C/2024/6178

14.10.2024

RECRUITMENT NOTICE PE/314/2024/S

DIRECTOR

(function group AD, grade 14)

DG 1 (Directorate-General for Economic and Scientific Policies) — Directorate A [1]

(C/2024/6178)

1. **Vacant post**

The President of the European Parliament has decided to open the procedure for filling the post of **director** (AD, grade 14) in DG 1 (Directorate-General for Economic and Scientific Policies), Directorate A in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union [2] ('the Staff Regulations').

This selection procedure, which is designed to give the appointing authority a wider choice of candidates, will be conducted at the same time as internal and interinstitutional recruitment procedures.

The remuneration and conditions of employment are laid down in the Staff Regulations. Recruitment will be at grade AD 14 [3]. In addition to the basic salary, which is subject to Union tax and exempt from national tax, certain allowances may be payable in circumstances laid down by the Staff Regulations.

Candidates should note that, in accordance with the Staff Regulations, all new members of staff must successfully complete a nine-month probationary period, and that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 15 January 2018.

The post calls for flexibility and frequent contact with people inside and outside Parliament, including Members of the European Parliament. The director will be required to travel frequently between Parliament's places of work and elsewhere.

2. **Place of employment**

Brussels. This post may be transferred to one of Parliament's other places of work.

3. **Equal opportunities**

The European Parliament is an equal opportunities employer and very much welcomes all applications without discrimination on any ground such as gender, ethnicity, 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.

4. **Job description**

As a senior official, the director will be required to carry out the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the director-general [4]:

— ensuring that a large department in Parliament's Secretariat, comprising several units covering the directorate's areas of activity, runs smoothly and in keeping with Parliament's policies;

— managing, leading, motivating and coordinating teams of staff; optimising the use of the directorate's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity;

(1) The names of the directorate-general and the directorate are only indicative at this stage. Their definitive names will be determined in a separate decision of the competent authority.

(2) See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

(3) On recruitment the official will be placed in the appropriate step, in accordance with Article 32 of the Staff Regulations.

(4) For description of main tasks, see annex.

— planning the directorate's work (deciding on objectives and strategies); taking the decisions required to achieve the objectives set; assessing the performance of the departments within the directorate with a view to ensuring that high standards are maintained;

— advising the director-general, the Secretary-General and Members in the directorate's areas of activity;

— cooperating with the other directorates in the Secretariat, representing Parliament and negotiating contracts or agreements in the directorate's areas of activity;

— managing and seeing through specific projects likely to involve financial responsibilities;

— acting as authorising officer by subdelegation.

5. **Eligibility**

The selection procedure is open to candidates who fulfil the following conditions on the closing date for applications:

(a) *General conditions*

Under Article 28 of the Staff Regulations, candidates must:

— be a national of one of the European Union's Member States ([5]);

— enjoy full rights as a citizen;

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

— be able to produce the appropriate character references as to their suitability for the performance of the duties concerned.

(b) *Specific conditions*

(i) Qualifications required

— when the normal period of university education is four years or more, a level of education which corresponds to completed university studies attested by a diploma officially recognised in one of the Member States of the Union,

or

— a level of education which corresponds to completed university studies attested by a diploma officially recognised in one of the Member States of the Union and appropriate professional experience of at least one year ([6]) when the normal period of university education is at least three years.

Diplomas, whether issued in a Member State of the Union or in another country, must be recognised by an official body of a Member State of the Union, such as the ministry of education.

Candidates holding diplomas issued in a non-EU country ([7]) must enclose with their application an EU equivalence for their diplomas. For further information on recognition of qualifications obtained in a non-EU country in the ENIC-NARIC networks, see https://www.enic-naric.net/.

([5]) The European Union's Member States are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

([6]) This year of experience will not be taken into account when assessing the professional experience required under indent (ii), 'Professional experience required'.

([7]) UK qualifications/diplomas obtained up until 31 December 2020 are accepted with no other recognition required. For diplomas obtained after that date NARIC recognition is required. In practice, this means that UK diplomas issued from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of a current Member State of the EU.

(ii) Professional experience required

Professional experience gained after obtaining the qualifications referred to above:

— **twelve years**, at least part of which must be in the directorate's areas of activity, including:

  — at least **six years** in a European and/or international environment, and

  — at least **six years** in management positions in a large department.

(iii) Knowledge of languages

Excellent knowledge of one of the European Union's official languages ([8]) is required, along with satisfactory knowledge of at least one other official language of the European Union.

The Advisory Committee for the Appointment of Senior Officials will take knowledge of other official languages of the European Union into account.

6. **Tests**

To assist the appointing authority in its choice, the Advisory Committee for the Appointment of Senior Officials will draw up a list of candidates and make a recommendation to Parliament's Bureau as to who should be called for interview. The Bureau will adopt the list, and the committee will conduct the interviews and submit its final report to the Bureau for a decision. At this stage, the Bureau may interview the candidates.

The interviews will be based on the job description as set out in point 4 above, focusing on the following:

— strategic thinking;

— management skills;

— forward-planning skills;

— ability to react appropriately to events;

— thoroughness;

— communication skills.

7. **Submission of applications**

The deadline for applications is:

12:00 (noon), Brussels time, on Monday, 28 October 2024.

Candidates are asked to send, by email only, a personal statement in pdf format (marked 'For the attention of the Secretary-General of the European Parliament, Recruitment Notice PE/314/2024/S') and a curriculum vitae in Europass ([9]) format, quoting the reference number for the procedure (PE/314/2024/S) in the subject line, to:

PERS-EPSeniorManagement@ep.europa.eu

The date and time of dispatch of the email will be taken to be the date and time of submission of the application.

Scanned documents must be legible.

Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities ([10])**. These documents will not be returned.**

Personal data which candidates provide for the purposes of this selection procedure will be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council ([11]), in particular as regards their confidentiality and security.

([8]) The European Union's official languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

([9]) https://europa.eu/europass/.

([10]) This does not apply to candidates working for the European Parliament on the closing date for applications. Candidates are responsible for making sure that we are in possession of their complete application file (where relevant documents are missing from the HRM portal (Streamline)).

([11]) 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).

ANNEX

DG 1 (Directorate-General for Economic and Scientific Policies) [1]

Directorate A

Main tasks

— Overseeing, coordinating and motivating the directorate's units and services, and ensuring staff management and organisation of the directorate as a whole;

— Advising Members of Parliament within their remits and assisting them in the performance of their duties as members of parliamentary committees covered by the directorate, in particular as chairs and rapporteurs;

— Providing the parliamentary committees with high-level expertise, up-to-date analyses and independent research in the areas covered by the directorate;

— Managing projects in the areas of activity of the directorate's units and services;

— Representing the institution on various internal committees and interinstitutional bodies;

— Acting as authorising officer by subdelegation.

Units attached to the directorate:

POLICY DEPARTMENT

— Providing assistance to Parliament's authorities and the secretariats of the parliamentary committees covered by the directorate (in-house and external studies and notes, workshops, and notes for the President's and Secretary-General's offices);

— Making external expertise available to parliamentary committees (identifying requirements, invitations to tender, assessments); furthering exchanges with external experts, research institutes and universities;

— Furthering contacts with the Directorate-General for Parliamentary Research Services, expanding circulation of the work of the policy department;

— Updating the Fact Sheets.

SECRETARIAT OF THE COMMITTEE ON ECONOMIC AND MONETARY AFFAIRS

— Drawing up working documents and draft reports (legislative and non-legislative procedures) and monitoring delegated acts, implementing acts and comitology acts;

— Running the committee secretariat (organising committee meetings and coordinators' meetings, timetabling, minutes, etc.), including preparing trilogues and assisting Parliament's negotiating team;

— Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs, rapporteurs and rapporteurs for opinions;

— Organising public hearings and working-group missions away from the three places of work, etc.;

— Organising and managing relations in the area of financial services: Single Supervisory Mechanism, Single Resolution Mechanism, the three European supervisory authorities (European Banking Authority (EBA), European Insurance and Occupational Pensions Authority (EIOPA), European Securities and Markets Authority (ESMA)) and the European Systemic Risk Board (ESRB);

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— Liaising with the European Central Bank and with other economic or monetary organisations and organising monetary dialogues;

— Liaising with the Council, the Commission, the European Economic and Social Committee, stakeholders and civil society.

SECRETARIAT OF THE COMMITTEE ON THE INTERNAL MARKET AND CONSUMER PROTECTION

— Providing appropriate high-quality support to assist members of the committee in their legislative, budgetary/discharge, non-legislative and control tasks in line with Parliament's objectives of strengthening its powers of legislative initiative and democratic oversight;

— Providing high-level support, both in the committee and in interinstitutional negotiations, for all priority legislative files needing to be finalised in the 10th parliamentary term;

— Helping newly-elected Members draw up clear priorities and strategic planning for the coming legislature;

— Organising the committee's constitutive meeting; ensuring the smooth running of its activities, coordinators' meetings, ad hoc missions/delegations, public hearings and exchanges of views;

— Strengthening the dialogue with the rest of the administration of Parliament and of the other EU institutions, as well as with all stakeholders (interest groups, civil society, etc.);

— Promoting the visibility of the committee's work via the website and newsletter.

ECONOMIC GOVERNANCE AND EMU SCRUTINY UNIT

— Tracking the development of economic governance procedures and instruments, in particular in connection with the European Semester, and the setting up and development of the Banking Union (SSM, SRM and SRF); tracking developments in the banking system, on financial markets and as regards European supervisory arrangements, and drafting briefings for MEPs; providing expertise services to support Economic and Monetary Union (EMU);

— Overseeing tender procedures and negotiations for the production of studies by external experts on economic governance, the Recovery and Resilience Facility, the Banking Union and the Monetary Union; checking the scientific quality of studies and organising preparatory meetings;

— Preparing meetings with national parliaments – in cooperation with other Parliament departments – as part of the European Semester exercise; providing training and taking part in in-house and external seminars and conferences;

— Drafting and regularly updating the Fact Sheets on the European Union.

SECRETARIAT OF THE SUBCOMMITTEE ON TAX MATTERS

— Drawing up working documents and draft reports (legislative and non-legislative procedures), including preparing interinstitutional negotiations (trilogues) and assisting Parliament's negotiating team;

— Running the subcommittee's secretariat (organising meetings and coordinators' meetings, timetabling, minutes, etc.);

— Organising public hearings, parliamentary delegations and working-group missions away from the three places of work, etc.;

— Helping MEPs, by means of written and oral contributions, to carry out their duties as chairs, vice-chairs, rapporteurs and rapporteurs for opinions;

— Organising exchanges of views with national parliaments on tax policy;

— Organising an interparliamentary conference on taxation;

— Liaising with the Council, the Commission, the EESC, the Court of Auditors, stakeholders and civil society;

— Handling the subcommittee's in-house and external communication (website, eCommittee, newsletter, etc.).