



European Institute of Innovation and Technology

Governing Board

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Final 17.10.08

**DECISION BY THE GOVERNING BOARD OF THE EUROPEAN INSTITUTE OF
INNOVATION AND TECHNOLOGY**

of 17th October 2008

**defining the procedure for recruiting the Director
of the European Institute of Innovation and Technology**

THE GOVERNING BOARD
OF THE EUROPEAN INSTITUTE OF INNOVATION AND TECHNOLOGY,

Having regard to Regulation (EC) No 294/2008 of the European Parliament and of the Council of 11 March 2008 establishing the European Institute of Innovation and Technology¹, and in particular Article 2(2)(i) of its Statutes annexed thereto

Whereas:

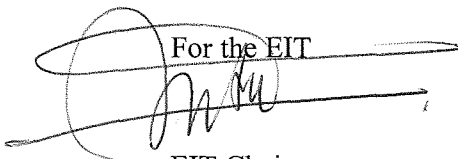
- (1) In accordance with Article 2(2)(i) of the Statutes annexed to Regulation (EC) No 294/2008 (hereinafter "the Statutes"), the Governing Board of the European Institute of Innovation and Technology (hereinafter "the EIT"), adopts a procedure for choosing the Director of the EIT.

HAS DECIDED AS FOLLOWS:

Sole Article

The Director of the EIT shall be recruited pursuant to the procedure set out in the annex.

Done at Budapest, 17th October 2008


For the EIT
EIT Chairman
JFH Schuurmans

¹ OJ L 97/1 of 9.4.2008

Annex

EIT – procedure for the selection and appointment of the Director

Introduction

According to Article 2.2 (i) and (j) of the EIT Statutes annexed to **REGULATION (EC) No 294/2008 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 March 2008 establishing the European Institute of Innovation and Technology**, the EIT Governing Board shall adopt a procedure for choosing its Director; it also appoints and, if necessary, dismisses the Director.

The present document defining the procedure for the selection and appointment of the EIT Director has to be adopted by the Governing Board in order to become applicable.

The EIT's first Governing Board was officially appointed on 30th July 2008 and the inaugural Board meeting took place on 15th September in Budapest. Two consecutive meetings are foreseen in 2008: in November and in December.

For organisational reasons, the Governing Board may decide to entrust to the Executive Committee some or all phases of the selection process. In that case, if expressly decided by the Governing Board, any mention of "the Governing Board" in the procedure, may be replaced by "the Executive Committee".

According to Article 6 of the EIT Statutes, in view of supporting the start-up phase of the EIT, some activities concerning the launch of the selection procedure for the post of EIT Director may be co-ordinated by the legal representative appointed for the transitional period. The result of this preliminary work will then have to be endorsed by the Governing Board, following the adoption of the procedure.

1. NATURE OF THE CONTRACT

The EIT Regulation lays down a time-limited mandate for its Director, the duration of which will be 4 years, with the possibility of one extension of the same duration. The contract assigned to the Director is a temporary contract pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities (CEOS). For this contract type, Article 12 of the CEOS states that the engagement of temporary staff is intended to secure the services of persons of the highest standard of efficiency, ability and integrity, without discrimination as to race, sex, etc.

In respect of the standards foreseen for the recruitment of staff in similar positions in the Community Institutions, a formal comprehensive selection procedure, including publication of the post, has to be carried out, in order to ensure transparency and objectivity.

2. LEVEL OF THE POST

According to the classification foreseen for officials and temporary staff of the Community Institutions and due to the post's high profile and the very specific nature of the related responsibilities including the management of a considerable budget, the post should be published with the grade of AD14.

2.1 Step at the time of appointment

Article 15(1) of the CEOS stipulates that the initial classification of the temporary official is determined in accordance with the provisions of Article 32 of the Staff Regulations.

For this purpose, the rules contained in the General Implementing Provisions (GIP) of the Commission concerning the criteria applicable to step classification at the time of appointment² find application by analogy.

Thus, the Director is recruited to the first or second step of his grade according to the number of years of relevant experience that he/she had acquired before his appointment. Only the years of a level equivalent to that required to belong to the 'administrator' function group are taken into account for his/her grading.

Number of years of a level equivalent to that required to belong to the 'administrator' function group	Step at the time of appointment
Between 15 and 21 years	Step 1
≥ 21 years	Step 2

² Décision de la Commission du 7.04.2004 portant dispositions générales d'exécution relatives aux critères applicables au classement en échelon lors de la nomination ou de l'engagement (C(2004) 1313).

3. SELECTION PROCEDURE FOR APPOINTMENT OF THE DIRECTOR OF THE EIT

In order to guarantee coherence with the standards for recruiting senior management staff applied in the European Commission, the procedure has to include a number of distinct steps:

3.1 Summary of the procedure

Preliminary step

- identification of i) the post in the EIT establishment plan and ii) the budget lines which will cover costs related to publishing the vacancy and candidates' expenses.

Step 1: The vacancy notice

- identification of the 'profile' of the Director and of the selection criteria to be considered when appraising applications (to be done by the parent DG for the first selection of the EIT Director (start-up phase); following procedures will be coordinated by the EIT itself);
- drafting the vacancy notice, in collaboration with DG ADMIN;
- approval of the profile and the vacancy notice by the appointing authority (EIT Governing Board) and the College;
- publication of the vacancy notice.

Step 2: Pre-selection

- designation of the pre-selection committee;
- initial examination of the applications by the Pre-selection Committee, if necessary by parent DG duly empowered by this committee, followed by a detailed examination by the Pre-selection committee;
- interviewing of the best-qualified eligible candidates by the Pre-selection Committee;
- presentation of a report and a draft shortlist of candidates interviewed by the Pre-selection Committee.

Step 3: Opinion of the Consultative Committee on Appointments (CCA)

- approval, by the CCA, of the report and the shortlist transmitted by the Pre-selection Committee;
- interviews of candidates with the CCA, after having attended an assessment centre organised on the premises of an external human resources consultant;
- establishment by the CCA of a shortlist of candidates possessing the necessary capacities to exercise the duties of the Director of the EIT.

Step 4: appointment by the appointing authority

- interviewing of the candidates selected by the CCA with the Commissioner responsible for Personnel and Administration and, if necessary, with the parent Commissioner;
- adoption, by the College, of the candidates list, to be submitted to the appointing authority (EIT Governing Board);
- appointment of the Director by the EIT Governing Board.

3.2. The vacancy notice

The vacancy notice to be published is annexed to the selection procedure. It should include the following main elements:

- A description of the EIT's tasks (with appropriate references to the EIT's basic Regulation);
- A description of the Director's duties and responsibilities (with appropriate references to the EIT's basic regulation);
- The profile required for the post;
- The eligibility and selection criteria to be fulfilled, keeping in mind that only criteria mentioned in the vacancy notice may be taken into account during the selection procedure;
- The different steps of the selection and appointment procedure;
- The conditions of employment which specify the recruitment grade, the nature of the contract, as well as the length of the appointment and any resulting rules;
- The practicalities and deadlines related to the application process.

In addition to the application form candidates should be requested to submit a detailed and up-to-date CV and a letter of motivation.

Taking into account the rules for the external appointment of senior management staff with the status of *official in the Commission*, the profile for published posts must respect the following eligibility requirements:

- Nationality: be a national of an EU Member State;
- University Degree or Diploma: hold a University degree or diploma (preferably in a field relevant to the mission of the EIT) that gives access to post-graduate studies in that Member State;
- Professional experience: at least 15 years at a level equivalent to the AD-grade category, acquired in the public or private sector following the award of the above-mentioned university degree or diploma;

- Relevant professional experience: of the 15 years of professional experience, at least 5 years must have been acquired in the field of the EIT's activities;
- Management experience: candidates must prove that at least 5 years of their experience have been acquired directly in managing staff and budgets or in working in management structures at a sufficiently high level of responsibility;
- Languages: a thorough knowledge of one of the official Community languages and a satisfactory knowledge of a second of these languages. Considering that the English language will be the main working language of the EIT, an excellent knowledge of English will be included as a mandatory requirement;
- Age limit: be able to carry out the entire mandate before reaching retirement age, fixed at 65 years.

In addition, the profile must contain any attribute that is considered relevant to the post and which may subsequently be used as a selection criterion for the purposes of the procedure.

The notice should also say that the EIT is an equal opportunities employer.

3.3. Approval of the vacancy notice by the Commission and the Governing Board

The vacancy notice is formally approved by the Governing Board as well as by the Commission (via a simplified procedure), as the authority responsible for the establishment of the shortlist of candidates to be submitted to the Governing Board.

3.4. Publication of the post and dissemination of the information

The vacancy notice is published in the Official Journal (in all Community languages) and on the EUROPA website by DG ADMIN.

The Governing Board can also ask for the publication of the same or summarised vacancy notice in the press in the Member States and/or international press and/or on pre-identified relevant internet websites, taking into account the specificities of the profile, by mean of the framework contract signed by EPSO with a specialised firm. In these additional advertisements reference has to be made to the original publication in the OJ, mentioning that the latter publication will be the relevant one in case of any discrepancies.

The Official Journal publication must specify:

- How to apply: applying by electronic mail is usually requested; in such cases it should be indicated that submission by electronic mail will be considered equivalent to a signature;
- The deadline for submitting applications (this should normally be between a minimum of 4 and a maximum of 6 weeks from the date of publication – however account should be taken of holiday periods, e.g. August); it must be specified that, in the case of paper applications, the date of submission is that of the postmark on the envelope;
- The postal and/or e-mail address to which applications should be sent.

The vacancy notice should also be sent to the Permanent Representations of the Member States for further distribution, in accordance with the current practice, and should be made

available by the EIT/parent DG on relevant internet websites of the Institutions (EIT website, EPSO).

Pre-selection phase

3.5 Setting up the Pre-selection Committee

The creation of the Pre-selection Committee should be launched by a note from the Governing Board.

The mandate of the Pre-selection Committee will include the following:

- Screening of applications;
- Pre-selection interviews;
- Establishment of the shortlist for the next phase.

- Members

The Pre-selection Committee is composed of four members, out of whom two are appointed by the EIT's Governing Board. The other 2 members are senior Commission managers with a grade equal to at least that of the EIT Director. In case of equal vote, the one of the president will be decisive. In general terms, these are the Director-General of the parent DG and either another Director from that DG or a Director from another DG, preferably from the same family of DGs, who demonstrates specific competences in relation to the area of the EIT's activities.

- Rapporteur

DG ADMIN appoints the Rapporteur from the Rapporteurs' pool for senior managers and notifies the parent DG. The designated Rapporteur guarantees that the selection procedure is followed. He/she is not a member of the Pre-selection Committee, but plays an important role in supervising the procedure:

- The Rapporteur and the President of the Pre-selection Committee discuss and agree the approach to be followed during the selection procedure;
- The Rapporteur is consistently informed about all progress in the selection procedure. To ensure this, all documents, including copies of reports and minutes of the Pre-selection Committee's conclusions, are transmitted to him/her on a regular basis;
- the Rapporteur will need to countersign the Pre-selection Committee's report before it is transmitted to the CCA.

- Presidence

The Director-General or the Deputy Director-General of the parent DG chairs the Pre-selection Committee.

- The Secretariat

As a general rule, administrative support (secretariat) is provided by the human resources unit of the parent DG.

If the number of applications received warrants it, the head of the human resources unit of the parent DG may designate one or two officials of the unit to assist the pre-selection committee.

- Conflict of interest

If a member of the Governing Board applies for the post in question or where any other potential conflict of interest could arise (e.g. where an applicant is a family member), this member of the Governing Board should not be involved in any stage of the selection and appointment procedure.

3.6 Screening of applications

The Pre-selection Committee establishes a checklist and examines the eligibility criteria.

The Pre-selection Committee also establishes an evaluation grid based on the selection criteria specified in the vacancy notice. This grid allows for a comparison of the candidate's profile with the specific competences required for the post, as specified in the vacancy notice.

If a high number of applications for the position is received, the Pre-selection Committee may ask its secretariat to carry out the initial examination of the candidates' eligibility criteria.

In this case, the secretariat will submit a detailed report of this examination to the pre-selection Committee, which is responsible for approving the results.

The Pre-selection Committee then carries out a further evaluation of the candidates who met the eligibility criteria, starting with the CVs and the motivation letters.

For each candidate, the members of the Pre-selection Committee fill in an evaluation grid, based on the pre-approved template.

At the end of this evaluation, the Pre-selection Committee adopts a list of preselected candidates, regarded as best corresponding to the sought profile and the required qualifications.

3.7. Pre-selection interviews by the Pre-Selection Committee

The secretariat of the Pre-selection Committee invites the pre-selected candidates for interviews.

Based on the interviews, the members of the Pre-selection Committee fill in a detailed evaluation form for each candidate.

All the decisions of the Pre-selection Committee have to be documented in the form of minutes and must include the reasons supporting all decisions taken.

The secretariat of the Pre-selection Committee must inform rejected candidates in writing.

4. SELECTION AND APPOINTMENT

4.1 Hearings before the consultative committee on appointments (CCA) and interviews with the Commissioner.

Due to the role played by the Commission in the appointment procedure for EIT Directors, the CCA, as a guarantor of the quality of senior management recruitment, must submit a list of best-qualified candidates to the Commissioners concerned:

The CCA is composed of the following members:

- the Director-General of the Directorate General for Personnel and Administration (DG ADMIN), who chairs the CCA;
- the Head of cabinet of the Commissioner responsible for Personnel and Administration;
- the Permanent Rapporteur to the CCA;
- the Rapporteur for the selection procedure;
- the Deputy Secretary-General;
- the Director-General of the parent DG;
- 2 observers delegated by the EIT Governing Board.

4.2. Step 1 of the CCA procedure: preliminary opinions

(a) Procédure

The secretariat of the CCA forwards the report and the draft list of candidates drawn up by the Pre-selection Committee to the CCA which makes its decision via written procedure.

Three hypothetical cases are possible:

- The CCA approves the report's conclusions, including the list of the candidates proposed by the Pre-selection Committee;
- -The CCA approves the report's conclusions with amendments to the list of candidates proposed by the Pre-selection Committee. The CCA can reserve the right to either add candidates who passed the interview stage but were not retained to the list proposed by the Pre-selection Committee, or to withdraw candidates;
- The CCA or one of its members opposes the report's conclusions. In this case, the secretariat of the CCA can ask the President of the Pre-selection Committee for written clarifications and/or additional information. If the objection is maintained, the CCA can add the point to the agenda of one of its weekly meetings. The Director General of the parent DG as well as the Rapporteur are invited to participate in the debate on the report.

Once the CCA has approved the report and the draft list of candidates selected by the Pre-selection Committee, it expresses a preliminary opinion.

(b) Informations to the candidates

The secretariat of the CCA invites each of the selected candidates for an interview with the CCA and for a meeting at the assessment centre. The Permanent Rapporteur to the CCA contacts the selected candidates to inform them about the procedure.

In parallel, the secretariat of the CCA informs candidates interviewed by the Pre-selection Committee but not retained about the CCA's decision(s).

4.3. The Assessment Centre

The candidates short-listed for an interview with the CCA are invited to an assessment centre on the premises of an external human resources consultant, except for candidates who have completed a full CDR for Senior Management in the Commission.

The results of this evaluation are communicated to the CCA, which takes them into account when expressing its final opinion.

Each candidate may ask to receive oral information about his/her assessment results. The external consultant can transmit this information to him/her once the appointing authority makes a final decision on the selection procedure.

4.4. Step 2 of the CCA procedure: final opinion

The CCA interviews the candidates short-listed in its preliminary decision (draft).

Following these interviews, the CCA gives its final opinion in the form of a draft list of candidates whose profiles are most suitable for the post of EIT Director. If possible, this list should contain more than one candidate. The opinion of the CCA, signed by its chairman, is transmitted to the cabinets of the Commissioner responsible for Personnel and Administration as a basic briefing document, and should be copied to the Commissioner responsible for the parent DG.

All candidates who had an interview with the CCA can contact the Permanent Rapporteur in order to receive feedback on their performance and on the general appraisal of their candidature.

4.5. Interview with the Commissioner responsible for personnel and administration

The commissioner responsible for personnel and administration interviews the candidates short-listed by the CCA in its final opinion.

5. ADOPTION OF THE SHORT LIST OF CANDIDATES AND APPOINTMENT BY THE EIT GOVERNING BOARD

As a result of the interviews with the Commissioner, the parent Commissioner asks the cabinet of the Commissioner responsible for Personnel and Administration to submit the list of selected candidates to the College.

The College adopts the list of candidates, which is then transmitted to the EIT Governing Board.

In order to give the EIT Governing Board a sufficiently broad choice, the list submitted by the Commission should be an alphabetical list of several candidates, with comments if necessary. In any case, it is desirable that a minimum of two candidates is proposed.

5.2. Interview of the candidates (with) the EIT Governing board (appointing authority)

The Governing Board interviews the candidates proposed on the list submitted by the Commission.

5.3. Appointment of the candidate by the EIT Governing Board

Based on the result of the last interview phase, the Governing Board establishes the list of candidates to be adopted and appoints the selected candidate. The list has to include an order of preference and has to contain an annex with relevant documentation justifying the final decision.

It is only after the Governing Board has taken its decision that all the candidates are informed about the result of their application by the parent DG.

5.4. Administrative formalities related to the appointment

A copy of the Director's employment contract is transmitted to DG ADMIN. (see annexed template).

6. FINANCIAL QUESTIONS

The expenditure linked to the selection procedure must be borne by the EIT's budget. Therefore, these costs have to be taken into account when preparing the budget for the relevant year. However, in cases where such a budget does not yet exist due to the ongoing creation phase of the EIT, DG Education and Culture is considered to be responsible for costs linked to the selection procedure.

6.1. Costs of translation and publication of the vacancy notice

Where it is the Commission's responsibility to publish the post in the Official Journal/Europa, no specific appropriations have to be provided. The procedure is co-ordinated by DG ADMIN, unit A.5, "organisation chart and management staff" and the costs are covered by the Commission.

The publication in the national and international press is covered by the EIT (or by the parent DG in the start-up phase), by means of a framework contract signed by EPSO.³

The EIT is responsible for ensuring the procedural follow-up, including contacts with the contractor for publication.

³ Les dépenses afférentes aux publications dans la presse internationale et nationale des 27 États membres s'élèvent au total à environ 150 000 euros, conformément au contrat cadre en vigueur conclu avec EPSO et auxquels les agences peuvent avoir recours. Lorsque l'avis de vacance est publié uniquement dans la presse internationale, le coût de la publication est de l'ordre de 25 000 euros.

6.2. Reimbursement of travel expenses for the selection interviews

The Director acting as EIT Director in the start-up phase appropriates funding necessary to finance the possible travel and accommodation expenses of the candidates invited for interviews.

The secretariat of the Pre-selection Committee makes sure that candidates are informed of the reimbursement procedure for travel and accommodation expenses at the time of their invitation to the pre-selection interview. On the day of the interview, the secretariat has to collect the documentation necessary for the reimbursement of travel expenses (travel, living expenses, copy of passport, financial identification, invitation letter) and to transmit these, as soon as possible, to the service charged with processing the reimbursement.

ANNEX

<p style="text-align: center;"><u>Vacancy for a Director (Grade AD14)</u> <u>of the European Institute for Innovation and Technology (EIT), Budapest</u> <u>COM/.../...</u></p>

We are

The European Institute of Innovation and Technology (EIT) established under European law⁴ is a new institute which aims to become a flagship for excellence in European innovation

The EIT is the first European initiative to integrate fully the three sides of the "Knowledge Triangle" (Higher Education, Research, Business-Innovation) and will seek to stand out as a world-class innovation-orientated reference model, inspiring and driving change in existing education and research institutions.

Conceived with a clear market-driven focus, the EIT will favour sustainable economic growth and job creation throughout the Union by generating new skills, products, services and business responding both to public demand and to the needs of the knowledge economy.

Based on partnerships known as "Knowledge and Innovation Communities" (KICs) – highly integrated public-private networks of universities, research organisations and businesses – the EIT's activities will be coordinated by a Governing Board ensuring its strategic management. Direct involvement of business stakeholders, including SMEs and foundations, in all strategic, operational and financial aspects of the Institute is the cornerstone of the initiative.

EIT is located in Budapest. For further information please consult the following web site: <http://ec.europa.eu/eit/>.

We propose

The Director will manage the EIT and take overall responsibility for its operations, ensuring the achievement of the EIT objectives. As such, he/she will play a key role for the implementation of the EIT and KICs activities. He/she will be accountable to the EIT Governing Board and its chairman in particular and report to the GB on an on-going basis on the development of the EIT activities. The director is based in Budapest.

The Director will be responsible for the day to day management of the EIT and be its legal representative, including in particular:

⁴ The European Parliament and the Council Regulation (EC) No 294/2008 of 11.03.2008 establishing the European Institute of Innovation and Technology, OJ L 97 of 09.04.2008

- Support the Governing Board and the Executive Committee in their work and provide the secretariat for their meetings;
- Prepare a draft Strategic Innovation Agenda (SIA), a draft rolling triennial work programme, the annual report and the annual budget for submission to the Governing Board through the Executive Committee;
- Administer the selection process for KICs and ensure that the various stages of that process are carried out in a transparent and objective manner;
- Organise and manage the activities of the EIT;
- Be responsible for administrative and financial matters, including the implementation of the EIT budget;
- Be responsible for all staff matters;
- Provide the Executive Committee and the Governing Board with all information necessary for the performance of their functions;
- Communicating with the relevant stakeholders within and outside the EU in the areas of EIT activity;
- Communicating directly and indirectly to the public in relation to all matters within the EIT mission.

We look for

The candidate should have the following:

- Knowledge of innovation, research, and/or higher education policies and proven expertise and leadership in these areas;
- Thorough understanding of the EU Institutions, European innovation goals and systems and international activities of relevance to the activities of the EIT;
- Extensive experience of budgetary, financial and human resources management in a national, European and/or international context;
- Proven ability to manage financial resources from private, public and/or philanthropic sources;
- Proven capacity to take decisions, both at strategic and operational level;
- Excellent networking abilities, communication and interpersonal skills, including the capacity to deal and co-operate with relevant players within and outside the EU;
- Ability to lead and motivate a team including both technical administrative and support staff in a European, multicultural and multilingual context;
- Strong sense of responsibility, initiative and self-motivation.

Applicants must Applicants will be considered for the selection phase on the basis of the following formal criteria to be fulfilled by the closing date for applications:

- **Nationality:** Be a national of a Member State of the European Union and be entitled to his full rights as a citizen⁵;
- **University Degree or Diploma:** Hold a university degree that gives access to undertake postgraduate studies;
- **Professional Experience:** Have at least 15 years' post-graduate experience at a level to which the qualifications referred to above give admission;
- **Relevant Professional Experience:** Of the 15 years of professional experience, at least 5 years must have been acquired in the domains of the EIT: innovation, research and/or higher education;
- **Management Experience:** Candidates must prove that at least 5 years of their experience have been acquired directly managing staff and budgets or working in management structures at a sufficiently high level of responsibility⁶;
- **Languages:** Have a thorough knowledge of one of the official Community languages and a satisfactory knowledge of a second of these languages. Excellent working knowledge of English, the main working language of the EIT Governing Board, is required;
- **Age Limit:** Be able to complete the full four-year-mandate before reaching retirement age. For temporary staff of the European Communities, retirement age is defined as being the end of the month in which the person reaches the age of 65;

Independence and declaration of interests

The Director will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in respect of any interests which might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

Selection and appointment

A pre-selection panel will be set up for the selection process. This panel will invite eligible applicants with the best profile for the specific requirements of the post to an interview, selected on the basis of their merits and the criteria set out above. Candidates shortlisted by the pre-selection panel will then be called for an interview with a Consultative Committee on Appointments (CCA) and will have to undergo testing by an assessment centre run by external recruitment consultants. Candidates who are shortlisted by the CCA will then be interviewed by the relevant Commissioner.

Following these interviews, the Commission will adopt a shortlist of successful candidates, which will be communicated to the EIT Governing Board. Inclusion on the shortlist does not guarantee appointment.

⁵ Prior to any appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

⁶ In their CVs applicants should indicate at least for these years during which high level 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, and (4) numbers of hierarchical layers above and below and number of peers.

The candidates will then be interviewed by the EIT Governing Board. The latter will appoint the Director from among the candidates shortlisted.

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

The selection procedure is launched subject to the availability of appropriations in the EIT budget and the relevant post in its establishment plan.

Equal opportunities

The EIT applies a policy of equal opportunities.

Conditions of employment

The Director will be appointed as a the temporary agent at grade AD14 pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities⁷ for a four-year period, which may be extended once, as stated in the EIT Regulation.

The place of employment is Budapest where the EIT will be based.

Application procedure

For applications to be valid, candidates must submit a duly completed application form, a covering letter and a free-format Curriculum Vitae. The CV should preferably be drafted using the Europass CV format⁸. Applications that are incomplete will be rejected.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

In order to facilitate the selection process, all communication with applicants concerning this vacancy will be in English.

Applications, in English, should be sent *by e-mail* to:

EIT- JOB- VACANCIES@ec.europa.eu

Applicants who are not able to send their applications by e-mail may send them by registered mail or express courier service to:

European Commission
Directorate-General for Education and Culture
Please fill in..... - Post of the Director of the EIT
Unit R.1"Human Resources Internal Communication and Support to management"
Office

B- 1049 BRUSSELS

⁷ OJ L 124, 27.4.2004, p.1 - <http://eur-lex.europa.eu/en/index.htm>

⁸The Europass CV can be downloaded from the website:
<http://europass.cedefop.europa.eu/htm/index.htm>

BELGIUM

Applicants are asked to report any change of address in writing without delay to the address above.

Contact person for any additional information:

Name, tel, e-mail (usually Director or H of U of Human Resources)

Closing date

Applications must be sent either by e-mail or by registered mail no later than ... (date of e-mail or date as postmark for registered mail).

Applications sent by express courier service must be delivered to the address above before 17.00 hrs (Brussels time) on

The Commission reserves the right to extend the closing date of this vacancy by publication in the *Official Journal of the European Unions* only.

Important information for applicants

Applicants are reminded that the work of the selection committees is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees or for anybody to do so on their behalf.

Protection of personal data

The Commission will ensure that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data (Official Journal of the European Union L 8 of 12.01.2001).