to provide the selection panel with administrative and legal support. During the initial eligibility screening and preselection, the EESC Secretary-General or his representative will also be involved in the proceedings of the panel.

7.3.3. The selection panel will first verify that the eligibility conditions are met on the basis of the declaration in good faith, the cover letter, the CV and the copies of documents listed in point 7.1 of this vacancy notice. The conditions of eligibility which are checked at this stage of the procedure are listed in point 4.

The candidates whose applications are assessed to be non-eligible will be informed thereof.

7.3.4. The applications admitted at the end of the stage described in the point above will then be subject to a preselection process by the selection panel assisted by the Secretary-General. This will be done on the basis of the application file. The names of the candidates who best meet the criteria established in point 5.2 of this vacancy notice will be compiled in a shortlist list consisting of a maximum of **seven names**.

With a view to this preselection based on the files, the candidates are invited to highlight in their cover letter those aspects of their CV which correspond to the duties involved, what major transformation processes they have personally conducted, their motivation and their views on the future challenges facing the Directorate for Translation.

7.3.5. The shortlisted candidates will then be invited to an assessment in an 'assessment centre', for which the programme and methodology will be communicated in good time. This assessment will evaluate the managerial skills of the candidates (information management, tasks, people, interpersonal relations and the ability to achieve objectives). This constitutes a non-binding opinion made available to the selection panel in view of the selection interview.

7.3.6. Following the assessment centre, the same shortlisted candidates will be invited to an interview with the selection panel in line with the provisions of point 6. During this process, the Secretary-General will assist the selection panel and present the results of the assessment centre.

Following the interview, the selection panel will decide which candidate is deemed most suitable to assume the duties of Director for Translation. This candidate will then be proposed by the Secretary-General to the Bureau, which can invite the proposed candidate for a hearing.

The candidates who are not proposed for appointment will be informed thereof at the end of the procedure.

In accordance with the CoR's Rules of Procedure, the appointment of any official in a grade higher than AD 12 depends on a favourable vote from the Bureau. In the event of a favourable vote, the Bureau will instruct the CoR President to sign the decision covering the appointment of the chosen candidate. In case the vote from the Bureau is not favourable, the procedure is closed without appointment of any candidate.

In the framework of this vacancy notice, the Appointing Authority will examine the possibilities of filling the vacant post in accordance with the order set out in Article 29 of the Staff Regulations: the examination of applications presented under Article 29(1)(a) (post to be filled by transfer, by appointment or by promotion), then Article 29(1)(b) (transfer between institutions), and finally, Article 29(2). This order will be observed at each of the stages set out above.

8. **Recruitment terms**

If the application has been submitted under this vacancy notice, the chosen candidate will be appointed Director of the Directorate for Translation (grade AD 14).

Prior to recruitment, the selected candidate will need to provide an extract from the criminal record in order to demonstrate that all statutory requirements in terms of character references are met.

9. **Observations**

The appointment will take place subject to sufficient funds being available.

The personal data contained in applications will be handled in accordance with European data protection legislation.

As an employer, the CoR applies a policy of equal opportunities, precluding any discrimination, and is also committed to protecting the environment.

Provisional timetable:

Deadline for applications:	15 December 2023
Eligibility check + shortlist:	January 2024
Assessment centre:	End February 2024
Interviews:	Mid-March 2024
Expected recruitment date:	July 2024

10. **Complaints**

Regardless of their right to lodge a complaint under Art. 90(2) or to submit an appeal to the Court of Justice of the European Union under Art. 91 of the Staff Regulations, candidates can request an internal review of any decision of the selection panel that directly and immediately affects their status in the selection on grounds of non-compliance with the rules governing the selection procedure as laid down by the vacancy notice. The request must be made by email (DirectorDT@cor.europa.eu) within 5 working days from the date when the decision is notified to the candidate by email. It must indicate the decision and the grounds on which the request is based.

The selection panel will take a decision and a reasoned reply will be sent to the candidate in due course.

ANNEX I

VACANCY NOTICE No COR/AD 14/35 BIS/23

Declaration in good faith

Article 29(2)

THE CANDIDATE

Last name and first name: . . . . . .

I declare that the information and all the documents provided in my application are both truthful and complete.

I declare on my honour that on the closing date for applications:

i. I am a national of one of the Member States of the EU;

ii. I enjoy full rights as a citizen;

iii. I have fulfilled any obligations imposed on me by the laws concerning military service;

iv. I will provide the character references required for the performance of the duties;

v. as far as I am aware, I am physically fit to perform the duties envisaged;

vi. I am below retirement age, which, for officials and other staff of the EU, is set at the end of the month in which the age of 66 is reached;

vii. I have a level of higher education corresponding to a complete cycle of university studies ending in a degree where the normal duration of these studies is four years or more, or a level of education corresponding to a complete cycle of university studies ending in a degree and followed by relevant professional experience of at least one year where the normal duration of these studies is at least three years;

viii. I have a professional experience of at least 15 years in an area relevant to the position. Of the aforementioned 15 years, at least five have been acquired in a managerial post (type of post: head of unit or equivalent and higher);

ix. I have a thorough knowledge of one of the official languages of the European Union as a main language and at least a satisfactory knowledge of a second official language of the European Union;

x. I have at least a good knowledge of English or French (Level B2).

This declaration, together with the check-list, is an integral part of the application file and must be attached to my official cover letter.

I am aware:

— that my application will be rejected if I do not send the requested documents in accordance with the arrangements required by the vacancy notice;

— that any false declaration will cause the automatic annulment of my application.

Date: . . . . . .

Signature: . . . . . .

ANNEX II

VACANCY NOTICE No COR/AD 14/35 BIS/23

CHECK-LIST

Article 29(2)

THE CANDIDATE

Last name and first name: . . . . . .

declares that the application file includes the following components (put a cross in the relevant boxes):

	Yes	**No**
1. Copy of university diploma attesting to four years of study or more **or** Copy of university diploma attesting to three years of study or more **and** Appropriate professional experience of at least one year	☐	☐
2. Certificates covering 15 years' professional experience, of which at least five years in a managerial position (type of post: head of unit or equivalent and higher)	☐	☐
3. Copy of an official identity document	☐	☐
4. Cover letter (five pages maximum) in English or French	☐	☐
5. CV in Europass format in English or French	☐	☐
6. Declaration in good faith, dated and signed	☐	☐

Date: . . . . . .

Signature: . . . . . .

ANNEX III

Provisions regarding requests for review — Appeals — Complaints to the European Ombudsman — Equal opportunities — Access to documents — Protection of personal data

REQUESTS FOR REVIEW:

You can request a review if:

— the selection panel has failed to abide by the provisions governing the selection procedure;

— the selection panel has failed to abide by the provisions governing its work.

Please note that the selection panel enjoys a broad measure of discretion in assessing whether and to what extent your answers are correct or incorrect. It is therefore not worth contesting your marks unless there has been a manifest error in law or in fact.

You must submit your duly substantiated request within five working days of the date of dispatch of the rejection email. The address is the same as for submitting applications. The HR department will forward your letter to the selection panel members, who will examine it and reach a decision within five working days.

In the subject line of your letter, please quote:

— the vacancy notice number;

— 'request for review' ('demande de réexamen');

— the stage of the selection concerned (eligibility, preselection, etc.).

Please note that no request for review can be lodged after the interview.

APPEALS:

At any stage of the selection procedure, if you believe that the CoR or the selection panel has acted unfairly or not respected the provisions of the vacancy notice, and that you have been disadvantaged as a result, you can lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, by sending an email to the Secretary-General at the same functional address: DirectorDT@cor.europa.eu

In the subject line of your letter, please quote:

— the vacancy notice number;

— complaint Article 90(2) of the Staff Regulations ('réclamation article 90, paragraphe 2, du statut');

— the stage of the selection concerned (eligibility, preselection, final result, etc.).

Please note that the selection panel enjoys a broad measure of discretion.

It is not worth submitting a complaint against a decision by the selection panel, as they operate completely independently and their decisions cannot be overturned by the Appointing Authority. That broad measure of discretion is subject to checks only in the event of a clear violation of the rules governing their work. In that event, a decision by the selection panel may be challenged directly before the Court of Justice of the European Union without a complaint having first been lodged under Article 90(2) of the Staff Regulations. An appeal can be lodged under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations with the:

General Court
Boulevard Konrad Adenauer
L-2925 Luxembourg
LUXEMBOURG

For details of how to submit an appeal, please consult the website of the General Court (https://curia.europa.eu/jcms/jcms/Jo2_7033/en/).

For both procedures, the time limits start to run from the date you are notified of the decision which is the subject of the appeal.

COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Like all citizens of the European Union, you may lodge a complaint with the:

European Ombudsman
1, avenue du Président Robert Schuman
CS 30403
67 001 Strasbourg
FRANCE
https://www.ombudsman.europa.eu/en/home

Please note that complaints made to 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 lodging complaints or appeals with the General Court under Article 270 of the Treaty on the Functioning of the European Union. Similarly, please note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

EQUAL OPPORTUNITIES

The CoR will take care to avoid any form of discrimination during the selection. It applies an equal opportunities policy and accepts applications without any discrimination based on 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, sexual orientation, marital status or family situation.

Candidates with a disability are invited to indicate any special needs they may have in a sealed confidential note attached to their application. This request will be handled in complete discretion, and no record of it will be kept.

REQUESTS FROM CANDIDATES FOR ACCESS TO DOCUMENTS DIRECTLY CONCERNING THEM

Candidate have a specific right of access to certain information concerning them directly and individually.

Candidates admitted to the assessment centre and the oral interview may obtain, on request, a copy of their individual assessment report. All requests for copies can only be introduced once the selection procedure has been completed.

Requests will be dealt with in accordance with the requirement for the work of the selection panel to be confidential and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

PROTECTION OF PERSONAL DATA

The CoR, as the body responsible for organising this selection, shall ensure that candidates' personal data is processed in strict compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council [1], particularly as regards confidentiality and security.

The CoR Data Protection Officer provides an independent advisory function as regards the application of Regulation (EU) 2018/1725 and is required to keep a central register of all the records of processing activities on personal data carried out by the institution.

[1] Regulation (EU) No 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).

Personal data will be collected and processed solely for the purpose of organising this selection and managing the result (including aspects relating to any internal or external audits or any legal proceedings relating to the selection); where relevant, certain data will be added to the personal file of successful candidates who become officials.

The recipients of the data are:

— the staff in charge of the recruitment procedure within the Directorate for Human resources and finance;

— the members of the selection panel;

— where applicable, the Legal Service;

— where applicable, the internal audit service, the Court of Auditors, the disciplinary authorities, OLAF and the Court of Justice.

Candidates have a right of access, rectification, erasure and objection (email: DirectorDT@cor.europa.eu) on request for the rights of access and rectification.

Candidates have access to their applications, for which they have a right of rectification:

— with regard to the documents demonstrating eligibility, up until the closing date for applications;

— with regard to identity data, with no time limit.

Right of objection and erasure: within five working days of receipt of the request.

Documents relating to the selection procedure (including those relating to the rejected candidates) will be kept by the responsible department in the administration for five years following recruitment of the most suitable candidate (this period is justified by the need to be able to respond to a possible audit procedure).

Any documents concerning a request relating to a disability will be destroyed after the end of the procedure, unless the said request resulted in costs being incurred, in which case they will be kept for five years (this period is justified by the need to be able to respond to a possible audit procedure).

Once the retention period has elapsed, the documents will be destroyed.

Candidates' attention is drawn to the fact that they have the option of contacting the CoR's Data Protection Officer: data.protection@cor.europa.eu, and of contacting the European Data Protection Supervisor at any time: edps@edps.europa.eu

Received by the candidate: . . . . . .

Date: . . . . . .

Signature: . . . . . .