



## VACANCY NOTICE

### Head of Sector (ELA/AD/2021/13)

Type of contract	Temporary agent
Grade	AD8
Duration of contract	5 years (renewable)
Area	Labour Mobility
Place of employment	Bratislava, Slovakia
Deadline for applications	05/01/2022, 12:00 (midday, CET)
Reserve list valid until	31 December 2022

#### **The European Labour Authority**

The European Labour Authority ('the Authority' or 'ELA') is a Union 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. Further information on the Authority is available on its website: [www.ela.europa.eu](http://www.ela.europa.eu).

#### **The job**

The Authority is launching a vacancy notice with a view to establishing a reserve list of Temporary Agents for the position of Head of Sector for different sectors:

- Head of Sector: Capacity Building
- Head of Sector: Concerted and Joint Inspections
- Head of Sector: Information
- Head of Sector: EURES
- Head of Sector: Governance and Outreach

## **1. Profile**

Reporting to the Head of Unit, the Head of Sector will lead and coordinate the respective sector while contributing to the operational tasks of the Authority.

### **1.1 Tasks**

#### **Profile 1: Head of Sector: Capacity Building**

The Head of Sector – Capacity Building's tasks will include, inter alia:

- Designing, implementing and executing capacity building activities in accordance with Article 11 of the ELA founding Regulation, and coordinating with and supporting all other operational units in sectoral capacity building activities;
- Contributing towards ELA's mandate of supporting Member States with capacity building aiming at promoting the effective application and enforcement of EU law within the scope of the ELA Regulation;
- Contributing to the design and development of ELA's horizontal capacity building strategy, cooperating with operational areas, contributing toward mutual learning activities, and generating a pool of good practice examples related to capacity building;
- Managing and guiding the sector in the successful performance of their role and tasks, providing regular constructive feedback on overall progress in line with defined objectives and standards;
- Contributing to the drafting and implementation of the ELA single programming document, annual work programme and the annual activity report;
- Ensuring sound financial management for the budgetary allocations in relation to capacity building;
- Providing the necessary input to briefings, papers and documents;
- Establishing and managing the ELA Capacity Building Centre, offering capacity building and learning opportunities to ELA's stakeholders in the area of cross-border mobility, as well as fostering mutual learning and good practice exchanges;
- Fostering strong and open cooperation with national authorities, EU institutions and other relevant stakeholders;
- Managing relations and representing ELA in meetings with external stakeholders;
- Performing any other related task requested by the line management in the interest of the service.

#### **Profile 2: Head of Sector: Concerted and Joint Inspections**

The Head of Sector – Concerted and Joint Inspections' tasks will include, inter alia:

- Taking a key role in project-oriented activities, with a specific emphasis on ELA's role in supporting Member States in the enforcement of relevant Union law on labour mobility;
- Providing specialised knowledge and expertise to operational and strategic activities aimed at enhancing and supporting cross border cooperation between Member States;

- Managing and guiding the sector in the successful performance of their role and tasks, providing regular constructive feedback on overall progress in line with defined objectives and standards;
- Establishing and maintaining contacts with Member States' Authorities, ELA National Liaison Officers, European Commission and other stakeholders to encourage and support operational activities in the field of responsibility of the Sector;
- Identifying opportunities for ELA and Member States to initiate concerted and joint inspections, where necessary involving other relevant stakeholders;
- Coordinating the planning, carrying out and following-up of cross-border inspections in close cooperation with the Member States;;
- Organising workshops and/or expert group meetings on matters related to the legal and practical aspects of supporting concerted and joint inspections;
- Providing expert input to reports, briefings, papers and other documents as required;
- Contributing to the drafting of the ELA single programming document, annual work programme and the annual activity report;
- Ensuring sound financial management for the budgetary allocations in relation to Concerted and Joint Inspections activities;
- Monitoring and maintaining a detailed record of inspections in order to contribute to the continuous improvement of ELA's support tools and facilitate the reporting of operational activities to relevant stakeholders;
- Representing ELA at external meetings and other expert forums as requested;
- Performing any other related tasks requested by the line management in the interest of the service.

### **Profile 3: Head of Sector: Information**

The Head of Sector – Information's tasks will include, inter alia:

- Designing, coordinating and implementing activities related to facilitating access to information and services to individuals and employers in accordance with Article 5 of the ELA founding Regulation;
- Cooperating with other operational units with the aim of aligning the sector activities from a corporate point of view;
- Managing and guiding the sector in the successful performance of their role and tasks, including sound task assignment, providing regular constructive feedback on overall progress in line with defined objectives and standards
- Contributing to, and if requested, taking the lead in the strategic corporate design and implementation of ELA's thematic and topical action plans and related campaigns;
- Managing the Working Group Information, including setting up meeting agendas, coordinating input and follow-up activities and presenting in the meetings;
- Contributing to an EU strategy in the provision of information on labour mobility through EU websites in cooperation with the Commission, and disseminating information on EU-level services (e.g. Your Europe Advice, SOLVIT...);
- Contributing to the drafting of the ELA single programming document, annual work programme and the annual activity report;

- Monitoring the progress of implementation of the agreed Information activities and providing regular feedback to the Head of Unit, including, if applicable, highlighting delays and bottlenecks and suggesting mediation plans to ensure achievement of objectives
- Ensuring sound financial management for the budgetary allocations in relation to Information activities;
- Providing the necessary input to briefings, papers and documents, and giving presentations on Information activities to internal and external stakeholders;
- Fostering strong and open cooperation with national authorities, EU institutions, social partners and other relevant stakeholders, including representing ELA in meetings;
- Performing any other related task requested by the line management in the interest of the service.

#### **Profile 4: Head of Sector: EURES**

The Head of Sector – EURES’ tasks will include, inter alia:

- Designing, coordinating and implementing activities related to EURES in accordance with Article 6 of the ELA founding Regulation, as regards both the EURES governance and Portal;
- Exchanging with other operational activities with the aim of aligning the EURES activities from a corporate point of view;
- Managing and guiding the sector in the successful performance of their role and tasks, including sound task assignment, providing regular constructive feedback on overall progress in line with defined objectives and standards;
- Managing the various fora, groups and meetings related to the EURES network, including setting up meeting agendas, coordinating input and follow-up activities and presenting in the meetings;
- Contributing to the drafting of the ELA single programming document, annual work programme and the annual activity report;
- Monitoring the progress of implementation of the EURES activities and providing regular feedback to the Head of Unit, including, if applicable, highlighting delays and bottlenecks and suggesting mediation plans to ensure achievement of objectives;
- Ensuring sound financial management for the budgetary allocations in relation to EURES;
- Providing the necessary input to briefings, papers and documents, and giving presentations on EURES to internal and external stakeholders;
- Fostering strong and open cooperation with national authorities, EU institutions and other relevant stakeholders, including representing ELA in meetings;
- Performing any other related task requested by the line management in the interest of the service.

#### **Profile 5: Head of Sector: Governance and Outreach**

The Head of Sector – Governance and Outreach’s tasks will include, inter alia:

- Leading and guiding the team providing the secretariat function to the Management Board and Stakeholder Group;
- Coordinating and providing input to briefings and documents to the ELA Executive Director and the ELA Management Board;
- Contributing to the design and implementation of internal procedures to ensure sound governance and smooth functioning of its governing bodies;
- Managing and guiding the sector in the successful performance of their role and tasks, including sound task assignment, providing regular constructive feedback on overall progress in line with defined objectives and standards;
- Coordinating strategic cooperation and relations with European Commission, EU institutions, bodies and agencies, and fostering strong relationship with national authorities and other relevant stakeholders, including social partner organisations;
- Overseeing the preparation of the ELA Single Programming Document, Annual Work Programme, Annual Activity Report and related engagement with EU institutions;
- Ensuring the successful implementation of the ELA annual and multiannual work programmes, including development, implementation and maintenance of the ELA performance management system, and ensuring sound financial management of the budget allocated to the Unit;
- Coordinating development and testing of ELA contingency plan for ensuring continuity of operation.
- Representing ELA in meetings with external stakeholders;
- Performing any other related task requested by the line management in the interest of the service.

## **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>1</sup>;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the appropriate personal and professional requirements for the duties involved;
- be physically fit to perform their duties<sup>2</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<sup>3</sup>;

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<sup>1</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>2</sup> Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

<sup>3</sup> The self-assessment of the candidate should be done in accordance with the [Common European Framework of reference for Languages \(CEFR\)](#). As the predominant working language of ELA is English,

- **Education<sup>4</sup> and Professional experience<sup>5</sup>:**

Candidates must have, at the closing date for applications,

- a level of education which corresponds to a completed university degree attested by a diploma<sup>6</sup> and in addition at least 9 years professional experience, acquired after the university diploma when the normal period of university education is four years

or

- a level of education which corresponds to a completed university degree attested by a diploma and in addition at least 10 years professional experience, acquired after the university diploma when the normal period of university education is three years.

### **3. Selection criteria**

Essential:

- Suitability to perform the tasks in section 1.1;
- Proven experience of at least 5 years linked to the selected profile's tasks in section 1.1;
- Proven experience of at least 3 years in leading and coordinating multinational teams (please indicate the size of the team and years of experience);
- Excellent oral and written communication skills in English.

Advantageous:

- Good knowledge of EU legislation within the scope of the ELA founding Regulation;
- Professional experience with EU institutions/ agencies or in diplomatic roles.

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

- Excellent organisational and planning skills;
- Skills to negotiate and coordinate different views and stakeholders;
- Ability to take initiative and to work under time pressure;
- Ability to think strategically;

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candidates must have an excellent command of spoken and written English. Candidates must also have a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of his/her duties.

<sup>4</sup> Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under 'Additional information'.

<sup>5</sup> Only duly documented professional activity is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once. Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question until the deadline for applications.

<sup>6</sup> Candidates must indicate in their applications the official graduation dates for all the diplomas they have obtained.

- Problem solving skills with a practical, hands on approach;
- Excellent communication and interpersonal skills;

## **The selection process**

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

You must apply through the EU CV Online system<sup>7</sup> via this link:

[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)

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

**You must indicate, on your motivation letter, the profile of your preference. You can only choose one Head of Sector profile.**

**Candidates who have not explicitly indicated the profile they are applying for or who indicate more than one profile will be excluded from the selection procedure.**

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. **Applications not submitted in English will be excluded from the selection procedure.**

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. Please note that the selection committee can only take into account the information provided by the candidate via EU CV Online. No information via email will be taken into consideration.

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 with the internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process.

On completion of the online registration, you will receive on screen a registration number, which you must note. This will be your reference number in all matters concerning your application. If you do not receive a number, it means that your application has not been registered.

After a correct submission of an application, you will receive an automated acknowledgement of receipt of your application to the email account indicated in your application. It is your responsibility to verify that you provided the correct e-mail address.

All technical questions concerning EU CV Online must be sent through the contact page of EU CV Online.

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<sup>7</sup> EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

Once the deadline has passed, you will no longer be able to apply.

No supporting documents are required at this stage – these will be required in a later stage.

**Deadline for applications: 05 January 2022 at midday (12:00, Brussels time)**

*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>8</sup>, postmarked no later than the closing date for registration. All subsequent communication between the Commission 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: [recruitment@ela.europa.eu](mailto:recruitment@ela.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 the **eligibility criteria** described in Section 2.

The selection committee will also analyse if the candidate has indicated the profile of application and if only one profile was indicated. In addition, the selection committee will analyse if the application was submitted in English. If any of these criteria is not respected, the application will be excluded.

Applications satisfying all these conditions will then be initially assessed against the **selection criteria** under Section 3.

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

The selection committee will assess each eligible application with reference to the selection criteria (“Essential” and “Advantageous”) described in Section 3.

Upon completion of the assessment, the Selection Committee will establish a shortlist of candidates to be invited to the assessment phase.

The remaining candidates will be notified by email that their application will no longer be taken into consideration to this selection procedure.

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<sup>8</sup> European Labour Authority, ELA HR, Landererova 12, 811 09 – Bratislava, Slovakia



### **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, which will be held online. The assessment phase will be conducted in English.

This phase involves an interview with the selection committee and one or more test(s) related to the field of the vacancy. 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.

Details of the date and time of the assessment will be communicated to the shortlisted candidates in due time.

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

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified or incorrect, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

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

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria. Candidates will be requested to submit originals or certified copies 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.

### **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 Executive Director of ELA for approval. The adopted reserve list will be valid until 31.12.2022. The validity of the reserve list may be extended by decision of the Executive Director 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 with the Executive Director).

Candidates should note that the inclusion on the reserve list does not imply any entitlement to employment in ELA.

## **Other important information**

### **6. General information**

#### **6.1 Equal opportunities**

The Authority is an equal opportunity employer and strongly encourages applications from all candidates who fulfill the eligibility criteria and interested in the position. ELA ensures that its recruitment procedures do not discriminate on the grounds of gender, colour, race, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

In case of a disability, please feel free to inform Human Resources at [ELA RECRUITMENT <recruitment@ela.europa.eu>](mailto:ELA_RECRUITMENT<recruitment@ela.europa.eu>) and indicate which arrangements or adjustments relating to your disability are necessary, so ELA can ensure your equal participation in the interviews and tests.

#### **6.2 Selection committee**

A selection committee is appointed for each selection procedure. The selection committee is composed of at least 3 members, including a member designated by the Staff Committee<sup>9</sup>.

Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden. Under no circumstances should candidates approach the selection committee, either directly or indirectly, concerning the selection procedure. Any infringement of this rule will lead to the disqualification from the selection procedure.

#### **6.3 Approximate timetable**

The selection process may take some months to be completed. The foreseen timeframe for the selection procedure will be updated on [ELA's website](#).

The selection committee intends to finalise the recruitment process for this vacancy by February 2022, with a view for the selected candidate to take office by April 2022.

Once the pre-assessment phase is completed, shortlisted candidates will be invited to the assessment phase. The remaining candidates will be notified, by email, that their application will no longer be taken into consideration.

#### **6.4 Engagement and Conditions of employment**

The decision on appointment will be taken by the Authority's Executive Director as the Authority Empowered to Conclude Contracts of Employment on the basis of the reserve list of most suitable candidates.

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<sup>9</sup> As ELA does not have its own Staff Committee at this stage, the European Commission Central Staff Committee nominates a member to ELA's selection procedures.

Before engaging a temporary agent, the Executive Director will examine whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. The candidate will inform the Executive Director, using a specific form of any actual or potential conflict of interest<sup>10</sup>. If necessary, the Executive Director shall take any appropriate measures.

A contract may be offered for temporary agent pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union (CEOS) for an initial period of 5 years, renewable once. After the second period, the contract may be renewed for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

## 6.5 Job environment

The place of employment is Bratislava, Slovakia.

The jobholder will work in a multicultural, respectful and appreciative environment, which offers the possibility to shape the work of the authority, where collaboration and open and constructive dialogue is encouraged, while building effective work relations.

Working time is based on a 40-hour working week. ELA offers flexible working arrangements such as teleworking, part-time work, and flexible working hours.

## 6.6 Pay and welfare benefits

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 AD8 grade**, according to the length of their professional experience.

The staff member's remuneration consists of a basic salary and allowances. It is paid in Euro **weighed down by the correction coefficient** (in Slovakia the correction coefficient is currently 79,9% compared to Belgium).

The gross basic salary, after correction coefficient is applied, is as follows<sup>11</sup>:

Grade AD8	Step 1	Step 2
Monthly basic gross salary (without any allowances)	€ 5.798,76	€ 6.042,44

**In addition to the basic salary**, staff **may be** entitled to various **allowances** depending on their particular situation. 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);

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<sup>10</sup> In compliance with Article 11 of the Staff Regulations of officials and Conditions of Employment of Other Servants of the European Union.

<sup>11</sup> Amounts are indicated for information purposes and may vary by the time the selected candidate takes up his/her duties following the annual revision of the remuneration.

- **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** (Pre-school or Education allowance) **or Payment of the education fees applicable to selected educational institutions;**
- **Expatriation allowance** or **foreign residence allowance** (16% of the sum of basic salary and other applicable allowances) or foreign residence allowance (4 %).

The salary is subject to a Community tax deducted at source and is exempt from national tax. The salary package includes contributions to the EU social security and pension schemes. Candidates are invited to familiarise themselves with the employment conditions as stated in the [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#).

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

**Additional benefits:**

- Annual leave entitlement of two days per calendar month plus additional days for age, grade, 2.5 days' home leave, if applicable, and in addition on average 18 public holidays per year;
- Special leave granted for certain circumstances: e.g. removal, marriage, birth of a child, etc.;
- Various training opportunities;
- EU Pension scheme (granted after 10 years of service);
- EU Joint Sickness Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment and invalidity allowance and insurance.

## **6.7 Protection of personal data**

Personal data shall be processed exclusively for the purpose of this selection procedure. The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at ELA.

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. In this regards, please see the ELA Privacy Statement on selection procedures.

## **6.8 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 and Conditions of Employment of Other Servants of the European Union, at the following address:

### **European Labour Authority**

**For the attention of the Executive Director of ELA, Mr Cosmin BOIANGIU**

Selection procedure: Ref. ELA/AD/2021/13

Landererova 12,  
811 09 – Bratislava  
SLOVAKIA

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.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, before the General Court:

### **Court of Justice of the European Union**

Rue du Fort Niedergrünewald  
L-2925 Luxembourg  
LUXEMBOURG

It is also possible to complain to the European Ombudsman. Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L113 of 4 May 1994:

### **European Ombudsman**

1 Avenue du Président Robert Schuman – CS 30403  
F- 67001 Strasbourg Cedex FRANCE  
<https://www.ombudsman.europa.eu>

Please 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, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 236 of the EC Treaty. Any complaint to the ombudsman must be made within two years of receiving the Authority's final position on the matter.