C/2024/6472

28.10.2024

RECRUITMENT NOTICE PE/319/2024/S

DIRECTOR

(function group AD, grade 14)

Directorate-General for Finance – Directorate for Political Structures Financing and Resources

(C/2024/6472)

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 the Directorate-General for Finance, Directorate for Political Structures Financing and Resources, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ([1]) ('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 ([2]). 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 ([3]):

— 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]) 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).

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

([3]) 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 and 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 ([4]);

— 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 ([5]) 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 ([6]) 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:

([4]) 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.

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

([6]) 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.

— **12 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 ([7]) 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, 11 November 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/319/2024/S') and a curriculum vitae in Europass format ([8]), quoting the reference number for the procedure (PE/319/2024/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 ([9]). 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 ([10]), in particular as regards their confidentiality and security.

([7]) 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.

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

([9]) 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)).

([10]) 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 of 21.11.2018, p. 39).

ANNEX

DIRECTORATE-GENERAL FOR FINANCE

Directorate for Political Structures Financing and Resources

Main tasks

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

— Helping to draw up the directorate-general's strategic guidelines;

— Following the observations and conclusions of the European Court of Auditors and of the European Anti-Fraud Office;

— Providing support for implementing and monitoring funding arrangements for European political parties and European political foundations, as well as for Parliament's political groups and non-attached Members, the European Parliamentary Association and the Former Members Association;

— Coordinating cooperation with the external travel agency and providing support for the Travel Management Unit;

— Ensuring that the directorate-general's IT infrastructure and office space management and logistics arrangements run smoothly;

— Providing support for implementing a human resources management policy that is tailored to the directorate-general's needs;

— Representing the directorate-general on working groups in connection with cross-cutting resource management and business continuity management;

— Coordinating and guiding the Public Procurement Service by acting as authorising officer by subdelegation.

FINANCING OF POLITICAL GROUPS AND NON-ATTACHED MEMBERS UNIT

— Managing Item 4 0 0 budget arrangements for Members who become or cease to be non-attached; Checking how Item 4 0 0 appropriations are used by non-attached Members, making expenditure payments and reimbursements and managing the accounts for allocations made available to non-attached Members, correspondence and statistics; Ensuring that the digital app for reimbursement requests and the link to e-Portal and FMS function properly;

— Managing budget headings 1 0 0 7, 3 0 2 0 – 0 6, 4 4 0 0 and 4 4 2 0 (allowances for the President, President's Cabinet, associations); Liaising with the President's Cabinet and the parliamentary associations;

— Monitoring individual cases and disputes involving political groups and non-attached Members;

— Liaising with the political group secretariats, non-attached Members and their assistants, the Court of Auditors, the Internal Audit Unit, the Ex Ante Verification Service, the Central Financial Unit and the Accounting Service;

— Managing budget Item 4 0 0, apportioning budget Item 4 0 0 appropriations among the political groups and non-attached Members, checking the political groups' annual reports and drawing up the closure-of-accounts note to the Bureau;

— Submitting reports to senior management (annual reports, budgetary reporting, data protection, risk management, and business continuity plan), metrics and client satisfaction;

— Keeping track of changes to the rules governing the use of Item 4 0 0 appropriations and to other rules for budget headings managed by the unit;

— Posting the groups' accounts and other documents on Parliament's website and responding to requests for information (transparency, media, other institutions).

INFORMATION TECHNOLOGY AND E-PORTAL UNIT

including the Informatics and Logistics Service and the e-Portal Service

— Coordinating and following up implementation of IT projects, with involvement in related systems analyses, including technical studies and appraisals;

— Participating in, and representing the directorate-general at, meetings of inter-DG working groups and steering committees;

— Coordinating the unit's services, managing staff and providing input for the director, director-general and Secretary-General on a variety of issues;

— Drawing up the IT programme and managing implementation of the plan (business analysis), identifying needs, handling coordination and analysing existing and future applications;

— Coordinating decentralised projects (analysis, development, maintenance);

— Managing projects relating to European elections (outgoing and incoming Members, reception arrangements).

TRAVEL MANAGEMENT UNIT

including the Group Travel and Events Service and the Contract Implementation Service

— Handling general oversight of the work of the travel agency under contract to Parliament;

— Overseeing preparation of a procurement procedure for a contract with a credit card company (for a lodged card) in order to pay for tickets issued by the travel agency;

— Coordinating the unit's two services, managing staff and providing input for the director, director-general and Secretary-General on a number of issues;

— Managing budget heading 0 3 0 4 9 covering the payment of monthly management costs;

— Participating in, and representing the directorate-general at, meetings of inter-DG working groups and steering committees;

— Overseeing negotiations with airlines and hotel groups and signing the respective agreements, as well as overseeing transport charter arrangements for Strasbourg part-sessions;

— Keeping an eye on travel market developments and assessing the scope for introducing new IT tools.

HUMAN RESOURCES AND ORGANISATION UNIT

— Attracting, selecting and integrating future directorate-general staff in accordance with the various selection procedures;

— Identifying, promoting and consolidating skills and know-how so as to facilitate innovation, agility and resilience, and managing decentralised training activities;

— Developing a human resources culture centred on efficiency, cooperation, tolerance and respect;

— Assessing performance, anticipating and supporting career moves in order to make the most of experience gained and retain talent;

— Making the most of trainees' input by providing a formative training experience covering the needs of the directorate-general;

— Anticipating and supporting changes in how work is organised and in resource availability (teleworking, absences, overtime);

— Managing the human resources budget, reporting and handling internal communications.

FINANCING OF POLITICAL PARTIES AND FOUNDATIONS UNIT

— Conducting procedures for funding political parties and foundations (call for contributions/proposals, preparing funding awards, checking how funding is used, recovering amounts unduly paid), including drawing up notes to the Bureau (funding allocation, closure of accounts) and correspondence with political parties and foundations. Managing budget headings 4 0 2, 4 0 3 and 5 0 1;

— Providing support and advice to political parties and foundations and arranging twice-yearly meetings and training courses as required;

— Liaising with the Authority for European political parties and European political foundations, the external auditor, the Internal Audit Unit, the Court of Auditors, the Budget and Verification Unit and the Accounting Service;

— Monitoring and analysing individual cases and disputes involving political parties and foundations (in collaboration with the Legal Service);

— Liaising with the Compliance Monitoring Unit, including as regards document access requests;

— Keeping track of changes to legislation applicable to European political parties and foundations, and making proposals.