



**VACANCY NOTICE**

**HEAD OF UNIT - RESOURCES**

**(ELA/AD/2020/001)**

<b>Type of contract</b>	Temporary agent
<b>Function group and grade</b>	AD10
<b>Duration of contract</b>	5 years (renewable)
<b>Area</b>	Administration
<b>Place of employment</b>	Bratislava (Slovakia) <sup>1</sup>
<b>Estimated monthly basic salary</b>	7419€ <sup>2</sup>
<b>Deadline for applications</b>	27 March 2020 12:00 Brussels time
<b>Reserve list valid until</b>	31 December 2020

**The European Labour Authority**

The European Labour Authority ('the Authority' or 'ELA') is a new Union decentralised body in the area of cross-border labour mobility, currently in its initial start-up phase.

Its aim is to facilitate access for individuals and employers to information on their rights and obligations; support cooperation between EU countries in the cross-border enforcement of relevant Union law, including by facilitating joint inspections; and mediate and facilitate a solution in cases of cross-border disputes between national authorities.

The Authority should reach its full operational capacity by 2024. The European Commission is responsible for the initial set up phase until the Authority is sufficiently staffed and ready to fulfil its mandate.

Further information on the Authority is available on:

[www.ela.europa.eu](http://www.ela.europa.eu)

<https://europa.eu/!Gq83dx>

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<sup>1</sup> Depending on the availability of the new offices of ELA in Bratislava, the successful jobholder may be required to take duties for a limited period of several months in Brussels, hosted at premises of the European Commission.

<sup>2</sup> This estimate takes into account the coefficient of correction applicable to Slovakia, currently equal to 79% (compared to Brussels). Additional allowances, as well as deductions for the community tax, contributions for medical insurance, pension and unemployment insurance are not included in this estimate.

## **The job**

The Authority is launching a vacancy notice with the aim of establishing a reserve list of Temporary Agents for the position of Head of Unit – Resources.

### **1. Profile**

The Head of Unit – Resources is responsible to oversee all aspects of organisational resources and provision of services at the Authority, and contribute to developing, implementing and monitoring strategies, policies, rules and administrative processes in line with the mission and objectives of ELA as well as the EU regulations, conditions and internal control standards.

He/she will apply his/her detailed knowledge of best practices in the field of resources management, to ensure that different teams under his/her supervision deliver professional and efficient services at ELA.

#### **1.1 Tasks**

The Head of Unit – Resources' tasks will include, inter alia:

##### **Management and planning**

- Planning, managing and controlling the activities in the areas of competence of the Unit;
- Contributing to the orientation of the Authority as a whole and to the development and implementation of ELA strategy;
- Overseeing strategic planning and management of the unit;
- Supervising the management of all sectors of the unit, ensuring coherence between the different areas.

##### **HR management**

- Overseeing the development and implementation of a HR strategy and HR policies, considering the start-up phase of the Authority and its planned growth;
- Coordinating and implementing ELA's Human Resources management and staff policy;
- Supervising and managing HR processes (recruitment and employment cycle, learning and development, administration of payroll and individual entitlements);
- Supporting other Heads of Units in their function and establishing good working partnerships.

##### **Financial management**

- Supervising the establishment of the Finance and Procurement functions of the Authority;
- Ensuring the implementation of the internal and/or EU financial rules and regulations in line with sound financial management principles;
- Coordinating the preparatory work for the achievement of the financial autonomy of ELA, with the aim for the Authority to implement its own budget within two years after the entry into force of the Regulation;
- Monitoring and supervising the implementation of ELA's budget.

### Logistics & ICT management

- Ensuring the smooth functioning of ELA's infrastructure and activities;
- Maintaining an effective working environment providing office infrastructure suitable to ELA's needs;
- Coordinating the preparation, implementation and management of physical security procedures, including security awareness programs, emergency procedures and incidents;
- Coordinating the development and maintenance of ELA's record management policies and systems and rules and procedures of documents management;
- Coordinating, developing and ensure implementation of ELA's ICT policies;
- Managing and planning ICT operations, ICT security and ICT strategy and development;
- Supervising the management of the IT activities (development and maintenance of information systems, management of the infrastructure; establishing and coordinating helpdesk services).

### **Qualifications and experience required**

#### **2. Eligibility criteria**

By the closing date of this vacancy notice candidates must:

- be a national of a Member State of the European Union;
- enjoy their full rights as citizens<sup>3</sup>;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties<sup>4</sup>;
- have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union;
- have a level of education which corresponds to a completed university degree, and a minimum of 12 years relevant professional experience acquired after the university diploma when the normal period of university education is four years or more, or at least 13 years relevant professional experience when the normal period of university education is 3 years.

#### **3. Selection criteria**

Essential:

- Suitability to perform the tasks in section 1.1;
- Proven experience of at least 5 years in management role (Head of Unit, Head of Sector, Team leader or equivalent) and proven track record in managing teams (please indicate the size and the number of years during which you lead the team/s);
- Proven experience of at least 5 years in resources management;
- Proven experience in implementing EU Financial Regulations and/or EU Staff Regulations and Conditions of Employment;

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<sup>3</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record

<sup>4</sup> Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

- Proven experience in the development of internal guidelines, policies and coordination of processes related to their implementation at international institutions.

Advantageous:

- Experience in working in a new organisation and/or leading organisations through change processes;
- Previous experience in a EU organisation;
- Experience in facility management;
- Experience in supervision of implementation of projects in the field of ICT.

Moreover, the following competencies will be assessed during the selection process:

- Ability to guide and coach colleagues to achieve common goals;
- Excellent organisational and planning skills;
- Ability to think strategically;
- Ability to establish and develop good inter-personal relations with a broad range of stakeholders in cross-cultural environments;
- Excellent communication and drafting skills in English;
- Excellent negotiation and problem-solving skills, with a practical, hands on approach, including the ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved;
- Strong sense of responsibility, commitment and co-operation.

## **The selection process**

### **4. How to apply**

You must apply through the EU CV Online system<sup>5</sup>. Only complete applications registered via EU CV Online before the deadline will be considered. Applications must include a motivation letter and a CV, both submitted in English to be considered.

Please note that this selection procedure is published in parallel with selection procedures for other profiles at ELA. You are encouraged to apply for the position(s) that best suit(s) your profile and experience. To be able to apply via EU CV Online, you must first create an account or sign in to an existing account. If not done already, you must first fill in the electronic CV. Once the CV is completed, you may choose and apply to the call for expressions of interest of your choice. You are advised to fill out all relevant fields of the application. All technical questions concerning EU CV Online must be sent through the contact page of EU CV Online.

**Before applying, you should carefully check whether you meet all the eligibility criteria.**

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a problem

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<sup>5</sup> EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

with the internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to interviews/ tests (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, 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 verify that you provide the correct e-mail address.

***Deadline for applications: 27 March 2020 (12:00 Brussels time)***

You may apply at:

**[https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/CV\\_Cand/index.cfm?fuseaction=premierAcces](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces)**

*If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail<sup>6</sup>, postmarked no later than the closing date for registration. All subsequent communication between ELA and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.*

If you require more information, please send an e-mail to EMPL-ELA-HR@ec.europa.eu.

## **5. Steps of the selection procedure**

### **5.1 Admission to the selection procedure**

After the deadline for online registration, the selection committee will check the submitted applications against eligibility criteria described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria under Section 3.

### **5.2 Initial assessment of the applications**

The selection committee will assess each eligible application according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

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<sup>6</sup> European Commission, Directorate General for Employment, Social Affairs & Inclusion, ELA HR, Rue de Spa 3 04/093 B-1049 Brussels.

### **5.3 The assessment phase**

Following the initial assessment of the applications, the most suitable candidates for the post will be invited to the assessment phase, to be held in Brussels. This phase will involve an interview with the selection committee and one or more test(s) related to the field of the vacancy. Additionally, pre-selected candidates may be required to demonstrate their management skills in an assessment centre run by an external provider. This phase will enable the selection committee to carry out an assessment of the pre-selected candidates according to the selection criteria described in Section 3.

The assessment phase will be conducted in English.

Pre-selected candidates invited will be requested to submit, at the time of the assessment phase, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Prior to contract signature, the successful candidate will be required to provide original versions of documents proving the eligibility criteria.

### **5.4 Verification of documents and scrutiny**

The candidates' application will be checked 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.

You will also be disqualified if you:

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

### **5.5 Reserve list**

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the interim Executive Director of ELA for approval. The adopted reserve list will be valid until 31 December 2020. Reserve lists may be extended by decision of ELA. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by ELA (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the ELA.

### **Other important information**

## **6. General information**

### **6.1 Equal opportunities**

The Authority applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

## **6.2 Selection committee**

A selection committee will be appointed. Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden.

## **6.3 Approximate timetable**

The selection process may take some months to be completed; no information will be released during this period. The selection committee intends to finalise the recruitment process for this vacancy by summer 2020, with a view for the selected candidate to take office before the end of 2020.

## **6.4 Recruitment conditions / Career**

Successful candidates may be offered a contract as a temporary agent in accordance with the conditions of employment of other servants of the European Communities for an initial period of 5 years, renewable once. After the second period, the contract may be renewed for an indefinite period.

The place of employment is Bratislava, Slovakia. However, depending on the availability of the new offices of ELA in Bratislava, the successful jobholder may be required to take duties for a period of several months in Brussels, hosted at premises of the European Commission.

## **6.5 Remuneration**

The successful candidate who is offered a contract of employment will, on their entry into service, be placed in step 1 or step 2 of the AD10 grade, according to the length of their professional experience. The basic monthly salaries for grade AD10 Officers, as at 1 December 2019 in Bratislava, are:

- Step 1: 7.419€
- Step 2: 7.732€

Please note that the estimates above includes the coefficient of correction applicable to Slovakia, currently equal to 79% (compared to Brussels). In addition to the basic salary, staff members may be entitled to various allowances. These may include:

- Household allowance (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold);
- Dependent child allowance (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme);
- Education allowances (in very specific cases) or Payment of the education fees applicable to selected educational institutions);
- Expatriation allowance (16% of the sum of basic salary and other applicable allowances).

The salary is subject to a Community tax deducted at source, as well as contributions for medical insurance, pension and unemployment insurance.

## **6.6 Protection of personal data**

As the body responsible for organising the competition, the Authority ensures that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, offices and agencies and on the free movement of such data (Official Journal of the European Union, L 295/39 of 21 November 2018). This applies in particular to the confidentiality and security of such data.

## **6.7 Appeal procedure**

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

European Commission  
DG Employment, Social Affairs and Inclusion  
ELA HR  
Selection procedure: Ref. ELA/AD/2019/007  
Rue de Spa 3, Office 04/093  
1049, Brussels,  
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.