C/2024/6177

14.10.2024

RECRUITMENT NOTICE PE/313/2024/S

DIRECTOR-GENERAL

(function group AD, grade 15)

DG 4 (Directorate-General for Budgetary Affairs) ([1])

(C/2024/6177)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **director-general** (AD, grade 15) in DG 4 (Directorate-General for Budgetary Affairs) 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 AD15 ([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-general 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 welcomes 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-general will be required to carry out the following duties ([4]) in the light of the guidelines and decisions laid down by the parliamentary authority and the Secretary-General:

— ensuring that a large department in Parliament's Secretariat, comprising several directorates covering the directorate-general's areas of activity, runs smoothly,

— proposing developments, setting objectives and determining the resources required to meet them, managing teams, choosing organisational methods and committing financial resources,

— managing and/or overseeing cross-cutting projects,

([1]) The name of the directorate-general is only indicative at this stage. The definitive name and those of the directorates 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.

— advising the Secretary-General and Members of Parliament within their remits, cooperating with the Jurisconsult and the other directors-general,

— where appropriate, representing Parliament,

— acting as authorising officer by delegation,

— where necessary, deputising for the Secretary-General.

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/.

(ii) Professional experience required

Professional experience gained after obtaining the qualifications referred to above:

— **15 years**, at least part of which must be in the directorate-general's areas of activity, and including at least **nine years** in a European and/or international environment, and at least **nine years** in management positions in a large department.

([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 the next indent.

([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.

(iii) Knowledge of languages

Excellent knowledge of one of the European Union's official languages ([8]) is required, along with very good 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/313/2024/S') and a curriculum vitae in Europass ([9]) format, quoting the reference number for the procedure (PE/313/2024/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 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) 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 Parliament's departments 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 4 (Directorate-General for Budgetary Affairs) ([1])

Main tasks

— Defining the directorate-general's strategy and organising and coordinating its activities;

— Organising all parliamentary committee activities relating to EU budgetary affairs, and ensuring that they run smoothly;

— Providing institutional assistance and support for the parliamentary committees with responsibility for EU budgetary affairs, including with regard to the Financial Regulation, the system of own resources and negotiations on the Multiannual Financial Framework;

— Providing specialised advice, in-depth analyses and research papers on the budget and discharge;

— Advising the Secretary-General and cooperating with the Jurisconsult and the other directors-general;

— Representing and/or ensuring representation of the directorate-general on Parliament bodies and in internal meetings, as well as on interinstitutional bodies and on joint and other committees, and following up on those activities;

— Managing staff; organising and chairing several management meetings (directors, heads of unit) every month;

— Managing the directorate-general's incoming mail and checking all outgoing mail to be signed by the Secretary-General or the President;

— Acting as authorising officer by delegation.

DIRECTORATE A

— 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 members of the Committee on Budgets and Committee on Budgetary Control, in particular chairs and rapporteurs, in the performance of their duties;

— Managing Committee on Budgets and Committee on Budgetary Control projects;

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

— Acting as authorising officer by subdelegation.

DIRECTORATE B

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

— Providing specialised advice and expertise to the committees, other parliamentary bodies and the President of Parliament through briefings, in-depth analyses and studies on the budget and discharge;

— Managing projects in the areas of responsibility of the directorate's units;

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

— Acting as authorising officer by subdelegation.

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