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## Information and Notices

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## V

*(Announcements)*

## ADMINISTRATIVE PROCEDURES

## COURT OF AUDITORS

## VACANCY NOTICE ECA/2022/20

**Director – one post (AD function group, grade 14)****Information, Workplace and Innovation (SG2)**

(2022/C 423 A/01)

**WHO WE ARE**

The European Court of Auditors (ECA) was established in 1975 as the European Union's external auditor. One of the EU's seven institutions, it is based in Luxembourg and employs around 900 audit, support and administrative staff of all EU nationalities.

The ECA operates as a collegiate body of 27 Members, one from each EU Member State. Our auditors check that the EU keeps good accounts and correctly applies its financial rules, and that its policies and programmes achieve their intended objectives and deliver value for money.

Through our work, we can make a difference by helping the EU to make a better use of its money. We contribute to improving the EU's financial management and promote accountability and transparency. We warn of risks, provide assurance, indicate shortcomings and successes and offer guidance to EU policymakers and legislators. We present our observations and recommendations to the European Parliament, the Council of the EU, and national governments and parliaments, as well as the public.

We are a modern and dynamic organisation striving for and promoting excellence, professionalism, transparency and integrity. We define ourselves as a diverse, flexible and equitable institution, which offers individuals the opportunity to maximise their talent.

Through our individual and collective involvement in the ECA's activities and our ambitious training programme, our aim is to make the ECA an intellectually stimulating workplace, and a learning-based organisation that relies on institutional knowledge and motivated and well-trained people to serve the EU and its citizens.

We are an EU institution on a human scale: this facilitates integration, allows for easier interaction, and encourages teamwork. We offer flexible working arrangements, including teleworking. We value diversity and inclusion, promote equal opportunities, and ensure a respectful working environment based on open communication, dialogue, and mutual trust.

Staff engagement, well-being and greening are important pillars of our internal policies.

As part of the Secretariat-General of the ECA, the Directorate of Information, Workplace and Innovation (DIWI), plays a central role in the proper functioning and development of the institution. DIWI helps the ECA achieve its strategic objectives by providing services in the following areas: Information Technology, Library and Archives, Buildings Infrastructure, Facilities and Logistics. The Directorate is also responsible for sustainability, which includes applying for and maintaining environmental certifications.

DIWI contributes to the ECA's digital transformation and the modernisation of its physical workplace by implementing a dynamic vision of the future of work based on connecting people and places and facilitating knowledge management. It is central to helping the ECA face the challenge of adapting to the new hybrid reality, using new technologies to modernise the audit and non-audit parts of the organisation, simplify procedures and increase productivity. DIWI also aims to ensure a sustainable workplace, with a collaborative, wellness-oriented, safe and environmentally-friendly work environment for all staff.

The Directorate consists of approximately 60 internal members of staff and has contracts with external service providers to run operations in all areas. The management team is composed of the Director and three principal managers.

#### **WHAT WE ARE OFFERING**

This vacancy notice is being issued on the basis of Article 29, paragraphs 1 and 2 of the Staff Regulations of Officials of the European Union <sup>(1)</sup>.

The successful candidate will be recruited at grade AD 14. The basic monthly salary is EUR 15 590,76. Under the conditions laid down in the Staff Regulations, certain benefits may be added to the basic salary, which is subject to EU tax and exempt from national tax.

The position's main responsibilities include:

- providing overall strategic orientation and management for the Directorate in compliance with the regulatory framework of the ECA, its strategic objectives and its annual work programme;
- preparing a development plan for the Secretariat-General in the areas of information and data management, the physical workplace and sustainability;
- drafting and implementing the annual work programme, and reporting on its implementation;
- creating channels of good governance to ensure collaboration and partnerships with all the institution's departments and committees;
- providing high-quality IT services that reinforce business continuity within the institution and support its digital transformation;
- providing high-quality facilities services to promote wellbeing at work; this entails overseeing building projects for the ECA, and coordinating the development of the institution's sustainability activities, in accordance with the 'EMAS' regulations;
- providing high quality library, archives and knowledge management services;
- ensuring compliance of the buildings infrastructures, the IT systems and services, and the archiving policies, with the requirements of the regulations in force;
- ensuring the budgetary planning of activities and exercising the powers of sub-delegated authorizing officer for expenditure related to the activities of the directorate, in compliance with financial regulations, in particular with regards to public procurement;
- stimulating innovation, facilitating experimentation, and leading the implementation of new digital services for audit and non-audit jobs;
- monitoring the quality of the Directorate's internal control and management systems;
- representing the institution in the Inter-institutional bodies focusing on IT, buildings and facilities, the environment, library and archives, and technology for audit.

#### **WHAT WE ARE LOOKING FOR**

##### **I. ELIGIBILITY CRITERIA**

##### **1. Recruitment conditions**

In accordance with Article 28 of the Staff Regulations, candidates must, on the date of their application:

- be a national of one of the EU's Member States;
- enjoy their full rights as citizens;

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<sup>(1)</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20220101&qid=1612273468772&from=EN>

- have fulfilled any obligations imposed on them by the recruitment laws concerning military service; and
- meet the character requirements for the duties involved.

## 2. Qualifications

In accordance with Article 5 of the Staff Regulations:

- (i) 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
- (ii) 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, or
- (iii) where justified in the interest of the service, professional training of an equivalent level.

## 3. Professional experience

At least 18 years' professional experience, acquired since obtaining the above qualification and including at least 4 years in managing both human and budgetary resources <sup>(2)</sup>.

## 4. Knowledge of languages

As English and French are the ECA's official working languages, a sound knowledge of one of these languages (minimum level C1 in understanding, speaking and writing) and a good knowledge of the other language (minimum level B2 in the same categories) are required.

Please indicate in your CV the language level according to the following assessment model: <https://europa.eu/europass/en/common-european-framework-reference>

## II. SELECTION CRITERIA

1. Excellent capacity to set up and achieve strategic objectives and priorities so as to manage and monitor the progress of complex projects
2. Excellent skills in the areas of budget planning and implementation and contract management
3. Excellent capacity to lead and motivate multilingual, multicultural teams, identify and maximise staff potential and manage conflict
4. Strong service orientation, with an ability to demonstrate awareness and willingness to respond to the organisation's needs, requirements and expectations
5. Excellent communication skills
6. Strong sense of tact and diplomacy, with an ability to nurture and maintain excellent relations with stakeholders
7. Excellent negotiation skills
8. Experience of buildings and facilities management will be considered an asset
9. Solid experience in the field of IT will be considered an asset

## SELECTION PROCEDURE

In line with Court Decision No 31-2022 on the procedures for the selection of principal managers and directors, a pre-selection board <sup>(3)</sup> will be set up.

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<sup>(2)</sup> Experience of managing human resources must include, besides the coordination of one or more teams, the giving of formal feedback and staff performance assessments, and responsibility for staff's professional development. Managing budgetary resources is understood to mean having been formally appointed to manage and implement a budget. Candidates should provide evidence that they have managed both human and financial resources for at least 4 years each, either separately or simultaneously.

<sup>(3)</sup> The composition of the pre-selection board will be communicated to all the applicants in good time.

## I. PROVISIONAL TIMELINE

Eligibility check:	mid-December 2022
Shortlist:	by end of January 2023
Written assessment:	mid-February 2023
Interview:	end of February 2023
Expected appointment:	mid-March 2023

## II. ELIGIBILITY

The pre-selection board will assess the eligibility of all the applicants on the basis of the four eligibility criteria outlined under 'What we are looking for'.

## III. PRE-SELECTION

The pre-selection board will assess and compare the qualifications, professional experience and skills of all **eligible** candidates based on the information provided in their applications.

**At this stage of the selection procedure, the board's assessment will be based only on selection criteria 1-6 and 8-9.**

**As this first selection is based on a comparative assessment of individual merits, candidates who satisfy the overall criteria set out in this vacancy notice and considered by the board during the assessment of applications will not automatically proceed to the next stage of the procedure.**

Based on its comparative assessment, the board will then shortlist the **8 (eight) <sup>(4)</sup> most suitable candidates**.

## IV. SELECTION

The board will assess the shortlisted candidates based on an interview and a written assessment (see the selection criteria above).

**The board will consider selection criteria 1 to 7 for the written assessment.**

**The board will consider all the selection criteria during the interview.**

The results of the interview and the written assessment will serve as basis for identifying the candidate(s) considered best qualified for the post.

Based on the pre-selection board's report the Court will adopt a decision to appoint one candidate. In certain circumstances, this phase may entail an additional interview with the Members of the Court.

## APPLICATIONS

**The deadline for applications is 12:00 (midday) CET on 5 December 2022.**

Applications must be drafted in English or French and submitted **only via the online form** provided at the bottom of the vacancy notice (**EN or FR**) available on the ECA's Job Opportunities page (under 'Open positions'): <https://www.eca.europa.eu/en/Pages/JobOpportunities.aspx>

The applications must comprise the following documents, **drafted in EN or FR**:

- a letter of motivation (**maximum 4 pages**);
- an up-to-date CV (**maximum 7 pages**), preferably in the Europass format (see <https://europa.eu/europass>).

**Applications which do not strictly comply with these instructions will be rejected.**

The pre-selection board will evaluate applications based solely on the information given in these documents. It may ask applicants to provide supporting evidence for statements made in their applications. If applicants fail to provide such evidence when it is requested, their applications will be rejected.

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<sup>(4)</sup> Provided there are sufficient eligible candidates.

To ensure that your application is completed on time, we strongly advise you not to wait until the last few hours to apply. Experience has shown that the system may become overloaded as the deadline approaches.

#### RECRUITMENT POLICY

In line with the ECA's Diversity & Inclusion policy and with Article 1d of the Staff Regulations, the ECA embraces diversity and promotes equal opportunities. We accept applications without discrimination on any grounds and takes steps to ensure that recruitment is evenly balanced between men and women, pursuant to Article 23 of the Charter of Fundamental Rights of the European Union. Given the low representation of women in management, **the ECA would particularly welcome applications for this position from female candidates**. In the event of equal qualifications or merit, a female candidate will be chosen. We also take measures to reconcile working life with family life.

If you require any special arrangements for a specific handicap or disability in order to take part in this selection procedure, please send an email in good time to [ECA-Selection@eca.europa.eu](mailto:ECA-Selection@eca.europa.eu)

#### DATA PROTECTION

The ECA is committed to ensuring that candidates' personal data are processed in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council <sup>(5)</sup>.

For more information, see our specific privacy statement on recruitment at the following address: [https://www.eca.europa.eu/Lists/ECADocuments/Specific\\_Privacy\\_Statement\\_vacancies/Specific\\_Privacy\\_Statement\\_vacancies\\_EN.PDF](https://www.eca.europa.eu/Lists/ECADocuments/Specific_Privacy_Statement_vacancies/Specific_Privacy_Statement_vacancies_EN.PDF)

#### REQUESTS FOR RECONSIDERATION — COMPLAINTS AND APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage in the selection procedure, you consider that a decision taken in your regard is wrong, the following options are available, in the indicated order:

##### I. REQUEST FOR THE SELECTION BOARD TO RECONSIDER ITS DECISION

You may submit a written reasoned request for reconsideration of a decision taken by the pre-selection board. This request must be sent, within 10 calendar days of notification of the decision, to [ECA-Recours@eca.europa.eu](mailto:ECA-Recours@eca.europa.eu). Where the last day of this period is a public holiday, Sunday or Saturday, the period shall end with the expiry of the last hour of the following working day.

##### II. COMPLAINTS

Under Article 90(2) of the Staff Regulations, you may submit a written complaint against the ECA's decision to reject your application, within three months of being notified thereof, to the following address:

The Secretary-General  
European Court of Auditors  
12, rue Alcide De Gasperi  
L-1615 Luxembourg  
LUXEMBOURG

##### III. JUDICIAL APPEALS

Under Article 91 of the Staff Regulations, you may appeal against a decision to reject your complaint, insofar as it adversely affects you, to the Court of Justice of the European Union. The action must be brought by a lawyer within three months of notification of the decision to reject the complaint.

##### IV. COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If you believe that the handling of your application has involved maladministration by the European Court of Auditors, you may lodge a complaint with the European Ombudsman, having first contacted the ECA with the aim of settling the dispute. You must submit your complaint in writing within two years of discovering the relevant facts. An online complaints form is available on the European Ombudsman's website. Applying to the European Ombudsman will not suspend the appeal deadlines given above.

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<sup>(5)</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018, on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).











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