

## Notice of vacancy CONS/TA-AD/126

GENERAL INFORMATION	
Department	<b>DGF 2C INNOVATION AND PROJECTS UNIT</b>
Place of work	Brussels
Title of post	Adviser
Function group and grade	<b>Temporary staff - AD 7</b>

<b>DEADLINE FOR APPLICATIONS</b>	<b>21 April 2017</b>
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### 1. WHO WE ARE

The General Secretariat of the Council (GSC) provides assistance to the Council of the European Union and to the European Council.

The mission of Directorate General F (Communication and Information) is to provide and preserve information about the activities of the Council and the European Council. Directorate F 2 'Information and Knowledge Management' is the directorate responsible for developing innovative and sustainable solutions to information and knowledge management challenges in the digital age. Its competencies include managing the distribution of documents, archiving, transparency and library services. The Directorate develops policies and guidelines for document and information management, information and knowledge preservation and long-term archiving.

Within the Directorate, the Innovation and Projects Unit is responsible for the development and follow-up of innovative projects in the area of information and knowledge management. The projects are developed in close coordination with business owners and IT services within the GSC and, where relevant, in collaboration with the Member States.

### 2. WHO WE ARE LOOKING FOR

We are looking for an experienced adviser for our Projects Team within the Innovation and Projects Unit. The successful candidate will lead the ePresidency project which aims to define the IT-supported functionalities that could best address and support the needs of the Council's rotating Presidencies in terms of planning, meeting preparation, collaborative drafting and information sharing.

The ePresidency project will be conducted in cooperation with different GSC services (especially IT services) and in consultation with the Member States, in particular those forming the past, current and incoming Trio Presidencies.

The successful candidate will have direct experience with the preparation and conduct of a Council rotating Presidency. He/She will have solid knowledge of Council procedures as well as of internal coordination and preparatory mechanisms with the EU Member State holding a Council Presidency. He/She will be open-minded, well-organised, results-oriented, open to new ideas and concepts and have very good analytical skills. He/She will be a good team player with experience of managing projects and a proven interest in information technology.

### 3. PURPOSE OF POST

As part of modernisation efforts and in line with the Information and Knowledge Management Vision 2020 document, the GSC plans to develop business requirements for an ePresidency capability in support of the preparation and conduct of the EU Council rotating Presidency. The project aims to develop IT supported tools to facilitate the preparation and conduct of the EU Council Presidency, namely information exchange, collaborative drafting, calendar, meeting information, etc. The objective is to have a first set of operational tools in place by 2018, which would then be gradually expanded to become fully fledged and sustainable digital support tools for incoming EU Council presidencies.

#### 4. TASKS

- develop and draft concepts for different functionalities of a future ePresidency Portal;
- conduct consultations with GSC services and Member States' representatives;
- develop and set up a Proof-of-Concept for the agreed functionalities in view of their IT implementation and integration into the Presidency Portal;
- monitor and report on the progress of the ePresidency project.

The main working language for the tasks described above will be English.

#### 5. WORKING ENVIRONMENT

Workplace: Justus Lipsius

Flexible working hours in accordance with service needs

#### 6. ELIGIBILITY REQUIREMENTS

Applicants must fulfil the following conditions for admission at the time of applying:

##### 6.1. General conditions

- be nationals of a Member State of the European Union;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by national laws concerning military service.

##### 6.2. Specific conditions

###### a) Education and experience

- have completed a full university education attested by a diploma<sup>1</sup>;
- at least six to eight years of professional experience in the field of EU affairs.

###### b) Knowledge of languages

- excellent knowledge of English (oral and written);
- satisfactory knowledge of another official language of the European Union<sup>2</sup>.

#### 7. SELECTION CRITERIA

##### 7.1. Essential

- long-standing experience of EU affairs gained within a Member State administration;
- have served during an EU Council Presidency, either at its Permanent Representation in Brussels or in the capital-based department responsible for EU affairs, possibly with coordination responsibilities;
- comprehensive experience and in-depth knowledge of the needs and expectations of a Presidency in the field of information, knowledge and file management;
- very good knowledge of the functioning of the GSC and its relationship with presidencies;
- solid knowledge, understanding and experience of the ordinary legislative procedure.

<sup>1</sup> Article 10 of the Conditions of Employment of Other Servants of the European Union (CEOS) and Art. 5(3) Staff Regulations: 'Appointment shall require at least (...) c) in function group AD for grades 7 to 16:

◦(i) 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

◦(ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or

◦(iii) where justified in the interests of the service, professional training of an equivalent level.

<sup>2</sup> The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

## 7.2. Advantageous

- working knowledge of French;
- IT experience;
- experience of managing projects.

## 8. SELECTION PROCEDURE

### 8.1. Online registration

You may apply online through the EU CV Online system.

([https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/CV\\_Cand/](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/)). To be able to apply online via the EU CV Online database, candidates must first create an account or sign in to an existing account, and complete a CV online. Once the CV is completed, candidates may apply to this vacancy. Applications must be in English or in French. Candidates are advised to fill out all relevant fields of the application.

**Before applying, you should carefully check whether you meet all the eligibility requirements (see Section 6) .**

No supporting documents are required at this stage – these will be required later from candidates invited to an interview (see Section 8.4).

On completion of your online registration, you will receive a registration number on screen, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered. An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to make sure that you provide the correct e-mail address.

**Only applications submitted through EU CV Online will be taken into consideration.**

All technical questions concerning EU CV Online must be sent through the Contact page of EU CV Online.

If you have further questions, please contact the Temporary Staffing Services Office of the Council of the EU via [Temporary.staffing-requests@consilium.europa.eu](mailto:Temporary.staffing-requests@consilium.europa.eu), clearly mentioning the reference of the call for applications, your registration number and the nature of your request.

### 8.2. Selection committee

In order to assist the authority empowered to conclude the contracts in making its choice, a selection committee will be set up with instructions to draw up a list of the best candidates.

Please note that the work and deliberations of all selection boards are confidential and it is forbidden for candidates to make any attempt to contact a board member. The authority empowered to conclude contracts may disqualify any candidate who disregards these instructions.

### 8.3. Admission to the selection procedure

By sending your application you declare that you meet the general and specific conditions listed in Section 6. After the deadline for online registration, the selection committee will assess the submitted applications against the eligibility requirements described in Section 6 on the basis of the information provided by the candidates in their application. Applications satisfying these conditions will then be assessed against the selection criteria under Section 7. The most suitable candidates for the post will be invited to take part in the assessment phase. Only the shortlisted candidates will be contacted.

### 8.4. Invitation to take part in the assessment phase

Candidates will be assessed on the basis of the information given in their application, and the selected candidates will be invited for an interview in Brussels.

Candidates invited will be requested to submit, on the day of the interview, a copy of their diploma(s) and supporting documents of their professional experience, clearly indicating start and end dates, the role and the exact nature of the duties carried out.

Before signing contracts, successful candidates will be required to provide other documents proving that they meet the eligibility criteria.

### 8.5. Assessment phase

The interview will enable the selection committee to carry out an assessment of the candidate according to the selection criteria described in Section 7. The interview will be conducted in English, and, since a working knowledge of French is an advantage for recruitment, a part of the interview may also be conducted in French.

#### **8.6. Verification of documents and scrutiny**

The applications of candidates who have passed the assessment phase successfully will then be checked by the selection committee against supporting documents provided in order to confirm the accuracy and eligibility of the application. If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria; or
- do not provide all the required supporting documents.

#### **8.7. Reserve list**

The best candidates will be placed on the reserve list. Prior to being offered a post, candidates on a reserve list may be interviewed again by the recruiting department.

### **9. EQUAL OPPORTUNITIES**

The General Secretariat of the Council is an equal opportunities employer (see Annex 3 to this notice) and welcomes applications from male and female candidates from the broadest possible geographical range within the EU Member States.

The GSC offers measures to reconcile professional and private life and can provide adjustments at the workplace for persons with disabilities. The Human Resources Directorate can also assist you during the recruitment procedure. If you have a disability, further information can be obtained from the Equal Opportunities Office ([egalite-des-chances@consilium.europa.eu](mailto:egalite-des-chances@consilium.europa.eu)).

### **10. RE-EXAMINATION OF APPLICATIONS**

The procedures relating to requests for review, appeals and referrals to the European Ombudsman are set out in Annex 1 to this vacancy notice.

### **11. DATA PROTECTION**

The rules governing the processing of personal data in connection with this selection procedure are set out in Annex 2 to this notice.

### **12. APPROXIMATE TIMETABLE**

Deadline for applications: 21 April 2017  
Interviews: between 8 and 19 May 2017

### **13. RECRUITMENT CONDITIONS**

The successful candidate may be offered a contract as a temporary Council staff member, on the basis of Article 2(b) of the Conditions of Employment of Other Servants. The maximum duration of the contract will be three years (including a probationary period of nine months), renewable for a further period not exceeding two years. Under Article 8 of the Conditions of Employment of Other Servants, 'on the expiry of their contracts, such servants may be assigned to established posts in the institutions only if they are appointed as officials in accordance with the Staff Regulations.' This provision applies regardless of the manner in which the staff member's employment terminates.

Recruitment will be at grade AD 7 with a basic monthly salary of EUR 5937.01 (first step).

In addition to the basic salary, the member of the temporary staff may be entitled to various allowances, in particular a household allowance, expatriation allowance (16 % of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a European Union tax deducted at source and is exempt from national taxation.

**REQUEST FOR REVIEW – APPEALS PROCEDURES  
COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

If, at any stage of the selection procedure, you consider that a decision adversely affects you, you may use the following means:

– **Request for review of the decisions taken by the Advisory Selection Committee**

Within ten days of the date of the letter notifying you of a decision taken by the Advisory Selection Committee, you may submit a written request for review of such a decision, setting out the reasons for your request, to:

Council of the European Union  
Temporary Staffing Services  
Rue de la Loi/Wetstraat 175 - B-1048 BRUSSELS  
Email address: [Temporary.staffing@consilium.europa.eu](mailto:Temporary.staffing@consilium.europa.eu)

– **Appeals**

- You may lodge a complaint with the Authority empowered to conclude the contracts in relation to a negative response to your request for review or any other act that adversely affects you, adopted by the Authority empowered to conclude the contracts, under Article 90(2) of the Staff Regulations of Officials of the European Union, within the time limits provided, to:

Council of the European Union  
Advisers Unit, DGA 1  
Rue de la Loi/Wetstraat 175 - B-1048 BRUXELLES/BRUSSEL

- You may bring a case before the General Court of the European Union under Article 91 of the Staff Regulations if the complaint referred to above has been rejected.

– **Complaints to the European Ombudsman**

Like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman  
1, avenue du Président Robert Schuman – BP 403 - F-67001 STRASBOURG Cedex

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in the Official Journal of the European Communities No L 113 of 4 May 1994.

You should note that complaints lodged with the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

## **DATA PROTECTION**

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the European Union and on the free movement of such data.

The Staff Regulations of Officials of the European Union and the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU) form the legal basis for the selection procedure. The selection procedure is conducted under the responsibility of the Human Resources Directorate (DGA 1), Staffing and Mobility Unit, and the controller is the Head of that Unit. The information provided by the applicants will be accessible to members of the office for the selection of officials and their superiors, to members of the Advisory Selection Committee, and, if necessary, to the legal advisers' unit. Administrative information identifying the candidate and/or the practical organisation of the procedure may be forwarded to an assessment centre.

The purpose of the processing operation is to collect data identifying all the applicants for a post with the Secretariat General of the Council and to select one of those applicants.

The data in question are:

- personal data which make it possible to identify the applicants (surname, first name, date of birth, sex, nationality);
- information supplied by the applicants to facilitate the practical organisation of the procedure (postal address, e-mail address, telephone number);
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of vacancy (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution, professional experience);
- where applicable, information on the type and duration of applicants' security clearance;
- the results of the selection tests taken by the applicants, including the evaluations drawn up by the assessment centre's advisers on behalf of the selection board.

Processing begins on the date of receipt of the application. Applications are filed and stored in archives for two years.

All applicants may exercise their right to access and rectify personal data. Substantiated requests should be e-mailed to the office for selection of officials at:

[Temporary.staffing@consilium.europa.eu](mailto:Temporary.staffing@consilium.europa.eu)

Applicants may have recourse at any time to the European Data Protection Supervisor:

([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

## **EQUAL OPPORTUNITIES IN THE GENERAL SECRETARIAT OF THE COUNCIL**

As an employer, the GSC is responsible for ensuring equality of opportunity between men and women and for prohibiting discrimination on any grounds.

The main aims of the GSC's Equal Opportunities policy are to:

- ensure that its human resources and personnel management policies respect the principles of equality and non-discrimination;
- achieve a balanced representation of men and women, especially in management posts;
- improve the situation of persons with disabilities, in terms of accessibility of its buildings and a work environment that is inclusive and adapted to their needs:

*\*Adjustments for people with disabilities ('reasonable accommodation') may involve the rearrangement of duties or responsibilities, provision of technical aids and other adjustments to the working environment. Such measures will be taken unless they would impose an undue burden on the resources of the institution.*

- protect its staff from harassment at work;
- take into account the needs of staff to strike a balance between their work and family commitments by offering a good package of family-friendly measures, including flexitime, telework and job-sharing.

### **Work-life balance measures**

A **Flexitime** system operates throughout the GSC in accordance with a 40-hour working week, **flexileave** being possible for non-managerial staff. In many job environments, an **individual timetable**, falling within the framework hours of 07.00 to 20.00, can be agreed.

**Part-time work** can be granted, for example to care for a dependent child up to the age of 12, or 14 when the official is a single parent.

**Statutory maternity leave** is twenty weeks and on return to work up to two hours per day can be granted for breastfeeding. Fathers have the right to paid **paternity leave** of ten days. **Parental leave** of up to six months per child can be granted with a flat-rate allowance. In the case of serious illness or disability of a child, maternity, paternity and parental leave is longer. **Family leave** with a flat-rate allowance is also possible in the case of family members with a serious illness or disability.

**Special leave** is granted in such cases as marriage, birth or adoption of a child, and death or serious illness of a family member. In exceptional circumstances, unpaid **leave on personal grounds (CCP)** can be granted.

Depending on tasks and job environment, **teleworking** may be possible under the standard teleworking scheme (60 % at home and 40 % at the office) or under the occasional teleworking scheme (up to 60 days per year).

The following **childcare facilities** are available for staff with children, according to priority criteria: GSC crèche for children aged 0-4 years, after-school care and holiday-time facilities organised by the European Commission and after-school activities at the European schools.

For further information, send an email to [egalite-des-chances@consilium.europa.eu](mailto:egalite-des-chances@consilium.europa.eu).