

RECRUITMENT FOR POSITION OF HEAD OF UNIT RESOURCE AND SERVICE CENTRE (AD 10) AT THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA)

The European Agency for Safety and Health at Work (EU-OSHA) is a decentralised Agency of the European Union, established in 1994 and based in Bilbao (Spain).

The aim of EU-OSHA is to promote safe, healthy and productive workplaces by providing the European institutions, the Member States and those involved in safety and health at work with technical, scientific and economic information. Further information on our activities can be found on our website: <http://osha.europa.eu>.

The Agency is organising a selection procedure with a view to drawing up a reserve list and recruiting a long-term Temporary Agent for the following position:

EUOSHA/AD/17/02 – HEAD OF UNIT RESOURCE AND SERVICE CENTRE (RSC) (AD 10)

Long-term contract (three-year renewable contract subject to a probationary period of 9 months)

1 JOB FRAMEWORK

The Agency's Resource and Service Centre provides essential support services for the operations of the Agency. These include: human resources, finance, budget, accounting, documentation and general services.

The Head of Unit Resource and Service Centre is expected to fulfil a strategic role within the Agency, contribute to the implementation of the Multi-Annual Strategic Programme (MSP) 2014-2020, the development of the Programming Document and Annual Work Programmes (AWPs) and of the new MSP after 2020. S/he is required to develop the unit's work plan and define the unit's expected results in line with the Agency's strategic objectives. S/he will be responsible for leading and managing the unit by providing direction and oversight to its team of administrative staff.

2 JOB PROFILE

Overall purpose

The Agency is looking for a candidate with a solid background in administration and resource management to lead a unit of approximately 12 staff members. As a 'knowledge' organisation, it is essential that EU-OSHA is able to recruit highly qualified staff and offer them a supportive, learning environment that allows them to realise their potential and make a visible contribution to the Agency's mission. As a member of the Agency's management group, the jobholder will oversee all aspects of organisational resources and provision of services at the Agency, and contribute to developing, implementing and monitoring strategies, policies, rules and administrative processes in line with the Agency's mission and objectives as well as the EU regulations, conditions and internal control standards.

Main functions and duties

Reporting to the Director, the Head of the Resource and Service Centre will be responsible for:

- Contributing to the definition of the Agency's strategic objectives and annual management plan;

- Developing, implementing and evaluating the unit's strategy, policies and objectives in line with the organisational objectives;
- Leading and overseeing the work of the unit- human resources, finance and budget, accounting, documentation, general services, by providing direction and oversight, and ensuring an effective and efficient use of resources and assets;
- Ensuring effective people management within the unit in accordance with the rules and regulations applying at the Agency. This includes performance management, staff development, approval of entitlements, etc., as well as staff engagement, wellbeing and health and safety matters;
- Coordinating the management of financial resources, audits and ensuring conformity to internal control standards;
- Leading and managing change and/or strategic organisational developments while delivering high-quality corporate services;
- Ensuring an adequate framework and proper application of Human Resources and Financial rules and regulations, as well as administrative policies and procedures;
- Verifying and validating in his/her capacity as an Authorising Officer by delegation, the financial and budgetary aspects of projects under his/her responsibility;
- Maintaining interactive and participatory communication with the unit members ensuring that staff are informed on all relevant policy and strategic aspects affecting the unit's work, encouraging constructive feedback and contributing to enrich internal communication and knowledge sharing within the unit and throughout the Agency;
- Contributing to effective collaboration with the staff committee, management group and the other units within the Agency;
- Contributing actively to the coordination of activities across units to ensure coherence between the different areas;
- Promoting equality, diversity, ethics, integrity and respectful behaviour as part of the culture of the Agency;
- Representing the Agency at external events and before the relevant EU institutions;
- Performing any other tasks related to the post in the interest of the service.

3 ELIGIBILITY CRITERIA

To be considered eligible, applicants must satisfy all of the following requirements on the closing date for submission of applications.

General conditions

- Be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties of the EEA Agreement);
- Be entitled to their full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the appropriate personal and professional requirements for the duties involved;

- Be physically fit to perform the duties¹.

Education and professional experience

Candidates must have a level of education that 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 attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

In addition to the above-mentioned education, candidates must have a minimum of twelve years' proven full-time professional experience relevant to the main duties as described above² (out of which at least five years of management experience in a comparable position with proven track record in leading teams/units. Candidates should clearly indicate in their CVs for each function its title, the exact role they have exercised, the size of the team(s) and budget managed, and the number of years of management experience).

Knowledge of languages

Candidates must possess a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge³ of another language to the extent necessary for the performance of his/her duties.

Evaluation of this competence might be carried out during the interview and written test of the short-listed candidates.

4 SELECTION CRITERIA

The following criteria will be used to assess eligible candidates through their application form (including motivation letter), interview and written test.

¹ As a condition for the engagement, the successful candidate shall be medically examined in order for the Agency to prove that s/he fulfills the requirement of Article 82 of the Conditions of Employment of other Servants.

² Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) 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 (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

³ Thorough knowledge is required at least at C1 level, and satisfactory knowledge is required at least at B2 level. The assessment is done in accordance with the Common European Framework of reference for Languages (CEFR) <http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

Essential

- Proven experience in resource and service management, including human resources management, budget, finance and facility management, and in defining and implementing related strategies and policies;
- Proven experience at a strategic and operational level of change management and organisational development. As evidence, please highlight in the application form examples of your work in this area;
- Knowledge of the Institutional Framework and functioning of the European Union;
- Knowledge and experience of business and management principles involved in strategic planning, resource allocation, leadership techniques and coordination of people and resources;
- Ability to lead, motivate and develop teams to the best of their potential;
- Ability to set objectives and priorities for the unit;
- Excellent communication skills and the ability to liaise effectively with people at all levels both within the organisation and with external bodies;
- Excellent command of spoken and written English;
- Ability to steer discussions and lead to consensus with the other parties involved;
- Ability to take initiatives and have a constructive and results-oriented mindset;
- Excellent planning, organisational and interpersonal skills;
- Solid understanding of ethics and code of conduct at the workplace;
- Impeccable respect for the discretion and confidentiality requirements of the post.

Assets to be considered advantageous for selection

- Graduate or post-graduate studies in Human Resources, Finance, Public or Business Administration, Economics or a related field;
- Knowledge and experience in dealing with European Staff and Financial Regulations, rules and procedures, policy instruments in public administration, specifically in an EU institution or EU agency;
- Proven record of leading a department/unit in an EU institution/agency or international organisation;
- Experience in public procurement;
- Experience working in a multinational and multicultural environment.

5 SELECTION PROCEDURE

5.1 Screening of eligibility and selection criteria

A Selection Committee is appointed for each selection procedure. Eligibility of candidates will be firstly assessed according to compliance with the eligibility criteria (see section 3 above).

The Selection Committee will then consider the eligible applicants on the basis of their applications provided and assess them against the selection criteria (see section 4 above) which will lead to inviting the most suitable candidates to the assessment centre, interview and written test.

5.2 Assessment centre

Short-listed candidates will be invited to attend an assessment centre in order to test their management skills and competencies as indicated in the vacancy notice. The assessment center procedure will be carried out in English. The results of the assessment centre will be considered complementary to the interviews and written tests conducted by the selection committee.

5.3 Interview and written test

The interview and written test will be carried out in English. The knowledge of other relevant languages as stated by the candidate in his/her application may be evaluated. The interview and written test will measure the candidate's knowledge of matters relating to the activities of EU-OSHA, technical knowledge in the relevant field, knowledge about the European Union, suitability for performing the tasks to be accomplished and suitability for working in an international environment.

5.4 Establishment of the reserve list and possible job offer

At the end of the process, the Selection Committee will submit the list of the most suitable candidates (maximum 8 names) to the Appointing Authority (Director) who will decide on the establishment of the reserve list and on the final appointment. Prior to being offered the position, candidates on the reserve list may be invited for an interview with the Director.

The established reserve list does not guarantee recruitment and may be used for the recruitment of one post or similar posts depending on budget availability and on the needs of the Agency. The reserve list will be valid until 31/12/2017 and could be extended.

5.5 Communication with the Selection Committee

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with the Selection Committee or have anybody do so on their behalf. Any infringement of this rule will lead to the disqualification from the selection procedure.

All inquiries for information should be addressed to recruitment@osha.europa.eu or by letter to the European Agency for Safety and Health at Work, c/ Santiago de Compostela 12, 48003 Bilbao, Spain, quoting the reference of the competition (EUOSHA/AD/17/02).

5.6 Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and interested in the position. EU-OSHA ensures that its recruitment procedures do not discriminate on the grounds of gender, colour, racial, 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 recruitment@osha.europa.eu and indicate which arrangements or adjustments relating to your disability are necessary, so EU-OSHA can ensure your equal participation in the interviews and tests.

6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The decision on appointment will be taken by the Agency's Director as Appointing Authority on the basis of the reserve list of most suitable candidates (maximum of eight candidates) proposed by the Selection Committee.

Before engaging a Temporary Agent, the Appointing Authority 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 Appointing Authority, using a specific form of any actual or potential conflict of interest. If necessary, the Appointing Authority shall take any appropriate measures.

A contract offer will be made pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union⁴ (CEOS) for a long-term contract of 3 years which may be renewed not more than once for a fixed period of time. Any further renewal will be for an indefinite period. The job holder will be subject to a probationary period of 9 months.

6.1 Job environment

The post is based in Bilbao. The job holder shall work in a multicultural environment where on-going dialogue between management and staff, including representatives of the staff, is regarded as vital.

Working time is based around flexi-time and core working hours. English is the Agency's main working language.

6.2 Pay and welfare benefits

The remuneration is paid in Euro **weighed down by the correction coefficient** (for example in Spain currently it is 88.1%).

Staff **may be** entitled to various **allowances** depending on the particular situation of individuals, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

The salary of the jobholder is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes. Candidates are invited to familiarize 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.

The final gross calculation is as follows⁵:

Grade AD 10	Step 1
Basic gross salary (without any allowances)	€ 8.599,20
Management allowance	361,34
Household allowances (*) (2% of basic salary + €170,52)	€ 361,03

⁴ The new Staff Regulations entered into force on 1st January 2014. The full text is available [here](#).

⁵ Amounts are indicated for information purposes and may have varied by the time the selected candidate takes up his/her duties following the annual revision of the remuneration. The monthly pay will be deducted with the correction coefficient for Spain (currently, it is 88.1 %).

Dependent child allowances per child	€ 397,29
Preschool allowance (**)	€ 93,95
Reimbursement of school fees (***)	Up to € 539,12
Foreign residence (4%) <u>or</u> expatriation (16%) allowances	Foreign residence: € 388,75 Expatriation: € 1.555,02
<p>(*) if entitled, depending on the family situation (i.e. marital/partnership status, dependent child, etc.) (**) for each dependent child who is less than five years old or is not yet in regular full-time attendance at a primary school (***) for each dependent child who is at least five years old and in regular full-time attendance at a primary or secondary school that charges fees (registration and attendance fees) or at an establishment of higher education</p>	

7 APPLICATION PROCESS

There are two stages of the application process:

Stage 1 - Online registration

At the first stage candidates must submit the official application form to be downloaded [[here](#)].

Candidates are requested to complete their application in the main working language of the Agency, which is English. All parts of the application form must be completed in full. Candidates should assess and check before submitting their application form whether they fulfill all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

Applications must be sent to recruitment@osha.europa.eu by no later than **04/09/2017 at 13h00 noon**, Central European Time (CET).

The subject of the e-mail should include the reference of this vacancy (EUOSHA/AD/17/02) and the candidate's surname.

Once the application has been submitted, candidates will receive an automatic reply. It is their responsibility to keep the automatic reply as proof of application submission.

Should they not receive an automatic reply message, please contact: recruitment@osha.europa.eu

For applications to be valid, applicants shall:

- use and duly complete the official application form provided by the Agency;
- send their application by the above-mentioned deadline;
- follow the instructions for online application detailed above.

The Agency regrets that, due to the large volume of applications it receives, only candidates invited to interview will be contacted.

Stage 2 - Submission of a full application (only for candidates invited to the interview)

Candidates invited to the interview must bring with them on the day of the interview **original supporting documents** (proof of nationality, diplomas, academic qualifications, employment certificates, professional references etc.) needed to prove that they satisfy all conditions for admission as well as **one set of copies**.

All documentary evidence of professional experience must indicate start and end dates for previous positions and the start date and continuity for the current position held. On the day of the interview the

candidate will be requested to sign his/her application form and by signing the form the candidate certifies on his/her honor that the information provided is complete and accurate.

8 DATA PROTECTION

The purpose of processing of the data you submit is to manage each application in view of a possible pre-selection and engagement at the Agency.

The personal information the Agency requests from applicants will be processed in line with Regulation (EC) N° 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.

9 APPEAL PROCEDURE

9.1 Request for review of Selection Committee's decision

A candidate who considers that a mistake has been made regarding the eligibility of his/her application may ask for a review. To this end, a request for review may be submitted, within 15 calendar days of the email informing him/her of the rejection of the his/her application.

The request for review should quote the reference of the selection procedure concerned and should mention clearly the eligibility criterion/a requested to be reconsidered as well as the grounds. It shall be addressed to recruitment@osha.europa.eu.

The Selection Committee will reconsider the application and notify the candidate of its decision within 15 working days of receipt of the request for review.

9.2 Complaint to the Agency's Director

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union at the following address:

The Director
European Agency for Safety and Health at Work
c/ Santiago de Compostela 12
48003 Bilbao
Spain

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting him/her.

If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union before:

Court of Justice of the European Union
Rue du Fort Niedergrünewald
L-2925 Luxembourg

9.3 Appeal to the Ombudsman

It is also possible to complain 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 L 113 of 4 May 1994:

European Ombudsman
1 Avenue du Président Robert Schuman – CS 30403
F- 67001 Strasbourg Cedex

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 Court of Justice of the European Union under Article 236 of the EC Treaty.