

## Vacancy notice 2021 - 237 HQ (AD) – Head of Division RM.BS.5 - Republication

### EEAS Vacancy Notice – Head of Division RM.BS.5 - Information and Document Management (IDM) EEAS Headquarters

#### Type of post "Head of Unit or equivalent"

#### EU Staff Members – AD 9-14– Candidates from the Member States<sup>1</sup> – AD 12

#### **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), to represent the EU and to chair 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.

The Information and Document Management Division (IDM), is responsible for executing 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 Division is composed of 15 staff and carries out these tasks by means of three teams:

- (a) 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.
- (b) 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.
- (c) Archives. This team supports the currently decentralised network of archives. Projects 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 Division 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 Head of Division RM.BS.5 - Information and Document Management (IDM) EEAS Headquarter.

Under the authority of the Director for Budget and Support, the Head of Division holds the overall management responsibility for the activities of the Division.

<sup>1</sup> Candidates from the Member States are candidates from the national diplomatic services or from other public administration bodies whose tasks at the national level are similar to the core tasks of this position

**The main responsibilities are as follows:**

- 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 Division (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.

This position is classified as a “head of unit” type of post<sup>2</sup> in the grade bracket AD9-14.

Candidates from the diplomatic services of Member States would be recruited at AD 12 level.

The duration of the assignment to the post shall be, in principle, four years.

**Legal Basis for the recruitment to this position**

The successful candidate for this position will be:

- appointed in accordance with Article 29 of the Staff regulations (SR) if he or she is an official or a temporary agent to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies.

<sup>2</sup> According to the Annex I of the Staff Regulations

- recruited in accordance with Article 98(1), first subparagraph, of the SR if the candidate comes from the national diplomatic service of a Member State; such candidates shall be recruited at the level of AD 12.
- recruited in accordance with Article 98(1), second subparagraph, of the SR if the candidate comes from one of the public services of the Member States whose tasks at the national level are similar to the core tasks of this position; such candidates shall be recruited at the level of AD 12.

## **We look for:**

### **Eligibility Criteria<sup>3</sup>**

#### **General**

Further to the conditions set out in Art 28 of the Staff Regulations (SR) or Art 12 of the Conditions of Employment of Other Servants (CEOS), candidates must:

1. be officials of the Union institutions, or temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, or staff from diplomatic services of the Member States. In exceptional cases and after having exhausted the possibilities to recruit from the above categories, the EEAS may examine, pursuant to Article 98(1), second subparagraph of the SR, applications from candidates from other public services of the Member States whose professional experience at the national level is directly relevant to the core tasks of this position;
2. have the capacity to work in the languages (English and French) of the Common Foreign and Security Policy (CFSP) and external relations, necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. have three years' management experience, commensurate with the responsibilities of the post;<sup>4</sup>
4. have at least six years' proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a national administration of one of the Member States.

#### **- SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS AND TEMPORARY AGENTS FROM NATIONAL DIPLOMATIC SERVICES TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES ("EU STAFF")**

1. EU staff members (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) applying for this post must be AD9–AD14:

EU staff members (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) at AD 8 are eligible to apply if they have at least 2 years seniority at that grade.

In the event of a successful application, EU staff members at AD9-14 will be appointed at the same grade. EU staff members at AD8 will be promoted to AD9

2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, applications from staff members currently serving in a Delegation who are not in rotation in 2021, 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 (further on, "career progression").<sup>5</sup> In addition, if they wish to apply for a post on the basis of career progression they should have spent at least 2 years on their current post when they take up duty.

<sup>3</sup> All the eligibility criteria must be met on the closing date for applications to this post

<sup>4</sup> In their CVs applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

<sup>5</sup> 'Career progression' refers to applications of for a higher type of post according to Annex I SR. It is designed to allow staff to develop within the organisation. In this case, it refers to "Administrators" AD8 who are applying to a "Head of Unit or equivalent" type of post for the first time.

3. Candidates who at the moment of the application are EU officials, independently of their administrative status (including officials on leave on personal grounds), cannot request to be recruited as temporary agents under Article 2(e) of the CEOS,

In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment in accordance with Articles 35 (a) and 40 of the Staff Regulations.

**- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES TO BE RECRUITED IN ACCORDANCE WITH ARTICLE 98 SR.**

In line with Art 12 of the CEOS and in accordance with the needs of the service, candidates from the diplomatic services of Member States of the Union must:

1. 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 years.<sup>6</sup>
2. have gained at least 12 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;

Candidates must indicate their level of education and professional experience on the application form.

Candidates from national diplomatic services and current temporary agents engaged under Article 2(e) CEOS must be able to return to active service with their Member State after the end of their period of service to EEAS.

The candidates shall provide a statement issued by their Ministry of Foreign Affairs, which contains at least the following elements:

- a. for candidates to be recruited under Art. 98 (1), first subparagraph, SR:
  - the post to which the candidate applies
  - that the candidate is a staff member in active service in the Foreign Ministry at the time of application, either as an official or under a permanent employment relation.
  - that the Foreign Ministry endorses his/her application to the post
  - A guarantee of immediate reinstatement in the Foreign Ministry after the end of their contract with the EEAS/the end of their secondment.
- b. for candidates to be recruited under Art. 98(1), second subparagraph, SR:
  - the post to which the candidate applies
  - that the candidate is a staff member in active service in their Ministry/public administration at the time of application, either as an official or under a permanent employment relation.
  - that the Foreign Ministry endorses their application to the post in question.
  - that the Member State in question/the Ministry of origin guarantees the immediate reinstatement of the candidate in question (to the national public service/public administration/the Ministry of origin) after the end of their contract/secondment to the EEAS.

If candidates are unable to provide this document from their Ministry of Foreign Affairs, their application will be deemed ineligible.

Furthermore, candidates which would be recruited as temporary agents under Article 2(e) of the CEOS and the temporary agents under Article 2(e) CEOS currently employed in the EEAS must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS

<sup>6</sup> 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 3.

3. Candidates from the Member States should be in active employment in their public service of origin at the moment of the application.

### **Selection Criteria**

The ideal candidate should have:

- a highly developed ability to establish and execute the responsibilities described above;
- a very good understanding of the EEAS and of the internal and inter-institutional procedures and in-depth knowledge of EU decision-making processes;
- a strong experience in the domain of expertise 'Information and Document Management', an experience in drafting and implementing Information Management/archiving policies and good IT and project management skills;
- an excellent ability to coordinate and liaise with other Divisions in the EEAS as well as in the Commission
- the necessary managerial ability and interpersonal skills needed to lead and motivate team members in a multi-cultural environment and in a complex institutional setting;
- a high sense of initiative, strong organisational, analytical, communication and negotiation skills combined with sound judgement.

Furthermore:

- Experience of working in a Delegation/Embassy (or equivalent in an international organization) would be an asset.

### **TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS**

If the successful candidate is not an EU staff member, he or she will be required to undergo a medical examination to ensure that she or he is physically fit to perform the duties.

The successful candidate will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned to the usual date of mobility at Headquarters (currently 31 August each year).

All newly engaged temporary staff are required to complete successfully a probationary period of 9 months. A management probationary period of the same duration is also required.

### **PLACE OF EMPLOYMENT**

Brussels (Belgium)

### **SPECIFIC CONDITIONS OF EMPLOYMENT**

The successful candidate will be required to undergo security vetting if he/she does not already hold EU SECRET level security clearance, in accordance with the relevant security provisions.

Successful candidates from the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

### **EQUAL OPPORTUNITIES**

The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop

their full potential.

Candidates with disabilities are invited to contact the functional mailbox ([CCA-SECRETARIAT@eeas.europa.eu](mailto:CCA-SECRETARIAT@eeas.europa.eu)) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

## PROCEDURE<sup>7</sup>

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

### 1. Application

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. 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.

In case of connection problems, you can also refer to the complete EU Login user guide:

[https://webgate.ec.europa.eu/cas/manuals/EU\\_Login\\_Tutorial.pdf](https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf)

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 recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service, or endorsement in case of candidates to be recruited under Art. 98(1), second subparagraph, SR.

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

The closing date for the submission of applications is **29 October 2021 at 12.00 midday** (CET - Brussels' time). Please note that the only way to submit an application is using the on-line system.

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 procedures, please use the following email address: [cca-secretariat@eeas.europa.eu](mailto:cca-secretariat@eeas.europa.eu)

### 2. Pre-selection

The pre-selection will be done by a panel 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 shortlisted will be invited for an interview so that the selection panel (the Consultative Committee on Appointments) can evaluate them objectively and impartially on the basis of their

<sup>7</sup> 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](http://eeas.europa.eu/data_protection/rights/index_en.htm)

qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. The selection panel will recommend a shortlist of candidates to the AIPN, who will make the final selection.

Shortlisted candidates might be invited to an Assessment Centre.

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 transfer in accordance with Article 7 of the SR.

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