



CALL FOR APPLICATIONS FOR THE SELECTION OF TEMPORARY STAFF

Ref. AD.2016.01 — Head of Human Resources Management Sector - Temporary Agent (M/F) AD8 — Five-year contract

The EMCDDA is one of the European Union's decentralised agencies. Established in 1993 and based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EMCDDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation. The EMCDDA actively encourages applications from women.

For further information on the EMCDDA, please visit <http://www.emcdda.europa.eu/>

1. Job profile

1.1. Overall purpose

Under the authority of the Head of the Administration unit (ADM) the appointed person will be responsible for the Human Resources Management Sector (HRMS) within this unit, which provides technical expertise, advice and support for the preparation and implementation of the EMCDDA policies and procedures for human resources management, in accordance with the EU Staff Regulations (SR) and the Conditions of Employment of Other Servants (CEOS) and in line with the EMCDDA budget and the establishment plan.

In order to ensure the efficient execution of the concerned duties and the effective communication with the different correspondents/stakeholders involved in the performance of these duties, the working language is English.

1.2. Main duties

The successful applicant will:

- Supervise and manage the team assigned to the HRMS.
- Ensure the preparation, adoption, communication and implementation of the EMCDDA policies, rules and procedure for human resources (HR) management,
- Provide expertise, advice and support to deal with staff's request and complaints relating to human resources management, namely pursuant to Article 90 of SR;
- Ensure the input and contribution required for the preparation and management/use of the EMCDDA establishment plan and of the budget appropriations earmarked for staff-related expenditure, including the reporting on this use.
- Ensure the provision of the relevant information required for the audits of the European Court of Auditors and the Internal Audit Service,
- Represent the EMCDDA, as required and relevant, in the EU inter-institutional/inter-agencies instances which deal with matters relating to human resources management.
- Carry out any other specific tasks concerning human resources management upon assignment by the Head of the Administration unit.

2. Job requirements

2.1. Eligibility requirements

The following requirements shall be met by the deadline for applications:

- A level of education which corresponds to
 - a) completed university studies attested by a diploma, when the normal period of university education is four years or more,
 - OR
 - b) completed university studies attested by a diploma and appropriate professional experience after these studies of at least 1 year when the normal period of university education is at least three years.;
- At least 9 years of professional experience acquired after the completion of the above mentioned studies and in addition to the experience required at point b) above.
- be a national of one of the Member States of the European Union, Norway or Turkey;
- have fulfilled any obligations imposed by the applicable laws concerning military service;
- produce the appropriate character references as to the suitability for the performance of the required duties;
- be physically fit to perform his/her duties ⁽¹⁾;
- a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the required duties ⁽²⁾.

2.2. Essential requirements

Eligible candidates will be evaluated as follows:

- a. On the basis of the application, by assessing the following:
 - a.1. Solid professional experience in HR management in multicultural and multilingual working environments.
 - a.2. Experience in preparing and managing policies, rules and procedures for HR management, as demonstrated by examples
- b. On the basis of an interview and written test, by assessing the following:
 - b.1. Very good organisational skills, ability to work and deliver to tight deadlines, combined with the ability to work both independently and as part of a team.
 - b.2. Solid capacity for analysis and problem solving and ability to address issues from different perspectives
 - b.3. Strong interpersonal skills and the capacity to work and interact effectively with different actors and people from inside and outside the organisation, with a service-oriented approach and high level of tact and discretion.
 - b.4. Ability to lead, manage and motivate a team, combined with the capacity to listen.
 - b.5. Command of written and oral English and ability to effectively summarise and communicate complex issues

⁽¹⁾ As a condition for appointment, the successful candidate shall be medically examined in order that the EMCDDA may be satisfied that he/she fulfils this requirement, as foreseen in Article 12(d) of the Conditions of employment of other servants of the European Communities.

⁽²⁾ N.B.: In addition, in order to be eligible to a first promotion, the staff member shall prove a working knowledge of a third EU language.

2.3. Advantageous requirements

Non-compliance with the advantageous requirements is not a condition for exclusion of applicants as these will be taken into account as assets while assessing each application. Advantageous requirements will only be assessed once during the course of the selection procedure, either in its first or second phase, according to the skills concerned. The advantageous requirements are as follows:

I. On the basis of the application, by assessing the following:

- I.1. University degree and postgraduate education/training in HR management
- I.2. Experience in HR management in EU institutions and bodies, in particular in EU decentralised agencies.
- I.3. Experience in managing or contributing to reform processes, as demonstrated by examples.

II. On the basis of an interview and written test, by assessing the following:

- II.1. Solid knowledge of SR and CEOS and relevant implementing rules.
- II.2. Sound knowledge of the EU Institutions and, in particular, of the role and activities of the EMCDDA.
- II.3. Knowledge of other EU languages.
- II.4. Good knowledge of ICT tools such as MS Office.

3. Submission of applications

Interested candidates must apply for this post through the EMCDDA e-recruitment application, accessible on this link: <https://e-recruitment.emcdda.europa.eu>. Please note that to make an EMCDDA online application you will need to create your EMCDDA profile using a valid e-mail address and a password.

The closing date for the submission of applications is 30/09/2016 at 23.59, Lisbon time.

4. Selection procedure

The selection will be carried out in two phases:

Phase 1: The selection committee will analyse the applications to verify the candidates' eligibility, by assessing their compliance with the relevant requirements, as set out in this call for applications (see section 2.1. above). Failure to comply with one of the eligibility requirements shall result in the exclusion of the applicant concerned from the selection procedure.

The selection committee will then select the eligible candidates who have obtained at least 60 % of the total points available to rank their compliance with the established essential requirements (as set out in section 2.2.a. above, a maximum of 10 marking points being available for each essential requirement) and with the established advantageous requirements (as set out in section 2.3.I. above, a maximum of 5 marking points being available for each advantageous requirement). The best ranked candidates, up to a maximum number of 10, will be invited to the next phase of the selection process. This number may be changed by decision of the appointing/contracting authority, depending on the number of applications received.

Phase 2: This phase will consist of a written test and an interview to be held by the selection committee. Via the interviews the selection committee will assess the compliance of the invited candidates with the established essential requirements (as set out in section 2.2.b. above, a maximum of 10 marking points being available for each essential requirement) and with the established advantageous requirements (as set out in section 2.3.II. above, a maximum of 5 marking points being available for each advantageous requirement). The written test will concern questions relating to the EU history and EU Institutions, namely the EMCDDA, as well as to the job to be performed. The

selection committee will assess the result of the written tests anonymously, a maximum of 30 marking points being available for this purpose.

The final assessment will reflect the results of the interview and of the written test.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact, either direct or indirect, with its members is strictly forbidden.

The selection committee for this selection procedure will be composed as follows:

Andrea Classen (chairperson)

Dante Storti (member)

Fabian Pereyra (member)

Maria Moreira (member)

Marica Ferri (member designated by the EMCDDA Staff Committee)

Due to the volume of applications, only candidates selected for Phase 2 will be contacted. Candidates who have not been contacted by the EMCDDA by 30/11/2016 should consider that their application has been unsuccessful. For up-to-date information on this selection procedure, please visit the EMCDDA's website at the following link: <http://www.emcdda.europa.eu/about/jobs>

Candidates invited for the Phase 2 may be entitled to a flat-rate contribution to their travel and subsistence expenses. Information will be provided together with the invitation letter.

5. Reserve list and engagement

The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing/contracting authority of the EMCDDA.

Only candidates who obtain 70 % of the total marking points available for the Phase 2 of the selection process can be included in the reserve list. On the basis of the adopted reserve list, the appointing/contracting authority of the EMCDDA may offer a contract of engagement. Candidates shall note that the inclusion in the reserve list does not guarantee the engagement, which will depend, among other things, on availability of vacant posts and budget.

The established reserve list may be used to fill similar positions within the EMCDDA.

The reserve list will be valid until 31/12/2018 and may be extended by decision of the EMCDDA appointing/contracting authority.

6. Conditions of employment

6.1. Legal framework

A contract offer will be made pursuant to the Conditions of employment of other servants of the European Union, (see http://ec.europa.eu/civil_service/docs/toc100_en.pdf), for a five-year period according to Article 85 of the mentioned rules.

The place of employment will be Lisbon, Portugal, where the EMCDDA has its seat.

6.2. Pay and welfare benefits

The job holder's monthly basic salary, for grade AD8, step 1, will be approximately EUR 6200. In addition to this basic salary, the jobholder may be entitled to some allowances, in particular an expatriation or foreign residence allowance and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance.

Under certain circumstances, in particular where the job holder is obliged to change his/her place of residence in order to take up employment, the EMCDDA may also reimburse some expenses incurred on recruitment, namely removal expenses.

The remuneration of the job holder will be subject to an EU tax deducted at source and will be exempt from national taxes. The remuneration package will be affected by a weighting factor and will include the social security and pensions schemes provided for EU staff.

6.3. Confirmation of engagement and security clearance

Staff engaged by the EMCDDA is required to serve a probationary period of nine months. Successful applicants may be required to undergo a security vetting and clearance procedure.

6.4. Declaration of commitment to serve public interest independently

Staff engaged by the EMCDDA is required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

EMCDDA staff is required to carry out their duties and conduct solely with the interests of the EMCDDA and of the European Community in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside his institution. EMCDDA staff shall carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EMCDDA and to the European Community.

7. Request for review and appeal procedure

A candidate who feels that a mistake has been made during the selection procedure may ask to have his/her application reconsidered by sending, within 20 calendar days from 30/11/2016, a request for review, quoting the number of the selection procedure concerned to the chairperson of the selection committee at the following address:

EMCDDA
Chairperson of the selection committee
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The selection committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

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 EU Staff Regulations at the following address:

The EMCDDA Director
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations <http://eurlex.europa.eu/en/index.htm>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

Like all citizens of the European Union, each candidate may lodge a complaint with the European Ombudsman at the following address:

European Ombudsman
1 avenue du Président Robert Schuman —
CS 30403
67001 Strasbourg Cedex
FRANCE
<http://www.ombudsman.europa.eu/media/en/default.htm>

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the competent EU Court pursuant to Article 270 of the Treaty on the Functioning of the European Union. In accordance with Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

8. EMCDDA contact person

Leila Mekkaoui — Tel. (351) 211 210 239

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