

Avis de vacance CONS/2020/344 (Etat: Publié)

ADMINISTRATEUR POLITIQUE - (AD5/AD12)

ECOMP.2.B

BRUXELLES(Belgique)

Numéro Avis de vacance: CONS/2020/344

Publication: du 13/11/2020 au 26/11/2020 jusqu'à 12.00 heures
midi heure de Bruxelles

Avis de vacance ouvert aux candidats d'autres institutions: non

Avis de vacance ouvert aux candidats d'EPSO: non

Caractéristiques du poste:

ID Poste:	308925
Job disponible du:	01/12/2020
Poste d'encadrement:	non
Budget:	Administration
Habilitation à la sécurité requis:	non

Nous sommes:

Our Unit is part of the Directorate-General of Economic Affairs and Competitiveness (ECOMP), which is dealing with an increasing number of economic and financial issues relevant e.g. for sustainable and stable growth and jobs, financial and budgetary stability, overcoming the economic and financial consequences of the COVID pandemic. Our team is composed of 7 Administrators and 4 assistants. It contributes with expertise in the fields of tax legislation and EU and international tax policy (taxation of digital multinationals, 'List of tax havens', tax aspects of the Green Deal, combating tax evasion and fraud etc.). The Unit is also responsible for Export Credits and the Customs Union. We actively support the Presidency, the Secretary General of the Council and the President of the European Council.

Nous proposons:

Under the authority of the Head of Unit, you will:

- Contribute to the preparation, coordination and follow-up of the work of the European Council and/or Council, their preparatory bodies;
- Take part in the preparation and follow-up of European Council meetings;
- Draft documents relating to the activities of the European Council and/or Council and their preparatory bodies;
- Analyse political dossiers with a view to facilitating decision-making;
- Provide advice, as appropriate, to the President of the European Council and/or members of the Council, the Presidencies and the Secretary-General;
- Communicate and cooperate with internal and external interlocutors;
- Advise and assist the Presidency and the Council in their relations with other EU institutions and bodies and with national parliaments, and maintain regular contacts with the relevant counterparts;
- Follow horizontal matters relevant to the field covered by the Unit;
- Prepare and draft notes to the President of the Council when texts are being adopted as well as other documents necessary for the adoption of legislative acts subject to the relevant Legislative Procedure.

Nous recherchons:

We are looking for a pro-active Political Administrator with a strong interest in and/or knowledge of:

- the general policies of the European Union in the field covered by our Unit, including in the area of international taxation, EU Tax Policy and legislation;
- the policies of the Member States and/or third countries in the relevant field;
- the role of the European Council and Council and of their decision-making processes.

An interest in EU Law, Economics and Finance would be an advantage, as you will mainly contribute to the political/legislative process in the field of taxation (e.g. fight against tax evasion and fraud, taxation of digital industry, corporate taxation, relations with third countries in the field of taxation, blacklisting of certain jurisdictions (tax havens), indirect taxation including VAT, Financial Transaction Tax, Green Deal (energy taxation etc.)).

Due to the dynamic nature of the work, you will have the opportunity and ability to:

- contribute to developing politically acceptable and legally sound compromise solutions;
- identify and prioritise key issues and possible solutions, while anticipating and identifying potential problems;
- carry out tasks with accuracy, work methodically;
- meet politically driven deadlines and adapt to the pace of work, e.g. in advance of meetings of EU Finance Minister;
- demonstrate a good team spirit as well as maintain good working relationships with a range of interlocutors and with your counterparts of other institutions.

A very good knowledge of English is required for this post, together with a solid experience in drafting. Knowledge of other languages would be an asset.

Politique de recrutement:

Applications will be accepted from Council officials and former GSC officials transferred to the EEAS, belonging to the function group AD, grade 5-12.

Council officials in transition belonging to the function group and grades listed below can also express their interest in the post:

- AD 13 (Administrator in transition)
- AD 14 (Senior administrator in transition).

NB: If a Council official belonging to function group AD, grade 13 or 14 (Senior administrator and administrator in transition) is selected and moves to the post, they will keep their "in transition" status (cf. Staff Note 20/14).

REMARKS:

The General Secretariat of the Council is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the GSC is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

Assistance can be provided to persons with disabilities during the recruitment procedure. For further information, send an email to Equal.opportunities@consilium.europa.eu and/or consult <https://www.consilium.europa.eu/media/39200/jobs-equal-opp-en.pdf>

For information related to Data Protection, please see the Specific Privacy Statement.

<https://www.consilium.europa.eu/media/39244/jobs-data-protection-en.pdf>

Contacts

Nom	Numéro téléphone	Email
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Comment postuler:

Bouton «Introduire votre candidature» - Avis de vacance dans votre institution

Les fonctionnaires ayant accès à Sysper doivent postuler sur cet avis de vacance publié dans leur propre institution en utilisant le bouton «Introduire votre candidature». Cette procédure inclut les anciens fonctionnaires de la Commission transférés au Service Européen pour l'Action Extérieure et qui souhaiteraient postuler sur cet avis de vacance publié à la Commission.
Dans le cas d'un avis de vacance publié dans d'une Agence Exécutive, tout personnel statutaire travaillant déjà au sein d'une Agence Exécutive et ayant accès à Sysper peut postuler sur cet avis de vacance spécifique via Sysper. Une fois que Sysper a correctement enregistré votre candidature, vous recevrez une notification automatique par courriel. Si vous ne recevez pas cette notification, cela signifie que Sysper n'a pas réussi à enregistrer votre candidature et que vous devez réessayer. Votre candidature doit être soumise avant l'expiration de la date limite de dépôt des candidatures. Par conséquent, nous vous conseillons de télécharger votre candidature suffisamment à l'avance dans Sysper (les modifications sont possibles jusqu'à l'expiration du délai).

Candidature par courriel

En cas de problèmes techniques avec Sysper ou pour les candidats d'autres institutions, y compris les anciens fonctionnaires du SGC transférés au SEAE qui postulent sur un avis de vacance publié au SGC, les candidatures peuvent être soumises dans le délai imparti, à l'adresse électronique indiquée ci-dessous.

-

Le CV et la lettre de motivation joints au courriel doivent être au format PDF (taille maximale de 2 Mo par document). Tous les autres documents que vous souhaitez joindre (par exemple, références, certificats, etc.) doivent être intégrés dans un seul document PDF (taille maximale de 2 Mo).

applications.officials@consilium.europa.eu

Echéance

Date de clôture d'enregistrement: 26/11/2020. L'enregistrement ne sera plus possible après midi (12h00), heure de Bruxelles.

Critères d'éligibilité et autres informations importantes

<https://www.consilium.europa.eu/media/39228/jobs-eligibility-criteria-en.pdf>

Version descriptive du poste2 (*Approuvé*)
Version descriptive du poste308925 dans *ECOMP.2.B*
Valable à partir de01/12/2020jusqu'à

Profil du poste

Position du poste

ADMINISTRATEUR

Titre du poste

Administrateur politique

Domaines

Primaire

REPRÉSENTATION des INSTITUTIONS et NÉGOCIATION

Intermédiaire

Secondaire

Famille du poste

Politiques, analyse, conseil et statistiques

Poste sensible

Non

Finalité générale

Support the smooth running of the Council and European Council.

Perform the duties described below in line with the GSC horizontal profile applicable for your function group and the corresponding GSC Competency Framework:

<https://www.consilium.europa.eu/en/general-secretariat/jobs/profiles/>

Fonctions & responsabilités

+ POLITIQUE - Policy advice and general activities

- Contribute to the preparation, coordination and follow-up of the work of the European Council and/or Council, their preparatory bodies and special committees
- Take part in the preparation and follow-up of European Council meetings
- Draft documents relating to the activities of the European Council and/or Council and their preparatory bodies
- Analyse political dossiers with a view to facilitating decision-making
- Provide advice, as appropriate, to the President of the European Council and/or members of the Council, the Presidencies and the Secretary-General
- Communicate and cooperate with internal and external interlocutors

+ ÉCONOMIE - Economic and Financial Affairs Policy

- Follow horizontal matters relevant to the field

+ ÉCONOMIE - Horizontal matters - Ecofin and Tax Policy (EU and International dimension)

- Prepare and draft notes to the President of the Council when texts are being adopted as well as other documents necessary for the adoption of legislative acts subject to the Ordinary Legislative Procedure

+ POLITIQUE - Relations with OLP stakeholders

- Provide the Council, the Presidency, the GSC and Working Parties with the expertise and assistance necessary for the most uniform, efficient and effective implementation of the rules applicable to the ordinary legislative procedure in order to guarantee the legal certainty of Council acts

+ ÉCONOMIE - Horizontal matters - Ecofin and Tax Policy

- Support also the other areas of the Unit, where necessary

Exigences du poste

Expérience

Langues

Écouter

Lire

Prendre part à
une conversation

S'exprimer
oralement en
continu

Écrire

Connaissances

Compétences

Environnement de travail

Entité organisationnelle

Type:

Taille:

Equilibre de genre (au sein
de l'entité):

Commentaires:

Présentation de l'entité:

Sujets en rapport avec le poste

☐ Heures de travail atypiques

☐ Poste spécialisé

Missions

☐ Fréquentes, c'-à-d. 2 ou plus de missions / mois

☐ Longue durée, c'-à-d. missions durant plus d'une semaine

Commentaires:

Sujets en rapport avec le lieu de travail, la santé et la sécurité

☐ Environnement bruyant

☐ Effort physique / manutention

☐ Travail avec des produits chimiques / biologiques

☐ Aire de radioprotection

☐ Utilisation de matériel de protection individuelle

☐ Autres

Commentaires:

Autre

Commentaires:

Avis de vacance CONS/2020/330 (Etat: Publié)

ASSISTANT BUDGÉTAIRE ET FINANCES - (AST1/AST9)

GSC.SMART.1.001

BRUXELLES(Belgique)

Numéro Avis de vacance: CONS/2020/330

Publication: du 04/11/2020 au 17/11/2020 jusqu'à 12.00 heures
midi heure de Bruxelles

Avis de vacance ouvert aux candidats d'autres institutions: oui

Avis de vacance ouvert aux candidats d'EPSO: non

Caractéristiques du poste:

ID Poste:	315280
Job disponible du:	01/10/2020
Poste d'encadrement:	non
Budget:	Administration
Habilitation à la sécurité requis:	non

Nous sommes:

In partnership with delegates and staff, the Digital Services department organises information and makes it accessible through smart and secure services. We help transform work by innovating and promoting a 'digital-first' mind-set. Our team is composed of dynamic and motivated colleagues, committed to developing digital services that will improve the way we work and serves our stakeholders.

With a team of 321 persons (reinforced by around 150 external consultants), we run a portfolio of 120 applications, 80 services and 30 (on-going) projects.

Nous proposons:

You will work in a friendly, dynamic environment where team-spirit, adaptability and a sense of initiative are highly valued. You will assist in performing a variety of financial transactions related to the development and maintenance of the information and communication technologies applications of the Council and the European Council.

More concretely, the tasks include:

- Carrying out administrative and/or financial tasks within the framework of public procurement procedures for the purchase of goods and services;
- Actively participating in all phases of procurement procedures;
- Participating in the evaluation of offers in the framework of procurement procedures;
- Carrying out administrative and/or financial tasks within the framework of the management of contracts and contacts with suppliers;
- Carrying out implementation tasks using the GSC's financial systems, such as financial initiation, purchase and payment orders, monitoring of consumption and budgetary estimates;
- Carrying out the formal and factual verification and initiation of financial transactions in accordance with the Financial Regulation;
- Providing technical assistance and monitoring in the implementation of the strategy and of administrative measures in the budgetary and/or financial field;

- Contributing to programming and implementing day-to-day budget management operations, in compliance with the financial regulations;
- Assisting in monitoring the service's budgetary and/or financial activities;
- Providing the information necessary for the analysis of budgetary and/or financial activities;
- Providing the data and information necessary to draw up summaries and reports;
- Contributing to preparing documents on budgetary and/or financial questions;
- Contributing to the financial management of the service;

Nous recherchons:

We are looking for an assistant (M/F) to pro-actively help operational services to conclude procurement procedures, initiate PO's and follow up on budget execution in a effective and timely manner. He or she will also assist in day-to-day budget execution and financial management operations in the SAP system. The post requires a good knowledge of GSC's budgetary and financial rules and procedures. It requires close cooperation with other members of the team, with the operational units inside and outside the Directorate-General and the General Secretariat of the Council.

The successful candidate will have:

- Knowledge of the EU Institutions' budgetary and/or financial rules and procedures, and of the other rules applicable within the GSC;
- Knowledge of the rules and procedures governing the award of public procurement contracts;
- Knowledge of management methods for contracts awarded to suppliers of goods and/or services;
- Knowledge of IT services related contracts main characteristics;
- Have experience with standard IT tools. Knowledge of SAP is an advantage;
- Have an excellent judgment and problem-solving skills (key competency);
- A strong sense of responsibility (key competency);
- Ability to process numerical data (key competency);
- Ability to work autonomously as well as in a team (key competency);
- Ability to follow actions through and adapt solutions as necessary;
- Strong capacity for planning and organising work;
- Meet critical/sensitive deadlines;
- A strong sense of initiative;
- Adapts plans and work to fit immediate fluctuations in the workload and changing priorities;
- Be able to work with different and/or demanding interlocutors and to establish excellent working relationships;
- Excellent command of English and good command of French.

Politique de recrutement:

Applications will be accepted from officials of the Council and of the other Institutions of the European Union, belonging to function group AST, grade 1-9.

Council officials in transition, belonging to function group AST, grades 10 or 11 (Senior assistant in transition), can also express their interest in the post.

NB: If a Council official belonging to function group AST, grades 10 or 11 (Senior assistant in transition) is selected and moves to the post, they will keep their "in transition" status.

- For officials from other EU institutions: applications must be accompanied by an official document vouching for the official's status, current function group and grade, and the date of entry as an official.

The General Secretariat of the Council is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the GSC is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

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Contacts

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Stefania PANTAZI		stefania.pantazi@consilium.europa.eu

Comment postuler:

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Candidature par courriel

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applications.officials@consilium.europa.eu

Echéance

Date de clôture d'enregistrement: 17/11/2020. L'enregistrement ne sera plus possible après midi (12h00), heure de Bruxelles.

Critères d'éligibilité et autres informations importantes

<https://www.consilium.europa.eu/media/39228/jobs-eligibility-criteria-en.pdf>

Version descriptive du poste2 (Active)
Version descriptive du poste315280 dans GSC.SMART.1.001
Valable à partir de01/09/2017jusqu'à

Profil du poste

Position du poste

ASSISTANT

Titre du poste

Assistant budgétaire et finances

Domaines

Primaire

TECHNOLOGIES de l'INFORMATION et de la COMMUNICATION

Intermédiaire

Secondaire

SUPPORT et RESSOURCES OPÉRATIONNELS et ADMINISTRATIFS

Famille du poste

Budget, Finances et Contrats

Poste sensible

Non

Finalité générale

Assist in planning, preparing, managing and/or implementing the annual budget for the area of activity, as well as monitoring and reporting on it.

Provide administrative, organisational and logistical support to the head of the service and to staff based on the objectives of the service.

In close collaboration with management, manage the service's budget (preparation and follow-up) and the acquisition dossiers.

Contribute to the coordination and follow-up of the procurement procedures in close cooperation with the financial initiators.

Perform the duties described below in line with the GSC horizontal profile applicable for your function group and the corresponding GSC Competency Framework:

<https://www.consilium.europa.eu/en/general-secretariat/jobs/profiles/>

Fonctions & responsabilités

+ BUDGET et FINANCES - Budget and finance: assistance and generic tasks

- Carry out implementation tasks using the GSC's financial systems, such as financial initiation and verification, purchase and payment orders, stock and inventory management, monitoring of consumption and budgetary estimates
- Contribute to the preparation of documents on budgetary and/or financial questions
- Carry out administrative and/or financial tasks within the framework of the management of contracts and contacts with suppliers

+ BUDGET et FINANCES - Budget and finance: assistance and procurement procedures

- Carry out administrative and/or financial tasks within the framework of public procurement procedures for the purchase of goods and services

+ BUDGET et FINANCES - Budget and finance: service-internal assistance

- Assist and advise the head of service in his/or her role as Authorising Officer as well as operational initiators in order to improve procedures
- Assist the head of service in ensuring practical and logistical follow-up and implementation of his or her decisions

+ BUDGET et FINANCES - Budget and finance: assistance and general activities

- Provide technical assistance and monitoring in the implementation of the strategy and of administrative measures in the budgetary and/or financial field
- Contribute to programming and implementing day-to-day budget management operations, in compliance with the financial regulations
- Assist in monitoring the service's budgetary and/or financial activities
- Provide the information necessary for the analysis of budgetary and/or financial activities
- Provide the data and information necessary to draw up summaries and reports

Exigences du poste

Expérience

Langues

Écouter

Lire

Prendre part à
une conversation

S'exprimer
oralement en
continu

Écrire

Connaissances

Compétences

Environnement de travail

Entité organisationnelle

Type:

Taille:

Equilibre de genre (au sein
de l'entité):

Commentaires:

Présentation de l'entité:

Sujets en rapport avec le poste

☐ Heures de travail atypiques

☐ Poste spécialisé

Missions

☐ Fréquentes, c'-à-d. 2 ou plus de missions / mois

☐ Longue durée, c'-à-d. missions durant plus d'une semaine

Commentaires:

Sujets en rapport avec le lieu de travail, la santé et la sécurité

☐ Environnement bruyant

☐ Effort physique / manutention

☐ Travail avec des produits chimiques / biologiques

☐ Aire de radioprotection

☐ Utilisation de matériel de protection individuelle

☐ Autres

Commentaires:

Autre

Commentaires:



European Commission

Vacancy notice COM/2021/446 (Status: Published)

POLICY OFFICER - DIVERSITY & INCLUSION (AD5/AD12)

HR.DIO

BRUSSELS(Belgium)

COM number: COM/2021/446

Publication: from 10/02/2021 to 23/02/2021 until 12.00 hours
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: yes

Job Properties

Job ID:	357910
Job available from:	16/03/2021
Management job:	no
Budget:	Administration
Security clearance required:	no

We are

The newly created Diversity and Inclusion Office within the Directorate-General for Human Resources and Security. The Office's role is to lead the development, implementation and monitoring of actions designed to promote diversity and inclusion among Commission staff. We are a small team of four people reporting to the Director-General. Our purpose is to advocate for diversity and inclusion and to ensure that it is taken into account in all HR policies and processes. To achieve this we work closely with all parts of DG HR, with the Task Force for Equality Secretariat in SG and with counterparts in other departments and institutions.

We propose

An interesting and varied job where you will be responsible for developing HR policies in several of the main areas where the Office is active: age, gender, sexual orientation, disability, religion or belief, ethnic and racial origin. As the Office is still being set up, we will define the exact split of tasks once all members are recruited. The role will include an emphasis on communication and advocacy for change. You will be in regular contact with many different stakeholders.

We look for

The ideal candidate would have:

- A strong commitment to promoting diversity and inclusion in the Commission;
- An open and critical mind;
- Creativity, flexibility and pragmatism;
- A readiness to listen to and consult others;
- A strong drive for learning and improving;
- A client-oriented approach;
- The ability to propose innovative and creative ideas and/or initiatives;
- A good understanding of HR policies and processes in the areas covered by this vacancy;

Feb 16, 2021 3:16 PM

- An experience in operational unit(s);
- A good knowledge of how to use IT to manage HR processes;
- Excellent drafting skills
- Good negotiation and diplomatic skills;
- The practical skills to translate ideas into simple, easily implementable policies;
- The ability to understand both English and French and the ability to speak and write fluently in one of the two languages;

We all know that the ideal candidate does not exist. If the job appeals to you please send us your CV and a cover letter explaining how you match up to the above criteria, even if the match is not perfect.

Recruitment policy

Officials with a type of post of the person "Administrator" (AD5-AD7) or "Principal Administrator" (AD8-AD12) can apply for this job.

Officials whose type of post of the person is:

- "Senior Administrator in transition" (AD14) or
- "Principal Administrator in transition" (AD13),

can show their interest for this job. In case of selection, they will be transferred in the interest of the service. This transfer in the interest of the service will not modify the type of post of the person.

In the case of inter-institutional mobility, only officials in the function group AD with grades from AD5 to AD12 can apply for this job.

For officials working in an Institution other than the Commission, a certificate confirming function group, grade and status as an official has be provided in addition to the CV and cover letter.

For information related to Data Protection, please see the Specific Privacy Statement.

<https://ec.europa.eu/dpo-register/detail/DPR-EC-01029>

Contacts

Name	Phone number	Email
David BAKER	(32) 22985078	David.Baker@ec.europa.eu

How to apply

'Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS who are applying for a vacancy notice published in the GSC, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

HR-AMC-SC11-HR-APPLICATIONS@ec.europa.eu

Closing date

The closing date for registration is 23/02/2021. Registration will not be possible after 12:00 noon Brussels time.

Eligibility criteria and other important information

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/Pages/recruitment.aspx?In=en>



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version357910 in *HR.DIO*
Valid from16/03/2021until

Job Profile

Position

ADMINISTRATOR

Job title

Policy Officer - Diversity & Inclusion

Domains

Generic domain

HUMAN RESOURCES MANAGEMENT

Intermediate domain

Specific domain

SAFETY, SECURITY and CRISIS MANAGEMENT

Job Family

Policy, Analysis, Advice and Statistics

Sensitive job

No

Overall purpose

Développement de la politique de la DG HR.

Planification et suivi de la mise en oeuvre de ces politiques.

Functions and duties

+ POLICY DEVELOPMENT -

- Contribuer à l'élaboration et la mise en oeuvre des politiques de diversité et inclusion.

+ TECHNICAL ANALYSIS and ADVICE -

- Conseil aux supérieurs hiérarchiques sur des questions liées à la diversité et l'inclusion.
- Préparation de dossiers et briefings pour les supérieurs hiérarchiques

+ BUSINESS MANAGEMENT and PLANNING -

- Relations avec les intervenants internes de la DG HR, le cabinet et les intervenants externes (autres DG,...).
- Maintien d'un réseau de contact avec les DG.

+ REPRESENTATION, NEGOTIATION and PARTICIPATION -

- Représenter l'unité ou la DG HR.
- Contribuer à l'élaboration des positions de négociation.
- Présenter la politique de Diversité & Inclusion devant différents interlocuteurs.

Job requirements

Experience"

+ LAW

Job-Related experience:at least 5 years

Qualifier:an advantage

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C1	C1	C1	C1	C1
English	C1	C1	C1	C1	C1

Knowledge

- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Administrative rules and procedures of the Institution
- *HUMAN RESOURCES MANAGEMENT*
People management principles
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for OFFICE AUTOMATION
Word
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
Commission services and their structure

Competences

- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Capacity to act upon problems
Client orientation
Quality & process management abilities
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Coordination skills
Planning capacity
- *Resilience*
Perseverance
Stress resistance
- *Working with Others*
Confidentiality
Knowledge sharing
Sociability skills
- *Leadership*
Ability to lead a team
Capacity to allocate tasks and organise work
Managerial communication skills
Selections skills for vacant posts

Job Environment

Organisational entity

Type:

Size:

Gender balance (within the entity):

Comments:

Presentation of the entity:

Job related issues

☐ Atypical working hours

☐ Specialised Job

Missions

☐ Frequent, i.e. 2 or more missions / month

☐ Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

- ☐ Noisy environment
- ☐ Physical effort / materials handling
- ☐ Work with chemicals / biological materials
- ☐ Radioprotection area
- ☐ Use of personal protective equipment
- ☐ Other

Comments:

Other

Comments:



European Commission

Vacancy notice COM/2021/258 (Status: Expired)

HEAD OF UNIT - (AD9/AD14)

JRC.D.1

ISPRA(Italy)

COM number: COM/2021/258

Publication: from 27/01/2021 to 16/02/2021 until 12.00 hours
noon Brussels time

Vacancy open to candidates from other institutions: no

Vacancy open to candidates from EPSO reserve list: no

Job Properties

Job ID: 173819

Job available from:

Management job: yes

Budget: Research

Security clearance required: no

We are

As the science and knowledge service of the European Commission, the Joint Research Centre's mission is to support EU policies with independent evidence throughout the whole policy cycle.

The current vacancy is in the Directorate for Sustainable Resources. Its mission is to play a central role in creating, managing and making sense of scientific knowledge for EU policies related to the sustainable use of resources, encompassing environmental, economic and social dimensions. The Directorate focuses on land, soil, forests, water, marine resources, raw materials, biodiversity and related ecosystem services and supports the development of a sustainable bio-economy. It monitors and analyses agriculture and food production, consumption and trade, including the macro- and micro-economic aspects, their impact on food security, public goods and the environment. It highlights the threats to our existing resources and explores alternatives and futures perspectives using advanced biophysical and economic analyses, including geospatial technologies, modelling and supply-chain analyses.

The vacancy is within the Bio-economy Unit, located in Ispra, Italy. Its mission includes:

- to provide scientific support to EU policies related to the bio-economy such as the sustainable production as well as the use of biological resources and the conversion to value added products, such as food, feed, bioenergy and bio-based products.
- to implement and to manage the Bio-economy Knowledge Centre and the European Forest Observatory.
- to contribute to the sustainable management of forests and forest resources by developing a knowledge base to protect our natural capital and the services it provides.
- to develop methods and models to monitor forest resources and carbon emissions and to improve our knowledge of biomass supply, demand and flows both at EU and global levels.
- to contribute to climate related studies linked to natural vegetation.
- to develop geospatial intelligence concerning environmental compliance.

These activities are conducted in collaboration with relevant Commission Services, national and International organisations and stakeholders.

The unit is composed of 14 AD, 4 AST and 27 Contractual Agents. The unit has a Deputy Head of Unit.

Feb 19, 2021 9:48 AM

More detail can be found at: <https://ec.europa.eu/jrc/en>

We propose

The Head of Unit shall manage a diverse Unit with a broad area of responsibilities:

- Lead the Unit in the execution of the work programme and in the development of new projects with strategic value.
- Define the strategy of the Unit, on the basis of the mission, strategies and work program of the Directorate and in coordination with the policy Directorates General of the Commission dealing with Climate Change, Earth Observation, LULUCF, Forest Resources and Bioeconomy.
- Ensure the strategy and operation of the Unit is in line with the JRC 2030 strategy.
- Ensure the effective, efficient and economic functioning of the Unit's human and financial resources.
- Ensure the compliance of the quality, safety and environmental matters for the Unit.
- Responsible for the scientific output of the Unit (e.g. identify the key scientific processes within the Unit, assign ownership, authorize requests for publications).
- Represent the Unit, Directorate General or the Commission as appropriate in meetings, working groups committees or other fora, including at relevant scientific organizations.
- Liaise with the Director and JRC HQ on sensitive and corporate issues.

We look for

Specialist skills and experience

Experience with the Commission's internal as well as inter-institutional procedures.

A solid scientific background: a strong understanding of natural resources issues (e.g. forestry), bioeconomy, geospatial applications, climate change studies.

A good knowledge of the Commission's Internal Control Framework and ISO 9001 Standards is an advantage.

Knowledge of the implementation and operation of Knowledge Centres and Observatories, linked to EC priorities is an advantage.

Management skills

Capacity to set and communicate priorities, monitor the achievements against objectives and ensure timely and quality results.

Solid managerial skills and the ability to lead, motivate and develop research teams.

Leadership and strategic thinking

Personal Qualities

Excellent oral and written communication skills are needed in order to communicate efficiently and fluently with internal and external stakeholders and for the drafting of scientific and technical documents.

Inter-personal skills.

A high level of initiative and flexibility.

The resilience to deal with frequent requests on a wide variety of issues, often at short notice.

A proven capacity to handle complicated and sensitive issues.

Recruitment policy

The Commission applies an equal opportunities policy. With a view to promoting gender balance in management functions, the Commission would particularly welcome applications from women. Applicants should include a letter of motivation with their application and are invited to check the eligibility criteria for middle management positions as described in Commission Decision C(2016) 3288 adopted on 15/06/2016.

In conformity with the Commission's middle management decision (C(2016)3288) applicants invited to the interview with the Director-General and the Rapporteur for the procedure shall take part in an assessment centre, even if they are already occupying a middle management function or did so in the past. This does not apply if they have already taken part in such an assessment centre in the course of the 2 years preceding the closing date for the receipt of applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, the applicant may request to be admitted to the assessment centre.

Without prejudice to the selection criteria, the successful candidate needs to possess the generic managerial skills set out in the Annex to the Commission middle management decision (C(2016)3288) and as further developed in the competency framework for middle managers. This general managerial aptitude will be tested through participation in an assessment centre and taken into account in the final selection.

The following general managerial competencies will be tested at this occasion:

Information management

- Integrating: Synthetically integrating and linking various data into a coherent and relevant whole, formulating alternatives, and transforming this synthesis and these alternatives into a valuable and correct conclusion.

Task management

- Managing the organisation: Developing and setting up processes and structures across various fields of activities. Drawing up and managing budgets in a realistic and consistent way. Introducing and supervising changes, trying out new methods for improvement.

- Steering: Efficiently assessing and managing time as well as material, human and financial resources, including regular follow-ups and corrective interventions in accordance with the objectives to be reached.

People management

- Motivating: Acknowledging and appreciating the efforts of others, adjusting one's own leadership style to them and entrusting the right people with the right responsibilities to optimise their performance.

- Guiding people: Ensuring that everyone behaves appropriately by giving clear instructions, by monitoring results and taking corrective measures in accordance with the objectives and the available means.

Interpersonal management

- Influencing: Reaching goals by making a good impression, getting others to accept ideas by using convincing arguments, creating win-win situations and responding efficiently to one's interlocutors or audience.

Personal management

- Coping: Responding calmly to frustrations, obstacles and opposition, controlling one's emotions and responding to criticism in a constructive manner.

Oral feedback on their performance will be given to the applicants invited to the preselection and/or final selection interviews by one of the panel members for the procedure.

In the case that the successful applicant is appointed to a middle management function for the first time, the newly appointed manager must complete a management induction course at the latest three months after having taken up duties (unless already done so within the five years prior to the appointment). The manager will also be invited to participate in a development programme for newly appointed heads of unit designed to accompany them during this transition to the new role.

For information related to Data Protection, please see the Specific Privacy Statement.

<https://myintracomm.ec.europa.eu/staff/EN/technical-assistance/Pages/sysper-privacy-statements.aspx>

Contacts

Name	Phone number	Email

How to apply

'Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS who are applying for a vacancy notice published in the GSC, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

HR-AMC8-JRC-MANAGEMENT@ec.europa.eu

Closing date

The closing date for registration is 16/02/2021. Registration will not be possible after 12:00 noon Brussels time.

Eligibility criteria and other important information

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/managers/Pages/management-posts.aspx>