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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/160/S — DIRECTOR

(function group AD, grade 14)

DIRECTORATE FOR RELATIONS WITH THE POLITICAL GROUPS

(2012/C 300 A/01)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **director** (AD, grade 14) in the Directorate for Relations with the Political Groups, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ⁽¹⁾ (hereafter referred to as '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, interinstitutional recruitment procedure.

Recruitment will be at grade AD 14 ⁽²⁾. The basic salary is EUR 13 216,49 per month. In addition to the basic salary, which is subject to Union 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 calls for flexibility and frequent contact with people inside and outside Parliament, including Members of the European Parliament. The person responsible will be required to travel frequently between Parliament's places of work.

2. Location

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

3. Equal opportunities

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

⁽¹⁾ OJL 124, 27.4.2004, p. 1.

⁽²⁾ The official will be graded on recruitment in accordance with Article 32 of the Staff Regulations.

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 Secretary-General ⁽³⁾:

- coordinating contacts between the Secretary-General and all the political groups, particularly in relation to the administrative and technical facilities offered to them,
- assisting the Secretary-General in connection with all the services provided for Members, including non-attached Members,
- participating in the coordination and follow-up of political initiatives undertaken by the political groups and of parliamentary business,
- following up competitions organised under Article 29(3) of the Staff Regulations,
- preparing decisions by the Conference of Presidents on the rules governing the organisation of meetings of the political groups and taking appropriate action under these rules,
- participating in discussions on the financial rules that apply to the political groups and monitoring the implementation of these rules,
- applying the Conference of Presidents' decisions on intergroups,
- assisting the Secretary-General in organising the reception arrangements for new Members,
- carrying out specific tasks, at the Secretary-General's request, relating to the political activities of Parliament and of the political groups.

5. Eligibility (profile required)

The selection 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, you must:

- be a national of one of the European Union's Member States ⁽⁴⁾,
- 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 ⁽⁵⁾ when the normal period of university education is at least three years,
- at least **12 years'** professional experience gained after obtaining the qualifications referred to above, including at least **six years** performing managerial duties. Experience of working for a political group and an in-depth knowledge of how Parliament's Secretariat interacts with the political groups would be an advantage.

⁽³⁾ For a description of the main tasks, see the Annex.

⁽⁴⁾ European Union Member States: Belgium, Bulgaria, the 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, the United Kingdom.

⁽⁵⁾ This year of experience will not be taken into account when evaluating the professional experience stipulated in the next indent.

(ii) Knowledge required

- Excellent general knowledge of European affairs,
- excellent understanding of internal, national and international political issues,
- very good understanding of the different cultures represented in the institutions,
- excellent knowledge of the Treaties,
- excellent knowledge of Parliament's Secretariat, its organisational set-up and environment, and the various players involved,
- excellent knowledge of the Rules of Procedure of the European Parliament, legislative procedures and internal rules and practices,
- excellent knowledge of the Staff Regulations, their interpretation and the derived rules,
- very good administrative knowledge (human resources, management, budget, finance, IT, legal issues, etc.),
- excellent knowledge of management techniques.

(iii) Knowledge of languages

Excellent knowledge of one European Union official language ⁽⁶⁾ and a very good knowledge of at least one other is required.

The Advisory Committee will take account of knowledge of other official languages of the European Union.

(iv) Skills

- A flair for strategy,
- leadership qualities,
- forward planning skills,
- communication skills,
- ability to react to events,
- thoroughness.

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 a decision. At this stage, the Bureau may interview the candidates.

7. Applications

Please apply to the address below (quoting 'Avis de recrutement numéro PE/160/S'), enclosing a personal statement and a curriculum vitae (in Europass format ⁽⁷⁾):

**Monsieur le Secrétaire général
Parlement européen
Bâtiment Konrad Adenauer
2929 Luxembourg
LUXEMBOURG**

⁽⁶⁾ The official languages of the European Union: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

⁽⁷⁾ <http://europass.cedefop.europa.eu/>

Applications must be sent by registered post by **22 October 2012** at the latest, as shown by the postmark.

Please note that, if you are called for interview, 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 ⁽⁸⁾. These documents will not be returned to you.

⁽⁸⁾ This does not apply to candidates working for the European Parliament on the closing date for applications.

ANNEX

DIRECTORATE FOR RELATIONS WITH THE POLITICAL GROUPS**1. Main tasks**

- Liaising between the political groups and Parliament's administration,
- acting as a mediator to ensure that Parliament's administration responds to the political groups' requests and vice versa, in particular as regards the administrative and technical services to which the political groups are entitled,
- assisting the Secretary-General in connection with all the services provided for Members, including non-attached Members,
- assisting the Secretary-General in organising the reception arrangements for new Members and observers,
- preparing and following up decisions by the Conference of Presidents on the rules governing the organisation of meetings of the political groups,
- taking administrative responsibility for intergroups in the European Parliament,
- supervising competitions organised under Article 29(3) of the Staff Regulations.

2. Establishment plan (20)

- 1 director,
 - 12 administrators,
 - 7 assistants.
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