



European Monitoring Centre
for Drugs and Drug Addiction

CALL FOR APPLICATIONS FOR THE SELECTION OF TEMPORARY STAFF

Ref. AD.2022.01 — Head of Human Resources Management Sector — Temporary Agent (M/F) AD8 — Five-year contract

The European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) is one of the European Union's decentralised agencies. Established in 1993 and seated in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

On 12/01/2022 the European Commission presented a legislative proposal to strengthen the mandate of the EMCDDA. The proposed changes aim at ensuring that the agency can play a more important role in identifying and addressing current and future challenges related to illicit drugs in the EU. This could entail a deepening of the EMCDDA's current mandate and an increase in the resources allocated for its implementation.

Furthermore, the EMCDDA is reviewing its business model and the way it operates, to develop a more customer-centric approach and provide for more tailored and digitalised services.

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 gender equity through applications from women.

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

1. Job profile

1.1. Overall purpose

The EMCDDA is looking to recruit a new Head of Sector for Human Resources Management (HRMS), who will be required to:

- Support the implementation of the newly adopted EMCDDA Business Model;
- Contribute to the further development of the EMCDDA HR Sector.

The job holder will report to the Head of the Resources management and administrative services unit (ADM) and will be responsible:

- For the Human Resources Management Sector (HRMS), which provides advice, support and technical expertise 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 the EMCDDA budget and establishment plan.
- As HR Business Partner, the job holder will propose, develop, support or manage value-added human resources programmes and change initiatives, to promote a customer-centric approach, enable the newly adopted EMCDDA Business Model and address the key HR priorities.

In order to perform the duties of the post effectively and ensure effective communication with the different actors and stakeholders involved, the main working language required for the job is English.



1.2. Main duties

Regarding human resources management, the successful applicant will:

- Ensure the preparation, adoption, communication and implementation of the EMCDDA's policies, rules and procedure for HR management, with special attention to the activities and operations required to support and implement the possible strengthening of the EMCDDA's mandate and its new business model;
- Provide expertise, advice and support to deal with staff requests and complaints relating to human resources management, namely pursuant to Article 90 of the Staff Regulations;
- Supervise and manage the team assigned to the HRMS;
- Ensure the input and contribution required for the preparation and management of the EMCDDA establishment plan and of the budget appropriations earmarked for staff-related expenditure, including reporting on its 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-agency 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 ADM unit.

To support the further development of the HRMS and the successful implementation of the newly adopted EMCDDA Business Model, the applicant will address the following key HR priorities:

- Evolve from a traditional HR administrative service into a HR Business Partner, keeping pace with the changes occurring in the external environment;
- Support the implementation of the revised EMCDDA Business Model and the change of the EMCDDA into a more customer-centric organisation, in particular by supporting its transformation into a more participative, responsive, creative, agile and flexible organisation with increased internal transversal collaboration;
- Support staff well-being and their changing needs in an evolving (hybrid) post-pandemic working environment;
- Initiate and support the digital transformation and the development of e-solutions for HR management;
- Strengthen the selection processes to manage and ensure effective and timely recruitment of the additional staff required by the possible deepening of the EMCDDA's mandate;
- Strengthen staff performance management;
- Improve people management and implement a sustainable staff training and development programme.

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 suitability for performance of the required duties;
- Be physically fit to perform her/his 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:

1. Proven professional experience in HR management and in HR Business Partnering, in the private or public sector, to align HR goals to business strategy in a multicultural, multilingual and changing work environment;
2. Proven experience in the design and implementation of human resources programmes and initiatives, in close collaboration with line management, to manage cultural change, improve customer-centric approach and efficiency, and maximise performance;
3. Proven experience in design, preparation and implementation of policies, rules and procedures for HR management;
4. Proven experience in designing or reviewing efficient recruitment and selection processes, including online selection tools and methodologies;
5. Experience in supporting line managers to grow in their leadership via agile and collaboration skills.

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

1. Strong interpersonal skills and stakeholder management with the capacity to work, collaborate and interact effectively with different actors or staff from inside and outside the organisation, with a proactive, dynamic, customer-centric, service-oriented and inclusive approach, and a high level of tact and discretion;
2. Very good organisational skills, ability to work and deliver to tight deadlines, combined with the ability to work both independently and as a team player within HR or with other teams and managers;
3. Solid capacity for analysis and problem solving and ability to address issues from different perspectives;
4. Capability to support the implementation of the overall business strategy from a Human Resources perspective through business acumen and by developing an HR Strategy, HR programmes and initiatives that will support and enable transformation, change management, leadership and staff engagement;

⁽¹⁾ As a condition for appointment, the successful candidate shall be medically examined in order that the EMCDDA may be satisfied that she/he 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 for a first promotion, the staff member shall prove a working knowledge of a third EU language.

5. Ability to lead, manage, motivate and effectively mobilise an assigned team, combined with capacity to listen;
6. Ability to demonstrate creativity and innovation coupled with precision in fulfilling professional tasks and projects;
7. Excellent communication and presentation skills with very good command of written and oral English and ability to effectively summarise and communicate complex issues.

c. On the basis of a case study, by assessing the following:

1. HR Business Partnering skills such as:

- Business acumen: exhibiting vision with a strategic focus, sound judgement and a proactive, dynamic, customer-centric and service-oriented approach;
- Innovation: open to new ideas, challenging the status quo with a commitment to continuous improvement;
- Systems thinker: solid capacity for analysis and problem solving with the ability to address issues from different perspectives, in relation to the whole, using analytical skills, data to improve decision making, stakeholder management and organisational communication.

2. Change management:

- Promotes and enables change, new ways of doing things and transformation, whether it is the use of a new process, the adoption of a new management structure or the transformation of a business model;
- Demonstrates stakeholder management to manage and balance interests;
- Supports others through the change, reinforcing a culture of flexibility, transversal collaboration and autonomy.

3. Strong interpersonal, communication and presentation skills:

- Communicates with clarity, concision and structure to achieve mutual understanding;
- Presents with a body language and presentation adapted to the context and audience;
- Demonstrates stakeholder management;
- Shows confidence and is inspirational in engaging others with her/his ideas;
- Active listener with the ability to recap key points and exchange on ideas.

2.3. Advantageous requirements

Non-compliance with the advantageous requirements is not a condition for exclusion of applicants as these will be considered 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:

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

1. University degree and postgraduate education/training in HR management;
2. Experience in HR management in EU institutions and bodies, in particular in EU decentralised agencies;
3. Proven experience in management and/or support to processes for organisational or cultural change;
4. Experience of project management in a relevant area;
5. Experience of working in a multicultural and multinational environment.

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

1. Sound knowledge of the EU Institutions and, in particular, of the role and activities of the EMCDDA;



2. Knowledge of Staff Regulations of Officials of the European Union (EUSR) and Conditions of Employment of Other Servants of the European Union (CEOS) and relevant implementing rules (<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20140501&from=EN>);
3. Knowledge of other EU languages;
4. Good knowledge of ICT tools such as MS Office and tools for the digitalisation of HR processes (HR Information Systems or HRIS).

3. Submission of applications

Interested candidates must apply for this post through the EMCDDA e-recruitment application, accessible at 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 02/09/2022 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.a 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

- I) A written test and an interview to be held by the selection committee, either at the EMCDDA premises or remotely (online). 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.b above, a maximum of 5 marking points being available for each advantageous requirement). The written test will encompass 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 and a maximum of 30 marking points will be available for this purpose.
- II) A case study to be prepared by the concerned candidate and presented by the latter to the selection committee either at the EMCDDA premises or remotely (online). The case study will encompass questions that address possible HR-related priorities and solutions aimed at supporting the EMCDDA's operations, in accordance with the purpose and duties of the job. Pursuant to the presentation of each candidate, and to possible questions that the selection committee may ask in relation to the latter, the selection committee will assess the performance of each candidate in relation to the relevant essential requirements (as set out in section 2.2.c above). The selection committee will assess the result of the case study and a maximum of 50 marking points will be available for this purpose.

At the end of Phase 2, the final assessment of the selection committee will reflect the results of the interview, the written test and the case study.

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:

Rosemary Martin de Sousa (chairperson)
Dante Storti (member)
Fabian Pereyra (member)
Pascale Luyckx (external member)
Andrea Classen (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 31/10/2022 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, without prejudice to the further contact and interview that the latter may require for this purpose.

Candidates shall note that the inclusion in the approved reserve list does not guarantee the engagement, which will depend, among other things, on availability of vacant posts and budget.

The reserve list will be valid until 31/12/2024 and may be extended by decision of the EMCDDA appointing/contracting authority.

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

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://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for a five-year period.

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 7 400. In addition to this basic salary, the job holder 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 her/his 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 are 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 are 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 her/his independence.

EMCDDA staff are 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 their 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 her/his application reconsidered by sending, within 20 calendar days from 31/10/2022, 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 she/he has been adversely affected by a particular decision, she/he 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 her/him.

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
Email: Leila.Mekkaoui@emcdda.europa.eu
Date of publication: 30/06/2022



27/6/2022