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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN COMMISSION

European Labour Authority (ELA)**Publication of a vacancy for the function of Executive Director in Bratislava**

(Temporary Agent — Grade AD 14)

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(2019/C 379 A/01)

We are

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 to information for individuals and employers 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.

Regulation (EU) 2019/1149 of the European Parliament and of the Council⁽¹⁾ establishing the European Labour Authority was published in the *Official Journal of the European Union* on 11 July 2019, and entered into force on 31 July 2019.

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:

<https://ela.europa.eu/>

<https://ec.europa.eu/social/main.jsp?catId=1414&langId=en>

We propose*Profile*

The Executive Director will manage and represent the Authority. The Executive Director will be the legal representative and public face of the Authority, and should be independent in the performance of their duties and accountable for their activities to the Management Board. The Management Board is composed of one representative of each Member State, two representatives of the Commission, one independent expert appointed by the European Parliament and four members, representing cross-industry social partner organisations at Union level, with an equal representation of trade union and employer organisations.

⁽¹⁾ Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing a European Labour Authority, amending Regulations (EC) No 883/2004, (EU) No 492/2011, and (EU) 2016/589 and repealing Decision (EU) 2016/344 (OJ L 186, 11.7.2019, p. 21).

The Executive Director will have a central role in running the Authority. He or she will be responsible for establishing and managing the administrative, operational and financial measures necessary for the proper operation of the Authority.

Without prejudice to the powers of the Management Board, the Executive Director will assume full responsibility for the tasks entrusted to the Authority and will be subject to the procedure for annual discharge by the European Parliament for the implementation of the budget. The European Parliament or the Council may invite the Executive Director to report on the performance of his or her tasks.

Tasks

The specific responsibilities of the Executive Director include:

- Ensuring the Authority's operation in accordance with its founding Regulation;
- Developing and achieving the Authority's strategic objectives in accordance with its mission;
- Communicating with a broad range of stakeholders, including explaining to the general public the Authority's activities and the EU's policies on labour mobility;
- Day-to-day management of the Authority's staff, including recruitment;
- Preparing and implementing the strategies, procedures, decisions, programmes and activities adopted by the Management Board, within the limits specified by the founding Regulation, its implementing rules and any applicable law;
- Preparation and efficient execution of the budget of the Authority in accordance with the principles of sound financial management;
- Preparation and implementation of the annual and multi-annual work programmes and activity reports;
- Facilitating cooperation between the Authority, the European Commission, and other relevant bodies, as well as reporting to and communicating with the European Parliament or the Council in accordance with the founding Regulation;
- Establishing effective cooperation between the Authority and competent authorities of the Member States in the field of its activities;
- Facilitating cooperation between the Authority and relevant third-countries and international organisations.

For further information, please refer to the provisions of the Regulation.

We look for (selection criteria)

The ideal candidate will be an outstanding and dynamic professional who should fulfil the following selection criteria:

- a) *Management experience*, and in particular:
 - Capacity to build and manage an international body, both at strategic and internal management level and the ability to lead and motivate a large team in a European, multicultural and multilingual environment;
 - Solid administrative and management skills, in particular experience of budgetary, financial and human resources management at senior level in a national, European or international context;

- Experience in working in a new organisation or leading organisations through change processes;
 - Experience with different management cultures and traditions.
- b) *Technical knowledge and experience*, and in particular:
- The ability to develop an overall forward-looking vision in view of implementing the Authority's strategic objectives;
 - A solid professional experience in cooperation mainly in the field of labour mobility, labour inspections or social security coordination, ideally acquired in a national, European or international context;
 - Experience at strategic or operational levels in the fields mentioned above;
 - A sound understanding of the EU context and of the interaction between national administrations and EU institutions, including a very good knowledge of the EU legislation regarding labour mobility;
 - Understanding of international cooperation with third parties outside the EU in the Authority's field of activities;
- c) *Communication/negotiations skills*, and in particular:
- Proven ability to communicate efficiently and fluently at all levels, in a transparent and open manner, with the general public and with a wide range of stakeholders (European, international, national and local authorities, international organisations, as well as non-governmental organisations);
 - Excellent decision-making and organisational skills;
 - Outstanding negotiation skills;
 - Ability to build trust among key stakeholders, based on a diplomatic approach;
 - A proficient level of oral and written English would be an asset.

Candidates must (eligibility requirements)

Candidates will only be considered for the selection phase on the basis of the following formal requirements to be fulfilled **by the deadline for applications**:

- *Nationality*: candidates must be a citizen of one of the Member States of the European Union.
- *University degree or diploma*: candidates must have:
 - either a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 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 1 year when the normal period of university education is at least 3 years (this one year's professional experience cannot be included in the postgraduate professional experience required below).

- *Professional experience*: candidates must have at least 15 years postgraduate professional experience at a level to which the qualifications referred to above give admission. At least 5 years of that professional experience must be in the area of the activities of the Authority.
- *Management experience*: at least 5 years of the post-graduate professional experience must have been gained in a high-level management function ⁽²⁾ in a field relevant for this position.
- *Languages*: candidates must have a thorough knowledge of one of the official languages of the European Union ⁽³⁾ and a satisfactory knowledge of another of these official languages. Selection panels will verify during the interview(s) whether candidates comply with the requirement of a satisfactory knowledge of another official EU language. This may include (part of) the interview being conducted in this other language.
- *Age limit*: candidates must be able to complete, at the deadline for application, the full mandate of 5 years before reaching the retirement age. For temporary staff of the European Union, the retirement age is defined as being the end of the month in which the person reaches the age of 66 years (see Article 47 of the Conditions of Employment of other Servants of the European Union ⁽⁴⁾).

In addition, candidates have to have fulfilled any obligations imposed by law concerning military service, produce appropriate character references as to their suitability for the performance of their duties and be physically fit to perform their duties.

Selection and appointment

The Executive Director will be appointed by the Management Board of the Authority on the basis of a shortlist provided by the European Commission.

To establish this shortlist, the European Commission organises a selection in accordance with its selection and recruitment procedures (see the Document on Senior Officials Policy ⁽⁵⁾).

As part of this selection procedure, the European Commission sets up a pre-selection panel. This panel analyses all applications, proceeds with a first eligibility verification and identifies candidates having the best profile in view of the selection criteria mentioned above, and who may be invited for an interview with the pre-selection panel.

Following these interviews, the pre-selection panel draws up its conclusions and proposes a list of candidates for further interviews with the European Commission's Consultative Committee on Appointments (CCA). The CCA, taking into consideration the conclusions of the pre-selection panel, will decide on the candidates to be invited for an interview.

Candidates who are called for an interview with the CCA participate in a full-day management assessment centre run by external recruitment consultants. Taking account of the results of the interview and the report of the assessment centre, the CCA establishes a shortlist of candidates it considers suitable to exercise the function of Executive Director of the Authority.

Candidates on the CCA shortlist will be interviewed by the Member(s) of the Commission responsible for the Directorate-General in charge of the relations with the Authority ⁽⁶⁾.

⁽²⁾ In their curriculum vitae, candidates should clearly indicate for all years during which management experience has been acquired: (1) title and role of management positions held; (2) numbers of staff overseen in these positions; (3) the size of budgets managed; (4) numbers of hierarchical layers above and below; and (5) number of peers.

⁽³⁾ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:31958R0001>

⁽⁴⁾ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:01962R0031-20140501>

⁽⁵⁾ https://ec.europa.eu/info/sites/info/files/compilation-of-the-senior-official-policy-at-the-european-commission_en.pdf

⁽⁶⁾ Unless the Member of the Commission concerned, in line with the Commission Decision of 5 December 2007 (PV(2007) 1811), has delegated this task to another Member of the Commission.

Following these interviews, the European Commission adopts a shortlist of the most suitable candidates, which will be communicated to the Management Board of the Authority. The latter may decide to interview the candidates before making its choice from among the candidates on the Commission shortlist. Inclusion on this shortlist does not guarantee appointment.

The selected candidate shall be invited to make a statement before the European Parliament and to answer questions from Members of Parliament. That exchange of views shall not unduly delay the appointment of the Executive Director.

Candidates may be required to undergo further interviews or tests in addition to those indicated above.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the Authority, the selection procedure will be carried out in English or French only ⁽⁷⁾.

Equal opportunities

The European Commission and the Authority apply a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations ⁽⁸⁾.

Conditions of employment

The salaries and conditions of employment are laid down in the Conditions of Employment of Other Servants ⁽⁹⁾.

The successful candidate will be engaged by the Management Board as a Temporary Agent at grade AD 14. He or she will be classified depending on the length of his or her previous professional experience in step 1 or step 2 within that grade.

The successful candidate will be appointed for an initial mandate of five years, with a possible prolongation for a maximum five additional years according to Regulation establishing the Authority as applicable at the time of appointment.

Applicants should note the requirement under the Conditions of Employment of Other Servants for all new staff to complete successfully a nine-month probationary period.

The place of employment is Bratislava, Slovakia, where the Authority will be based. The successful jobholder may be required to take up duties for a limited period in Brussels, before the move of the Authority to its long-term premises.

The post is available from 1 January 2020.

Independence and declaration of interests

Before taking up his or her duties, the Executive Director will be required to make a declaration of commitment to act independently in the public interest and to declare any interests, which might be considered prejudicial to his or her independence.

Application procedure

Before submitting your application, you should carefully check whether you meet all eligibility requirements ('Candidates must'), particularly concerning the types of diploma, high-level professional experience as well as linguistic capacity required. Failure to meet any of the eligibility requirements means an automatic exclusion from the selection procedure.

⁽⁷⁾ Selection panels will ensure that no undue advantage is given to native speakers of these languages.

⁽⁸⁾ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:01962R0031-20140501>

⁽⁹⁾ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:01962R0031-20140501>

If you want to apply, you must register via the internet on the following website and follow the instructions concerning the various stages of the procedure:

<https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/>

You must have a valid email address. This will be used to confirm your registration as well as to remain in contact with you during the different stages of the procedure. Therefore, please keep the European Commission informed about any change in your email address.

To complete your application, you need to upload a CV in PDF format and to fill out, online, a letter of motivation (maximum 8 000 characters). Your CV and your letter of motivation may be submitted in any of the official languages of the European Union.

Once you have finished your online registration, you will receive an email confirming that your application has been registered. **If you do not receive a confirmation mail, your application has not been registered!**

Please note that it is not possible to monitor the progress of your application on-line. You will be contacted directly by the European Commission regarding the status of your application.

If you require more information or encounter technical problems, please send an email to: HR-MANAGEMENT-ONLINE@ec.europa.eu

Closing date

The closing date for registration is **6 December 2019, 12.00 noon Brussels time**, following which registration is no longer possible.

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 fault with your internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline for the submission of registrations has passed, you will no longer be able to introduce any data. Late registrations are not accepted.

Important information for candidates

Candidates are reminded that the work of the different selection panels is confidential. It is forbidden for candidates to make direct or indirect contact with their individual members or for anybody to do so on their behalf. All queries must be addressed to the secretariat of the relevant panel.

Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council⁽¹⁰⁾. This applies in particular to the confidentiality and security of such data.

⁽¹⁰⁾ 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).