C/2025/2286

15.4.2025

RECRUITMENT NOTICE PE/331/2025/S

DIRECTOR

(function group AD, grade 14)

Directorate-General for Personnel – Directorate for HR Administration (Directorate B)

(C/2025/2286)

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 Personnel, Directorate for HR Administration (Directorate B), 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.

2. Place of employment

Luxembourg. 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

— when the normal period of university education is at least three years, 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]).

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/.

([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 the next indent.

([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.

(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

Thorough knowledge (at least C1 level) of one of the European Union's official languages ([7]) is required, along with satisfactory knowledge (at least B2 level) of at least one other official language of the European Union.

These levels are defined in the Common European Framework of Reference for Languages. For further details, see: https://europa.eu/europass/common-european-framework-reference-language-skills

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 Friday 2 May 2025.

Candidates are asked to send, by email only, a personal statement in PDF format and in one of the European Union's official languages ([8]) (marked 'For the attention of the Secretary-General of the European Parliament, Recruitment Notice PE/331/2025/S') and a curriculum vitae in Europass format ([9]), quoting the reference number for the procedure (PE/331/2025/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.

([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.

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

Candidates must ensure that scanned documents are 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) 2018/1725 of the European Parliament and of the Council ([11]), in particular as regards their confidentiality and security.

([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, ELI: http://data.europa.eu/eli/reg/2018/1725/oj).

ANNEX

DIRECTORATE-GENERAL FOR PERSONNEL

DIRECTORATE FOR HR ADMINISTRATION

MAIN TASKS

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

— Overseeing and coordinating human resources policies in relation to individual entitlements, remuneration, front office services for staff and APAs, missions, pensions and social insurance, trainee recruitment, working time and crèches;

— Providing effective administrative management, tailored to the individual needs of staff, while respecting the rules in force and budget availability;

— Managing human resource administration projects;

— Participating in meetings of intra- and inter-DG committees and working groups, interinstitutional bodies, etc.; representing the directorate and, where applicable, the directorate-general within those fora;

— Exercising the powers of the appointing authority and of the authorising officer by subdelegation.

INDIVIDUAL ENTITLEMENTS UNIT

— Determining and managing the individual entitlements of officials and other staff when they enter the service, are transferred to a new place of work or following a change in their family situation;

— Determining and managing the individual rights of officials and other staff when they leave the service or change their place of work;

— Checking the decisions and data entered into the HRM portal;

— Determining and managing the individual entitlements of pensioners;

— Determining and managing the rights provided for in Annex X to the Staff Regulations for staff serving in a third country;

— Managing the rights of officials on secondment;

— Managing the reimbursement of transport costs for children attending Type I European Schools; managing contributions to the education costs of children attending Type II European Schools;

— Preparing and encoding decisions concerning duty, shift, overtime and travel allowances.

PAYROLL UNIT

— Calculating/codifying the remuneration and allowances of officials, temporary staff, contract staff and parliamentary assistants;

— Checking the data entered into the NAP application, which calculates staff members' pay on a monthly basis and automatically updates their individual entitlements;

— Interpreting appointing authority decisions that have an impact on salaries;

— Checking that payslips are correct;

— Managing advances on, and deductions from, salaries;

— Issuing salary statements;

— Managing the transfer abroad of part of a staff member's salary;

— Determining and paying annual travel, entry into service, internal transfer, interinstitutional transfer and termination of service expenses;

— Carrying out attachments or assignments of staff members' earnings;

— Managing social and financial assistance in line with Article 76 of the Staff Regulations on the granting of gifts, loans and advances to staff who are in a particularly difficult financial position.

MISSIONS UNIT

— Settling and paying the mission expenses incurred by European Parliament officials, staff, APAs and Members' trainees;

— Drawing up and validating mission orders, where applicable;

— Providing a high-quality service to the unit's clients and managing relations with stakeholders;

— Ensuring that the mission regulations are effective by carrying out regular and weekly *ex ante* checks;

— Managing and updating the rules governing missions; ensuring that they remain environmentally friendly, practical, modern and harmonised;

— Ensuring the sound budgetary and financial management of budget headings for missions and imprest accounts;

— Ensuring that the IT environment dedicated to missions is secure, modern and user-friendly;

— Working closely with the European Parliament's travel agency and DG Finance's Travel Management Unit on travel-related issues;

— Managing the corporate credit card programme and the European Parliament's insurance policies for missions;

— Organising training courses on missions;

— Drawing up statistics and reports on missions.

PENSIONS AND SOCIAL INSURANCE UNIT

— Establishing pension rights, disability benefits and allowances for staff assigned to non-active status, leave in the interests of the service and retirement in the interests of the service, pursuant to Articles 41, 42c and 50 of the Staff Regulations;

— Managing pension rights, disability benefits, and allowances (modification, suspension and termination, address changes, personal data updates, bi-annual declarations), and the issuing of certificates;

— Calculating the salary percentage payable to staff members who are working half-time in preparation for retirement;

— Providing staff with information on pension rights, including pension simulations;

— Determining the amount of severance grants;

— Preparing transfers of acquired pension rights to other schemes;

— Transferring pension rights acquired in the course of previous employment;

— Managing social security contributions for EU staff taking unpaid leave on personal grounds (CCP);

— Ensuring cooperation with entities representing retired EU staff, in particular AIACE;

— Participating in retirement preparation seminars;

— Providing information to the European Parliament's RCAM members concerning their sickness insurance;

— Overseeing the creation and management of files, and determining entitlements under accident and occupational sickness insurance policies.

STAFF FRONT OFFICE UNIT

+ PRIVILEGES AND IMMUNITIES SECTION

+ INFODESK SECTION

— Informing and advising members of staff about administrative procedures; welcoming new recruits in Luxembourg, Brussels and Strasbourg and helping them settle in, providing support to colleagues leaving the European Parliament; organising specific initiatives (ad hoc conferences, visits, Back to School programme, vaccination call centre, retirement preparation seminars); managing the Interinstitutional Accommodation Office;

— Handling administrative arrangements for, and providing information to, new recruits who are taking up their duties; helping staff liaise with the authorities of the Member States, covering, inter alia, special residence permits, VAT exemptions, certificates, administrative formalities and the provision of certificates on request: employment, taxation, schools, unemployment benefits, laissez-passer certificates, etc.; handling the electronic signature of contracts at the European Parliament's three places of work;

— Ensuring the planning, organisation and follow-up of the unit's activities; managing human and financial resources.

APA FRONT OFFICE UNIT

+ APA CONTRACTS SECTION

+ APA DESK SECTION

— Handling, at the request of MEPs, the recruitment of accredited parliamentary assistants (APAs), and contract renewals and modifications (drawing up, issuing and verifying contracts before signature by the relevant AECE);

— Providing a single point of contact in Brussels (APA Desk) for Members and APAs to provide information and advice on APA contracts (recruitment, addenda, changes, resignations and dismissals) and other related administrative procedures; acting as the priority contact point for APAs as regards administrative matters at the European Parliament;

— Budgetary management of the portion of the Members' parliamentary assistance allowance that is allocated to APA contracts, of requests for external professional training and of installation and resettlement allowances;

— Managing arrangements for the end of parliamentary assistants' contracts following the end of the Members' term of office, resignations and requests for termination made by Members; holding interviews prior to dismissal;

— Updating and developing the IT applications and tools needed to process APA files in close cooperation with the departments concerned with a view to simplifying and automating procedures.

TRAINEE OUTREACH AND RECRUITMENT UNIT

— Managing the recruitment of Members' trainees and Schuman trainees; managing extensions, temporary suspensions and early terminations of traineeships; ensuring geographical balance when recruiting Schuman trainees;

— Providing personalised assistance to trainees and Members before, during and after traineeships;

— Managing Members' study visits and study visits to the Secretariat of the European Parliament;

— Raising awareness outside the European Parliament of the trainee opportunities it offers, thereby developing the institution's reputation as a quality employer and making it more attractive;

— Implementing the Schuman Trainee Recruitment and Development Programme; implementing the Positive Action Programme for trainees living with disabilities;

— Preparing the budgets for trainees allocated to directorates-general and monitoring their use; monitoring use of the budgets for Members' trainees; ensuring proper management of the appropriations under the relevant budget headings;

— Deploying the mechanism for monitoring the quality of Schuman traineeships with a view to improving the services offered to trainees;

— Continuing to develop the tools necessary for the selection, recruitment and management of trainees (T-People and HRM portal); monitoring current trainee health and accident insurance policies.

WORKING TIME AND CHILDCARE FACILITIES UNIT

+ WORKING TIME FACILITIES SERVICE

+ CHILDCARE FACILITIES SERVICE

— Managing, overseeing and monitoring the work of the unit; exercising the Appointing Authority's powers as regards special leave and 95 % work arrangements for all members of staff; exercising the Appointing Authority's powers as regards part-time work / parental leave / family leave for APAs; exercising the Appointing Authority's powers with a view to settling compensation for untaken or excessive leave for members of staff who are leaving the service;

— Managing the budgets of the crèches (responsibility of the European Parliament), day nurseries and study centres (responsibility of the European Commission (OIB/OIL)), and acting as the authorising officer by subdelegation for those budgets. Planning calls for tender, drawing up specifications and monitoring contracts (external contractors, private nurseries, caterers, paediatricians, etc.);

— Monitoring teleworking in Parliament's Secretariat: advising managers and users, carrying out regulatory monitoring, drafting reports and statistics, liaising with the IT Unit on technical aspects;

— Chairing, providing the secretariat for, and taking part in a number of interinstitutional joint committees; managing the Interinstitutional Lending Library.