

SELECTION OF TEMPORARY STAFF (GRADE AD13) FOR DIRECTORATE-GENERAL COMMUNICATION COM/2019/20043

The European Commission is organising an external selection procedure to fill the post of HEAD OF REPRESENTATION in RIGA. The position is based in Riga, Latvia. The Representation is part of the Directorate-General for Communication (Directorate DGA1.C, "Representation & Communication in Member States").

1. NATURE OF DUTIES

The responsibilities of the Head of Representation in Riga include:

- acting as Spokesperson for the European Commission in the host Member State;
- explaining and building support of the Commission's policies;
- monitoring and reporting back on political, economic and social developments;
- ensuring overall responsibility for communication activities with the media with a view to generating a positive image of the Commission and communicating the Commission's political messages to and through the media;
- coordinating and implementing the activities of the Representation while ensuring their coherence and compatibility with the communication priorities of the Commission;
- coordinating provision of information to the general public, including via the Directorate General Communication (DG COMM) information and documentation networks;
- managing and coordinating the human and financial resources of the Representation;
- coordinating initiatives with the European Parliament's information office;
- serving the Commission by providing links with national and local authorities, analysis of the political situation.

The Head of Representation is also responsible for achieving the Representation's annual objectives set in agreement with the senior management of DG COMM.

The Head of Representation oversees all aspects of the Representation and acts in that capacity as an Authorising Officer by Subdelegation (AOSD); the post is therefore considered "sensitive", and the mandate is initially limited to 3 years with the possibility of a single extension of two years.

2. TYPE AND DURATION OF CONTRACT

The successful candidate may be offered a temporary contract under point (b) of Article 2 of the Conditions of Employment of Other Servants (CEOS)¹ of the European Union in accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents². The duration of the initial contract will be three years, with the possibility of renewal for a maximum of two years.

¹ <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:en:PDF>

² https://ec.europa.eu/info/sites/info/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-temporary-agents-c-2013-9049-en.pdf

The maximum duration of the contract will also take account of the relevant provisions in the Commission Decision of 16 December 2013 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period³ as well as the relevant provisions of the Commission Decision of 31 July 2008 on the Rotation Rules (maximum 5 years in this position as Head of Representation⁴).

PLACE OF EMPLOYMENT Riga, Latvia

LEVEL AD 13

3. ADMISSION CONDITIONS

3.1. General conditions

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Union (CEOS), which include being a national of a Member State of the European Union.

3.2. Specific conditions

3.2.1 Qualifications

By the deadline for submission of applications, candidates must have:

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more

or

A level of education which corresponds to completed university studies of at least three years attested by a diploma and appropriate professional experience of at least one year.

The minimum of one year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

3.2.2 Experience

On the closing date for the submission of applications set by this notice, candidates need to show, in addition to the qualifications required above, a professional experience of at least 15 years, gained after obtaining the diploma required for admission to the selection procedure. Out of these 15 years, at least 4 years must have been gained in management functions and must meet the requirements listed below:

General management abilities:

The successful candidate will have proven management capabilities and more in particular:

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https://ec.europa.eu/info/sites/info/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-maximum-duration-non-permanent-staff-c-2013-9028-en.pdf

⁴ <https://ec.europa.eu/transparency/regdoc/rep/3/2008/EN/C-2008-3983-F1-EN-MAIN-PART-1.PDF>

- the ability to lead and motivate a multidisciplinary and multicultural team of qualified staff in a complex political environment;
- the ability to set and adjust the objectives of the Representation in line with the main Communication actions of the Commission;
- the ability to define and focus on priorities, follow-up and evaluate work in order to meet the objectives, in collaboration with the team;
- the ability to recruit and motivate colleagues who will contribute fully to achievement of the objectives of the Representation.

Professional experience:

- excellent knowledge of the Commission's political priorities and inter-institutional relations;
- excellent knowledge of the political situation and the national media in the host country as well as the situation in neighbouring countries;

Communication and negotiation:

- ability to develop, and communicate to all audiences, a clear and relevant message and a positive image of the European institutions in general and the Commission in particular;
- ability to make a success of difficult situations;
- ability to work constructively with the Representation's various contacts including high-level ones (mainly political authorities and the media);
- ability to lead discussions and obtain optimal results while maintaining good working relations with all parties concerned;
- strong media and communication skills;

Interpersonal relations:

- ability to act efficiently and with courtesy with all contact persons and colleagues, thereby establishing strong working relationships;
- ability to maintain a spirit of cooperation with Commission headquarters' departments despite geographical distance;
- dynamism and resilience.

Administration, finance and control:

- understanding of administrative and financial circuits in the Institutions;
- understanding of the related procedures would be considered an advantage;
- understanding of the rules and practices of human resource management in the Commission.

The following elements will be considered as strong advantages:

- 1) proven professional experience gained in the field of information, communication, the media and political / economic affairs, including political negotiations at senior level and a high-level network in the host Member State;
- 2) proven experience in working with journalists and/or with managing communication projects or campaigns;
- 3) proven experience in a team management and/or team coordination function, involving the management of human and financial resources;

3.2.3 Languages

Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants candidates must have a thorough knowledge of one of the EU languages⁵ and a satisfactory knowledge of another of the EU languages.

To meet the needs of the service, a thorough knowledge of the official language of Latvia (Latvian) would be a strong asset.

The candidate should have excellent oral and written communication skills in order to communicate efficiently and fluently with internal and external stakeholders.

4. CONDUCT OF THE PROCEDURE

There will be three separate, successive stages of the procedure:

4.1. Preselection

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents, will carry out a pre-selection based on the qualifications and professional experience.

4.2. Admission

The preselected candidates must provide the official supporting documents confirming the information given in their application form, i.e.:

Copy of a document proving citizenship (identity card or passport);

Copy of the diploma(s) or certificate(s) of the required level of education;

Employment certificates proving the length of professional experience.

These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated, the application will be deemed void.

The successful candidate will, at a later date, be required to produce the originals of all the requisite documents for the purpose of certification.

4.3 Selection

Candidates who have successfully completed the admission stage will be invited for an interview in order to be assessed and compared objectively and impartially on the basis

⁵ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01958R0001-20130701&qid=1408533709461&from=EN>

of their qualifications, professional experience and knowledge of languages, as set out in this notice.

In order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French only⁶.

The list of successful candidates will be valid for a maximum of two years. The validity of the list may be extended.

Before being engaged, candidates may be invited to take part in a one-day assessment centre.

5. EQUAL OPPORTUNITIES

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations⁷.

6. APPLICATIONS

Before submitting your application, you should carefully check whether you meet all the specific conditions laid out in point 3.2.

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 e-mail 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 e-mail 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 electronic mail 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 and/or encounter technical problems, please send an e-mail to: HR-MANAGEMENT-ONLINE@ec.europa.eu

7. CLOSING DATE

The closing date for registration is **16 September 2019, 12.00 noon Brussels time**, following which registration is no longer possible.

⁶ The selection panel will ensure that no undue advantage is given to native speakers of these languages.

⁷ <https://eur-lex.europa.eu/legal-content/EN/TEXT/PDF/?uri=CELEX:01962R0031-20140701&from=EN>

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.

8. ADDITIONAL INFORMATION

This selection notice is published in 23 official languages of the European Union on the websites of the Directorate-General for Communication and European Personnel Selection Office (EPSO).

Candidates are reminded that the work of the different selection committees 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. Any query has to be addressed to the secretariat of the respective panels

9. 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 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 data⁸. This applies in particular to the confidentiality and security of such data.

⁸ OJ L 295, 21.11.2018, p.39.