

NOTICE OF VACANCY (COUNCIL)

Ref.: AD/086

1. Vacancy

A post as Director-General, function group AD, grade 15, is vacant in Directorate-General A (Personnel and Administration) of the General Secretariat of the Council of the European Union in Brussels.

2. Nature of duties

- Running Directorate-General A in the General Secretariat of the Council - Personnel and Administration - which covers the following areas:
 - Human resources;
 - Personnel administration
 - Protocol, conferences, buildings, logistics;
 - Translation and document production;
 - Finance;
 - Communication and information systems (CIS).
- Coordinating the Council General Secretariat's various activities in these areas.
- Advising the institution and carrying out studies at the highest level in the areas covered by Directorate-General A.
- Representing the Council General Secretariat in external bodies in the areas covered by the Directorate-General
- Ensuring effective and efficient management of the resources (human, financial and logistical) available to the Directorate-General

3. General qualifications required

Applicants must:

- be nationals of one of the Member States of the European Union;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by the laws concerning military service;
- meet the character requirements for the duties involved.

4. Specific qualifications required

- Applicants must:
have a level of education corresponding to a full cycle of university studies, as evidenced by a diploma, where the normal duration of such studies is four years or more, or a level of education corresponding to a full cycle of university studies, as evidenced by a diploma, and appropriate experience of at least one year where the normal duration of such studies is at least three years;
- have at least 15 years' professional experience, at least five years of which must have been spent in charge of a large administrative entity, and have effectively exercised management and organisational responsibilities;
- have a good knowledge of the European Union's policies;
- have a detailed knowledge of the workings of the European institutions and, in particular, of the Council and its General Secretariat;
- have a sense of initiative, be good communicators, organisers and team-workers and be capable of maintaining good interpersonal relations;
- have good negotiation skills;
- be able to manage, coordinate and motivate multidisciplinary structures and multicultural teams;
- demonstrate good decision-making skills, sound judgment in critical situations, and good multitasking skills;
- have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another to the extent necessary to carry out the duties to be performed. In practice, in view of the areas of activity covered, knowledge of at least French and English is necessary.

5. Selection procedure

In order to assist the Appointing Authority in making its choice, an Advisory Selection Committee will be set up, with responsibility for drawing up a list of the best applicants. This Committee will initially examine the qualifications and experience of the applicants, and the applicants selected will be invited to attend an interview.

6. Requirements and submission of applications

Applications must be sent, preferably by registered mail, to the Recruitment Service, General Secretariat of the Council of the European Union, rue de la Loi 175, 1048 Brussels, **by 26 March 2010 at the latest**, with the postmark being taken as proof.

Consideration will only be given to complete dossiers comprising:

- (a) the application form (Annex I to this notice) duly completed and signed;
- (b) a motivation letter accompanied by a detailed curriculum vitae covering the applicant's entire career, listing, inter alia, the applicant's qualifications, language knowledge, experience, and current duties, and
- (c) supporting documents relating to their diplomas and professional experience (photocopies only).

None of these documents will be returned.

Applicants must fulfil all the conditions for admission at the time of applying.

NB: This post requires security clearance for access to classified documents (SECRET UE level). Already having such clearance would be an advantage. Otherwise, applying for the post will imply willingness to undergo security screening under Council Decision No 264/01 of 19 March 2001.

7. Data protection

The personal data submitted by the applicant during the selection procedure will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000. The rules governing the processing of data are set out in Annex II to this notice.

8. Equal opportunities

The European Institutions apply an equal opportunities policy and accept applications without discrimination as to sex, race, colour, ethnic or social origins, genetic characteristics, language, religion or beliefs, political or any other opinions, membership of a national minority, wealth, birth, disability, age or sexual orientation. Given the low representation of women at the higher management levels the General Secretariat of the Council would welcome applications from female candidates for this position.



ANNEX I

COUNCIL OF THE EUROPEAN UNION
General Secretariat
Rue de la Loi 175
B-1048 Brussels

COUNCIL/AD/086
DIRECTORATE-GENERAL A
Director General

A. PERSONAL DATA

1.

SURNAME:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female
Forenames:	

2.

Address:	
Street:	Postal Code:
City/Town:	Country:
E-mail address:	
Tel.:	Mobile:

3.

Nationality:	Date of birth:
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4.

Mother tongue:
Other languages:

5.

IT skills:

6.

Do you currently hold security clearance? To what level?

B. EDUCATION

Institution	Institution
Date: from (month/year): to (month/year):	Date: from (month/year): to (month/year):
Degree(s) or diploma(s) obtained:	Degree(s) or diploma(s) obtained:

Institution	Institution
Date: from (month/year): to (month/year):	Date: from (month/year): to (month/year):
Degree(s) or diploma(s) obtained:	Degree(s) or diploma(s) obtained:

C. PROFESSIONAL EXPERIENCE:

CURRENT POSITION:

Date: since (month/year)	
Company/Organisation:	
Position:	

PREVIOUS POSITIONS:

Date: from (month/year) to (month/year)	
Company/Organisation:	
Position:	
Date: from (month/year) to (month/year)	
Company/Organisation:	
Position:	

DECLARATION:

I, the undersigned, solemnly declare that the statements made on this application form are true and complete.

I agree to undergo the statutory medical examination to establish whether I fulfil the physical conditions required for the post for which I have applied.

Date:

Signature:

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 Community institutions and bodies and on the free movement of such data.

The legal basis for the selection procedure consists in the Staff Regulations of officials of the European Communities (in particular Annex III thereto, governing the procedure for competitions), and the Council Decision of 19 March 2001 adopting the Council's security regulations. The selection procedure is conducted under the responsibility of the Human Resources Directorate (DG A I A), 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 Recruitment Service and of the selection board, and, if necessary, to the legal advisers' service.

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 support selection procedures.

The data in question are:

- personal data that 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 tests (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 competition (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.

Processing begins on the date of receipt of the application. Data storage policy is as follows:

- for applications received but not selected: the paper dossiers are filed and stored in archives for two years;
- for applicants placed on a reserve list but not recruited: data are kept for two years after the reserve list has expired.

All applicants may exercise their rights of access to and rights to rectify personal data. Substantiated requests should be e-mailed to the Recruitment Service at service.recrutement@consilium.europa.eu.

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).