

## V

(Announcements)

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PARLIAMENT

## RECRUITMENT NOTICE PE/105/S

## DIRECTOR (Function group AD14)

## INTERPARLIAMENTARY DELEGATIONS AND POLICY SUPPORT

(2007/C 41 A/01)

**1. Vacant post**

The President of Parliament has decided to open the procedure for filling a post of **director** (AD, Grade 14) in Parliament's Directorate-General for the Union's External Policies, in accordance with Article 29(2) of the Staff Regulations for officials of the European Communities.

This selection procedure, which is designed to give the Appointing Authority a wider choice of candidates, will be conducted at the same time as the internal recruitment procedure.

Recruitment will be to Grade AD14 <sup>(1)</sup>. The basic salary is EUR 12 190,69 per month. In addition to the basic salary, which is subject to Community tax and exempt from national tax, certain allowances may be payable in circumstances laid down by the Staff Regulations.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 29 March 2004.

The post will require frequent travel between the places of work and elsewhere, commitment, and numerous contacts inside and outside Parliament and with MEPs.

**2. Location**

Brussels. This post may be transferred to one of Parliament's other two places of work.

**3. Equal opportunities**

The European Parliament is an equal opportunities employer and encourages applications from qualified men and women, without discrimination.

<sup>(1)</sup> On recruitment, the official will be placed in the appropriate step in accordance with Article 32 of the Staff Regulations for officials of the European Communities (OJ L 124, 27.4.2004, p. 1).

#### 4. Job description

Senior official responsible for the following duties, in the light of the guidelines and decisions laid down by the parliamentary authority and the Director-General:

- ensuring the smooth running, in the short, medium and long term, of a department in the Secretariat comprising one or more units providing parliamentary assistance, <sup>(1)</sup>
- managing, supervising, motivating and coordinating one or more teams; optimising the use of the department's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity,
- planning the Directorate's activities (defining objectives and strategies), taking decisions needed to achieve the objectives set, assessing services provided with a view to ensuring quality,
- advising the Director-General, the Secretariat and Members of Parliament in the relevant areas, cooperating with the various directorates in the Secretariat,
- managing and seeing through specific projects likely to involve financial responsibilities,
- carrying out the tasks of authorising officer by subdelegation.

#### 5. Eligibility (profile required)

The 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 of Officials of the European Communities, you must:

- be a national of one of the following Member States of the European Union: Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovenia, Bulgaria or Romania, <sup>(2)</sup>
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on you by the laws on military service,
- produce the appropriate character references as to your suitability for the performance of your duties.

##### (b) Specific conditions

###### (i) Qualifications and professional experience

- A level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is four years or more,

or

- a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year <sup>(3)</sup> when the normal period of university education is at least three years,
- at least **15 years'** professional experience gained after obtaining the qualifications referred to in the first indent, including at least **eight years** in managerial duties.

<sup>(1)</sup> See Annex for main tasks.

<sup>(2)</sup> This post is reserved for a national of one of these countries, in accordance with Regulations (EC, Euratom) No 401/2004 and No 1760/2006.

<sup>(3)</sup> This year of experience will not be taken into account when evaluating the professional experience required in the second indent.

(ii) Knowledge required

- Excellent knowledge of the Secretariat's structure, organisation and work environment and the various people involved,
- excellent knowledge of the Treaties,
- excellent general knowledge of European affairs,
- excellent understanding of internal, national and international policy issues,
- very good knowledge of Parliament's Rules of Procedure, legislative procedures, and internal rules and procedures,
- excellent knowledge of management techniques,
- excellent administrative skills (in such areas as human resources, management, budgeting, finance, IT etc.),
- excellent knowledge of the administrative procedures associated with the field of activities concerned,
- excellent knowledge of one European Union official language <sup>(1)</sup> and very good knowledge of another.

(iii) Skills

- Management skills,
- a flair for strategy,
- ability to think ahead,
- ability to react to events,
- a meticulous approach,
- communication skills.

## 6. Applications

Please apply to the address below (quoting Recruitment Notice PE/105/S), enclosing a curriculum vitae (preferably a Europass CV <sup>(2)</sup>):

**Monsieur le Secrétaire Général  
Parlement européen  
Bâtiment Konrad Adenauer  
L-2929 Luxembourg.**

Applications must be sent by registered post by **12 March 2007** at the latest, as shown by the postmark.

**Please note that, if you are called for interview <sup>(3)</sup>, you must produce by the interview date solely copies or photocopies of supporting documents relating to your studies, professional experience and current responsibilities. These documents will not be returned to you.**

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<sup>(1)</sup> The European Union's official languages are: Bulgarian, Spanish, Czech, Danish, German, Estonian, Greek, English, French, Irish, Italian, Latvian, Lithuanian, Hungarian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovene, Finnish and Swedish.

<sup>(2)</sup> <http://europass.cedefop.europa.eu/>

<sup>(3)</sup> This does not apply to candidates working for the European Parliament on the closing date for applications.

## ANNEX

**DIRECTORATE B — INTERPARLIAMENTARY DELEGATIONS AND POLICY SUPPORT (03B)****1. Main tasks**

- Directing, coordinating and managing the units and departments of Directorate B,
- acting as authorising officer by sub-delegation,
- managing projects.

**2. Establishment plan**

- 1 Director,
- 1 Assistant.

**UNIT: INTERPARLIAMENTARY DELEGATIONS — EUROPEAN COUNTRIES (03B10)****1. Main tasks**

- Providing secretariat services for interparliamentary delegations and parliamentary committees (organising preparatory meetings, coordinators' meetings, planning, minutes, etc.),
- attending meetings in the President's Office and with Vice-Presidents (briefings etc.),
- providing written and oral assistance to help MEPs carry out their duties as chairs, vice-chairs and members of European Parliament delegations to Joint Parliamentary Committees (JPCs) and of the delegations,
- organising interparliamentary meetings in the places of work and non-EU countries and providing follow-up (minutes, reports and other documents),
- maintaining contact with diplomatic missions accredited to the European Union,
- maintaining contact with Commission delegations in non-EU countries,
- organising coordination with parliamentary committees,
- writing reports on meetings and draft recommendations,
- organising ad-hoc delegations,
- meeting leading figures from countries with relations with the European Union and answering journalists' questions,
- dealing with the impact of enlargement and internal issues.

**2. Establishment plan**

- 1 Head of unit,
- 5 Administrators,
- 8 Assistants.

**UNIT: INTERPARLIAMENTARY DELEGATIONS — NON-EUROPEAN COUNTRIES (03B20)****1. Main tasks**

- Providing secretariat services for interparliamentary delegations and parliamentary committees (organising preparatory meetings, coordinators' meetings, planning, minutes, etc.),
- attending meetings in the President's Office and with Vice-Presidents (briefings etc.),

- providing written and oral assistance to help MEPs carry out their duties as chairs, vice-chairs and members of European Parliament delegations to Joint Parliamentary Committees (JPCs) and of the delegations,
- organising interparliamentary meetings in the places of work and non-EU countries and providing follow-up (minutes, reports and other documents),
- maintaining contact with diplomatic missions accredited to the European Union,
- maintaining contact with Commission delegations in non-EU countries,
- organising coordination with parliamentary committees,
- writing reports on meetings and draft recommendations,
- organising ad-hoc delegations,
- meeting leading figures from countries with relations with the European Union and answering journalists' questions.

## 2. **Establishment plan**

- 1 Head of unit,
- 5 Administrators,
- 9 Assistants.

### **UNIT: EXTERNAL RELATIONS POLICY DEPARTMENT (03B30)**

#### 1. **Main tasks**

- Assisting parliamentary bodies and the secretariats of parliamentary committees and interparliamentary delegations in the Directorate-General with studies and research,
- developing relations with the Library and external experts, research institutes and universities,
- assessing the impact of legislative work,
- managing procedures for invitations to tender and negotiations to carry out external studies and acquire external expertise.

#### 2. **Establishment plan**

- 1 Head of unit,
  - 12 Administrators,
  - 6 Assistants.
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