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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/116/S

DIRECTOR

(Function group AD 14)

DIRECTORATE-GENERAL FOR INNOVATION AND TECHNOLOGICAL SUPPORT —
DIRECTORATE FOR INFORMATION TECHNOLOGIES

(2008/C 317 A/01)

1. VACANT POST

The President of the European Parliament has decided to open the procedure for filling this post of **director** (AD, grade 14) in Parliament's Directorate-General for Innovation and Technological Support — Directorate for Information Technologies, in accordance with Article 29(2) of 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 the internal recruitment procedure.

Recruitment will be to Grade AD 14 ⁽¹⁾. The basic salary is EUR 12 361,36 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 of Officials of the European Communities.

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

Since the Directorate for Information Technologies has staff in several places of work, this post requires flexibility and involves travelling to the other places of work, frequent contact with people inside and outside Parliament and the management of teams with varying employment status.

2. LOCATION

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

⁽¹⁾ On recruitment, the official will be placed in the appropriate step in accordance with Article 32 of the Staff Regulations of Officials of the European Communities (see OJ L 124, 27.4.2004).

3. EQUAL OPPORTUNITIES

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

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 ⁽²⁾:

- ensuring the smooth running of a large department in the Secretariat comprising several units covering the Directorate's areas of responsibility,
- optimising use of the unit's resources and ensuring quality of service (organisation, management of human and budget resources, innovation, etc.),
- setting objectives and monitoring their achievement, managing relations between a technical directorate and the administration and political authorities, and with (high-level) suppliers,
- deciding on ICT technological and managerial strategy (choice of technical solutions, services offered, approaches to carrying out projects out and supplying services),
- infrastructure management, user support, administrative and parliamentary information systems development and management, engineering and project support, budget and finance,
- advising the Director-General, the Secretariat and MEPs in the area of activity concerned,
- cooperating with the various directorates in the Secretariat; representing Parliament and negotiating contracts or agreements in the area of activity,
- chairing and/or representing Parliament in various forums and committees (IT Directorate Operational Committee, Data-Processing Steering Committee, IIC, etc.),
- 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 European Union's Member States ⁽³⁾,
- enjoy full rights as a citizen,

⁽²⁾ See annex for principal tasks.

⁽³⁾ The European Union's Member States are: Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden and the United Kingdom.

- 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 ⁽⁴⁾ 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.

(ii) **Knowledge required**

- Excellent general knowledge of European affairs,
- excellent understanding of internal, national and international policy issues,
- very good understanding of the different cultures represented in the institutions,
- excellent knowledge of the Secretariat's structure, organisation and work environment and the various departments involved,
- technical and managerial versatility in relation to ICT,
- very good knowledge of the technologies, management of their implementation, developments, choices and the factors concerned,
- very good knowledge of the Financial Regulation, its Implementing Rules and Parliament's Internal Rules and other subordinate texts,
- very good administrative skills (in such areas as human resources, management, budgeting, finance, IT, legal affairs etc.),
- excellent knowledge of management techniques.

(iii) **Knowledge of languages**

Excellent knowledge of one European Union official language ⁽⁵⁾ and very good knowledge of another.

For practical reasons very good knowledge of English or French and good knowledge of the other of these two languages is desirable. The Advisory Committee will take account of knowledge of other official languages of the European Union.

⁽⁴⁾ This year of experience will not be taken into account when evaluating the professional experience required in the second indent.

⁽⁵⁾ 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.

(iv) **Skills**

- A flair for strategy,
- management skills,
- a flair for innovation,
- ability to react to events,
- communication skills,
- perseverance.

6. **SELECTION PROCEDURE**

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 recommend to the Bureau the names of the persons to 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 decision. At this stage, the Bureau may interview the candidates.

7. **APPLICATIONS**

Please apply to the address below (quoting Recruitment Notice PE/116/S), enclosing curriculum vitae (preferably a Europass CV ⁽⁶⁾):

**The Secretary-General
European Parliament
Konrad Adenauer Building
L-2929 Luxembourg**

Applications must be sent by registered post by **15 January 2009** at the latest, as shown by the postmark.

Please note that, if you are called for interview ⁽⁷⁾, you must produce by the interview date, solely in the form of copies or photocopies, supporting documents relating to your studies, professional experience and current responsibilities. These documents will not be returned to you.

⁽⁶⁾ <http://europass.cedefop.europa.eu/>

⁽⁷⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

ANNEX

DIRECTORATE A — DIRECTORATE FOR INFORMATION TECHNOLOGIES**1. MAIN TASKS**

- Directing, coordinating and leading the units and departments of the Directorate,
- ensuring that the units' activities are consistent with the Directorate's mission statement; taking the decision on strategic choices concerning information and communication technologies (ICT),
- carrying out the tasks of authorising officer by subdelegation,
- maintaining relations with the political and administrative authorities and with the user directorates-general (particularly the Data-processing Steering Committee),
- managing relations with current and prospective suppliers.

2. ESTABLISHMENT (2)

- 1 Director,
- 1 Assistant.

INFORMATION TECHNOLOGY INFRASTRUCTURE MANAGEMENT UNIT (GITI)

(including Computer Centre Operations and Engineering (EICI) and Telecommunications Infrastructure Management (GIT))

1. MAIN TASKS

- Maintaining operation of the Computing Centre:
 - managing IT production,
 - producing IT energy (IT centres, development/(pre-)production environments, added-value services,
 - defining, managing and administering IT infrastructure (logon NT, WINS, DNS, Oracle Name Service, Oracle Application Service, e-mail, etc.),
- maintaining telecommunications operations, including:
 - telephony infrastructure and associated infrastructure: PABX at the various places of work (including external offices) and outside connection with the various operators; video-conferencing: rooms infrastructure, connection on request to the external video-conference room network; TV distribution: managing programme bundles and relations with operators; cabling infrastructure for buildings and environment (energy, air conditioning etc.) of IT infrastructure,
 - IP network: basic inter-site network; local network at the three places of work and external offices; external connectivity (Internet service provider, links with other Institutions, and other Administrations (TESTA II)).

2. ESTABLISHMENT (33)

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

INFORMATION TECHNOLOGY USER SUPPORT UNIT (SUTI)

(including Members' LSU (LSUMEP), Multi-DG Support Term (MUST), LSA Support and Coordination (SCLSA) and User Support and Information (SIU))

1. MAIN TASKS

- Maintaining support for LSA teams (and local developers):
 - technical support (product expertise, troubleshooting, breakdown service),
 - administrative support (ordering hardware and software, supervising deliveries),
 - logistical support (deliveries, installation, removals, decommissioning),
 - technical coordination of LSAs (identifying common requirements),
- maintaining LSA functions for the Presidency LSU (such as server administration, responding to specific needs),
- maintaining LSA functions for the LSUMEP (such as server administration, responding to specific needs),
- maintaining support for all users (mainly online: helpdesk),
- processing requests for telephony and telephone subsystems (including fax machines, tokens, TVs, etc.) keeping the inventory for these assets (SUTEL) inputting data and updating the Web and paper directories,
- maintaining telephone switchboard operations.

2. ESTABLISHMENT (84)

- 1 Head of unit,
- 7 Administrators,
- 76 Assistants.

ADMINISTRATIVE INFORMATION SYSTEMS UNIT (SIA)**1. MAIN TASKS**

- Designing and carrying out in-house and interinstitutional IT projects in the administrative domain,
- designing and carrying out or helping to carry out local-interest projects on request from a Directorate-General,
- providing or pursuing corrective maintenance, user-driven modifications and other improvements for installed systems,
- providing technical and user support for installed systems,
- working with other Directorate departments to ensure users and developers have and can handle the tools and are working in accordance with state-of-the-art methods and Parliament standards; taking part in workshops organised by DIT-ISP,
- establishing, managing and maintaining contracts, specific agreements, and invitations to tender for external service provision,

- organising and administering (personnel management, budget management, managing external staff activity reports, departmental meetings, e-mail management, filing of notes and documents, logistical management for meetings: software, deskwork, presentation),
- drawing up the annual IT Plan.

2. ESTABLISHMENT (18)

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

PARLIAMENTARY INFORMATION SYSTEMS UNIT (SIP)

(including Committee and Group Systems (SCG), Information Distribution Systems (SDI) and Presidency and Translation Systems (SPT))

1. MAIN TASKS

- Designing and carrying out in-house and interinstitutional IT projects in the legislative domain,
- designing and carrying out or helping to carry out local-interest projects on request from a Directorate-General,
- providing or pursuing corrective maintenance, user-driven modifications and other improvements for installed systems,
- providing technical and user support for installed systems,
- working with other Directorate departments to ensure users and developers have and can handle the tools and are working in accordance with state-of-the-art methods and Parliament standards; taking part in workshops organised by DIT-ISP,
- updating desk dictionaries and shared data, validating documents and data in the database supply and documentation networks, analysing and indexing legislative documents,
- establishing, managing and maintaining contracts, specific agreements, and invitations to tender for external service provision,
- organising and administering (personnel management, budget management, managing external staff activity reports, departmental meetings, e-mail management, filing of notes and documents, logistical management for meetings: software, deskwork, presentation),
- drawing up the annual IT Plan,
- coordinating and leading the work of the College of Information Resources Officers (IROs); defining objectives and planning schedules.

2. ESTABLISHMENT (27)

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

ENGINEERING AND PROJECT SUPPORT UNIT (ISP)

(including Engineering and New Solutions (INS) and Project Support (SP))

1. MAIN TASKS

- Directing, coordinating and leading the unit and its departments; ensuring that the various departments' activities are consistent with the unit's mission statement; proposing strategic choices for ICT in managerial and technical terms; managing the unit's budget; managing the unit's staff (various employment status),
- maintaining relations and coordination at project level with other Directorate departments, the Secretariat, political groups and other institutions; directing major complex and multidisciplinary projects,
- managing relations with current and prospective suppliers within the unit's responsibility,
- technology watching in the ICT field: evaluating new services and new technologies, infrastructure and workstation developments and vice versa; researching new products or technologies that may be applicable to Parliament's IT and telecoms activities,
- researching, testing, integrating and implementing 'new solutions' (such as Hw/Sw configuration of nomad and mobile workstations, mail synchronisation of PDAs, VOD solutions, interactive multimedia applications, etc.),
- devising solutions to operating and performance problems, relating to infrastructure, development and user environments and applications,
- drafting tender documentation and technical specifications and scrutinising the technical details of tenders, drafting GAMTIC files, implementing award procedures,
- assisting, and providing high-level technical advice for, IT specialists on project design, information technologies and multi-technology support in general
- defining and promoting methods, rules and standards for managing projects, data, documents and workflows and their modelling, and setting up the appropriate features,
- enforcing user rules and standards for ICT projects: definitions, auditing, verifying compliance, list of standard products,
- enforcing (physical and logical) IT security: devising rules, proposing security policy, coordinating activities, checking on their implementation and effective application; researching and investigating, analysing statistics, anomalies, attempted hacking and malfunctions in general,
- preparing information and training seminars for IT specialists, and meetings with other departments, LSAs and users,
- summarising and critically analysing management charts; assessing the expected impact of projects and the cost-benefit ratio (pre-assessment); comparing original estimates with provision (post-assessment),
- helping draw up training programmes,
- listing and mapping the applications.

2. ESTABLISHMENT (34)

- 1 Head of unit,
 - 14 Administrators,
 - 19 Assistants.
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