C/2024/6470

28.10.2024

RECRUITMENT NOTICE PE/317/2024/S

DIRECTOR

(function group AD, grade 14)

Directorate-General for the Presidency — Directorate for Document Management and Digital Workflows Development

(C/2024/6470)

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 the Presidency, Directorate for Document Management and Digital Workflows Development, 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 a description of the main tasks, see the 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/.

([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.

(ii) Professional experience required

Professional experience gained after obtaining the qualifications referred to above:

— **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/317/2024/S') and a curriculum vitae in Europass format ([8]), quoting the reference number for the procedure (PE/317/2024/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.

([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)).

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.

([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, 21.11.2018, p. 39).

ANNEX

DIRECTORATE-GENERAL FOR THE PRESIDENCY

Directorate for Document Management and Digital Workflows Development

Main tasks

— Assisting the Deputy Secretary-General in the performance of his or her duties;

— Overseeing, coordinating and supervising the units in the directorate in accordance with the relevant rules, and in a spirit of customer service, with a view to achieving the DG's objectives;

— Dealing with Parliament's official mail and the President's mail (recording, appraisal and allocation, provision of support to users of the application in connection with the recording of mail, actively contributing to testing of the future document management application);

— Managing all aspects of the recording, storage, access management, indexing and archiving of classified information;

— Processing of archives, conserving documents/files transferred to the archives as proof of the European Parliament's activities;

— Acting as authorising officer by subdelegation.

OFFICIAL MAIL UNIT

— Dealing with Parliament's official mail and the President's mail (recording, appraisal and allocation, provision of support to GEDA users in connection with the recording of mail);

— Taking receipt of and forwarding mail sent to Parliament (verification, sorting, forwarding between buildings, sites and institutions, recording of packages and registered mail, client support);

— Dealing with Parliament's outgoing mail (recording, franking, express mail) and managing the return of refused mail;

— Contributing to the development of essential IT tools (TrackInside 2, etc.);

— Updating information available to clients on various media (PRESnet, Intranet, Info sites, etc.);

— Carrying out mail-related budgetary management.

CLASSIFIED INFORMATION UNIT

— Managing all aspects of the recording, storage, access management, indexing and archiving of classified information with a view to its consultation;

— Ensuring the implementation of the decision of the European Parliament's Bureau of 15 April 2013 on the rules applicable to the treatment of confidential information by the European Parliament and of the interinstitutional agreements on the transmission of classified information;

— Managing secure installations, including drafting the necessary adaptations to operational security procedures;

— Presenting the mandatory security measures for classified information in collaboration with the Risk Assessment Unit in the Directorate-General for Security and Safety;

— Collecting data with a view to producing statistics and drawing up the draft annual report which Parliament's Secretary-General submits to the Bureau;

— Assisting the Secretary-General in implementing the Bureau decision and proposing any necessary adjustments to be forwarded to the Bureau for a decision;

— Providing any support requested when negotiating interinstitutional agreements and the rules on the transmission of classified information.

ARCHIVES UNIT

— Processing archives to ensure their integrity and legibility over time so as to preserve the European Parliament's memory;

— Conserving documents/files transferred to the archives as proof of the European Parliament's activities with a view to establishing that its legal obligations have been complied with;

— Digital archiving to ensure the integrity and legibility of digital archives over time;

— Managing the archive information system and integrating it into the European Parliament's information system, putting publicly accessible archives online, managing digital storage space and conservation formats;

— Enhancing the value of archives by any other means of documentary or academic dissemination or publishing (publications, exhibitions, events, info sessions), documentary research and receiving researchers.

DOCUMENT MANAGEMENT UNIT

— Collaborating in preparing the future electronic document management system in the European Parliament by analysing functionalities and liaising with users;

— Drawing up a methodology for incorporating document management in the initial phase of the analysis of business processes, such as preparing for their digitalisation (SEF project on Document Management by Design);

— Providing support for the activities of the Inter-DG Steering Group on Document Management (GIDOC);

— Providing expertise in document management for other departments and for Parliament-specific projects.