

Vacancy notice 2020/183– HQ (AD)**EEAS Vacancy Notice Administrator****Head of Sector****Information and Document Management Sector EEAS Headquarters****(EU Staff Members: AD5-12/ Candidates from national diplomatic services: AD07)****Job n. 344115****We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

Within the EEAS, the Information and Document Management Sector, directly attached to the Director for Budget and Support works to foster information management practices across the EEAS. Information is the raw material behind every one of our activities. Increasing our proficiency with information management will positively boost the overall performance of the whole institution.

The Sector is composed of 15 staff and carries out these tasks by means of three teams:

- 1/ Information Management. This team supports the implementation of the Information Management Strategy, an ambitious corporate Information Governance Framework approved by Senior Management in 2019 and that presents a complete roadmap towards better management of information through a strong culture of collaboration, the right information accessible to the right staff and preserving and securing information and knowledge.
- 2/ Document Management. This team supports the implementation of the e-Domec policy and the recordkeeping tool Ares through a network of Document Management Officers in Delegations and Document Management Correspondents in HQ.
- 3/ Archives. This team supports the currently decentralised network of archives. Project like the arrangement of DG BA archives through a team of external archivists pave the way for better management of our archival holdings in consistence with the e-Domec policy. The team also reflects on long-term digital preservation.

The Sector supports also the document management aspects of the deployment of the RESCOM IT tool, for management of EU restricted documents.

We propose:

The position of **Administrator – Head of Sector** in the **Information and Document Management Sector**.

Administrator - AD5-AD12.

Candidates from national diplomatic services: AD07.

Key responsibilities of the position will in particular entail:

- Direct the development and implementation of the corporate Information Management Strategy as a coherent ensemble that integrates collaboration, records management, archives, knowledge management and digital preservation for an integral lifecycle management of information
- Direct the development of implementing guidelines to turn the vision of the Information Management Strategy into reality
- Help manage the Information Management Committee

- Work in close collaboration with the Digital Solutions Division on the implementation of new tools on Information management and in that context act as the system owner for corporate systems in this domain
- Manage the staff of the three teams integrating IDM Sector (Information Management, Document Management and Archives) ensuring performance and motivation
- Ensure a consistent document management framework for unclassified, sensitive and restricted documents, paying special attention to flows between these three categories (declassification, review). Direct the drafting of clear guidelines addressing user needs for sensitive and restricted documents and ensure document management perspective in the framework of the RESCOM project
- Report to management on progress and outcomes of administrative activities
- Supervise the provision to staff and management of information on procedural issues via Intranet and other channels such as collaborative platforms
- Supervise and ensure the offer of training sessions on IDM subjects both at HQ and in delegations (by video-conferences and, when relevant, on the spot).
- Ensure mentoring and / or coaching; Ensure the answer to all IM/DM/Archives related questions addressed by HQ or delegations to the relevant functional mailbox.
- Initiate and co-ordinate collaboration with colleagues and services in order to develop and implement homogeneous and compatible procedures, norms and methods to organise, preserve and make accessible internal information and documents
- Represent the EEAS on international forums related to Information Management, Document Management and Archives.

Legal basis:

The vacancy is to be filled in accordance with the following articles of the Staff regulations¹ (SR): Article 29(1)(a) SR and Article 98 SR; Article 29(1)(b) SR ; Article 29(1)(c) SR

ELIGIBILITY CRITERIA²

Further to the conditions set out in Article 28 SR and 12 CEOS, candidates must:

1. be a permanent official of the Union, or a temporary agent to whom Article 2(e) CEOS applies, or staff from a national diplomatic service of a EU Member State, or a laureate of an EPSO competition who is on a valid reserve list established in accordance with Article 30 SR.
2. have the capacity to work in languages of the CFSP necessary for the performance of their duties. Knowledge of other EU languages would be an asset;
3. have at least 2 years' proven, pertinent experience in external relations;

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, candidates from national diplomatic services must:

4. possess a level of education
 - a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, OR
 - b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years³.
5. have gained at least 6 years' full time professional experience. This experience must have been gained after obtaining the four-years diploma or after obtaining the three-years diploma and the one year relevant professional experience

¹ Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

² All the eligibility criteria must be met on the closing date for applications to this post.

³ The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 6.

6. candidates from national diplomatic services and current temporary agents according to Article 2(e) CEOS must be able to return to active service in their Member State after the end of their period of service to EEAS. Furthermore, they must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS, as foreseen in Article 50b(2) SR and the Council Decision of 26 July 2010 (2010/427/EU).

Clarifications:

- The present position is classified, according to section A of Annex I SR, as a post of Administrator. Candidates who are EU officials in the function group AD must therefore occupy at the moment of the application (or have occupied as the last post before their change in administrative status⁴) a post of "Administrator" grades AD5-AD12 or be an EU official in the function group AST who is on the list drawn up according to Article 45a (c) SR ("certification procedure").
- Officials assigned according to Article 30 of the annex XIII SR to the type of post "Senior Administrator in transition" (AD14) or "Administrator in transition" (AD13) can apply for posts which correspond to the type of post of Administrator. If selected, she/he 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. Transfers in the interest of the service under Article 7 SR are only possible within the same Institution; therefore EU officials AD13 and AD14 from other Institutions are not eligible.
- Candidates who at the moment of the application are EU officials, independently of their administrative status, cannot request to be recruited as temporary staff to whom Article 2(e) of the CEOS applies, i.e. staff seconded from national diplomatic services of the Member States
- Applications from officials currently serving in a Delegation are, in principle, not eligible and may only be considered in the interest of the service or in case of an application for a higher type of post ("career progression"). This is due to the need to ensure sound financial management of the limited financial resources, given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications.
- "Career progression" refers to applications for a higher type of post according to Annex I SR. In this case it refers to EU officials in the function group AST who are on the list drawn up according to Article 45a(c) SR ("certification procedure") and apply for their first AD post.
- In order to be considered as a candidate from national diplomatic service in the sense of Article 98 SR, such candidates shall provide at the moment of their application a certificate from their national diplomatic service which will clearly state that they are staff from national diplomatic service, as well as a guarantee of "immediate reinstatement at the end of their period of service to the EEAS" in accordance with Article 50b(2) CEOS.
- Competition EPSO laureates may express their interest for this job, provided that they meet the eligibility requirements set out at points 3 and 4 above. Their candidatures will be considered only in the event that no suitable candidate can be found among candidates covered by article 29 (1) (a) and article 98 SR or article 29 (1) (b) SR. Should a competition laureate be selected for this job, she/he will be subject to the same obligations of mobility as other EEAS staff members.

SELECTION CRITERIA:

Candidates should:

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;

⁴ In accordance with Article 35 SR

- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have an outstanding information management, document management and archives background providing them with a wide professional overview of all developments in this field;
- have a proven knowledge and understanding of international standards in document and information management;
- have a very strong experience with have experience with Electronic Document and Records Management Systems (EDRMS);
- have a good knowledge of the European Institutional domain and its regulatory framework, as related to document and information management;
- have proven experience in the governance of Document and Information Management;

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations;
- project management experience;
- experience in governance of collaborative platforms;
- experience formulating functional requirements for document/information management IT platforms;
- experience on information governance and maturity models;

would be considered strong assets.

TYPE AND DURATION OF CONTRACT FOR CANDIDATES FROM NATIONAL DIPLOMATIC SERVICES

In accordance with Article 50b CEOS, if the successful candidate is from a national diplomatic service, she or he will be offered a contract as temporary agent under Article 2(e)CEOS at the level AD 7⁵ for a maximum period of four years which can be renewed for a maximum period of four years.

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have become temporary agents in the EEAS under Article 2(e) of the CEOS with a guarantee of immediate re-instatement at the end of the period of service to the EEAS.

All newly engaged temporary staff members are required to complete successfully a probationary period of 9 months.

PLACE OF EMPLOYMENT

Brussels, Belgium

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if she or he does not already hold security clearance to an appropriate level (EU Secret), in accordance with the relevant security provisions.

⁵ The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, can be accessed via the link: [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XC1214\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XC1214(01)&from=EN)

The successful candidate must undergo a medical examination to ensure that she or he is physically fit to perform her/his duties.

The successful candidate will be required to act independently in the interest of the Union and to make a declaration of any interests which might be considered prejudicial to her or his independence, as set out in the Staff Regulation and CEOS.

EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

APPLICATION AND SELECTION PROCEDURE⁶

High degree of mobility is a fundamental part of EEAS human resources policies, and is required by the EEAS Council Decision. Candidates should be aware that, accordingly, it is not generally in the interests of the service for EEAS Staff Members to apply for jobs which are essentially the same or similar to their current post.

The procedure will take place in three different and successive steps:

1. Application

Candidates may apply to the post of **"2020/183 – HQ (AD) –Head of Sector–BA.BS.IDM"**.

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the on-line system:

<https://webgate.ec.europa.eu/eapplication/index.cfm>

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link from **08 July 2020**. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

During the on-line application procedure candidates will have to upload their **CV** and **motivation letter** (in English or French). Candidates are invited to use the "Europass" CV format (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>) for their applications.

Candidates from the Member States will, in addition, have to upload a copy of their **passport/ID** and a **statement by their Ministry for Foreign Affairs** (issued within the past 6 months) confirming their membership of a diplomatic service, the Ministry's support for the candidate's application for this post, as well as mentioning the guarantee of reinstatement of applicants after a possible contract with the EEAS. If candidates are unable to provide this document from their Ministry, their application will be deemed ineligible.

All candidates will have the opportunity to follow the progress of their application through the on-line system.

Applications may be made at any point during the period from **08/07/2020 to 17/08/2020 at 12.00 midday (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

⁶ Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: http://eeas.europa.eu/data_protection/rights/index_en.htm

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. **Late applications will not be accepted.**

For correspondence concerning the selection procedure, please use the following email address:

EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu

2. Pre-selection

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter, and will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

3. Selection

The candidates who have been pre-selected will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. The selection panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority. The Appointing Authority may decide to interview the candidates on the final shortlist before taking this decision.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a re-assignment.

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