

**Directorate-General for Research**

**PUBLICATION OF VACANCY NOTICE FOR POST OF DIRECTOR (Grade AD14)**

**"Health" Directorate (RTD.F)**

**BRUSSELS**

**(Article 29(2) of the Staff Regulations)**

**COM/2008/10064**

In the context of the enlargement of the European Union, the European Commission is recruiting a number of senior management officials from the twelve new Member States (Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Slovenia).

**We are..**

...the Research DG designs, develops and follows up the Commission's political initiatives in order to set up the European Research Area (ERA).

It makes European research contribute to reach the objectives of other Community policies and, reciprocally, encourages those policies to take the research policy's need into account.

It designs and carries out the Community projects needed for the implementation of the European Research Area, particularly the research and technological development framework programmes.

The DG contributes to the implementation of the Lisbon Strategy for employment, international competitiveness, economic reform and social cohesion in the European Union, in particular within the framework of the creation of an education, research training and innovation area.

For more information, please visit our website: [http://ec.europa.eu/research/index\\_en.cfm](http://ec.europa.eu/research/index_en.cfm).

**We propose..**

... this vacancy has been published for the recruitment of a Director to head the "Health" Directorate, RTD.F.

The Health Directorate, RTD.F, contributes to the creation of the European research area by designing and implementing actions in the field of health-related research and related areas of basic research. To this end, it carries out and coordinates work in progress and prepares future actions in various fields: infectious diseases, genome sequencing, population ageing, the fight against communicable diseases, etc.

The Health Directorate, RTD.F, employs some 150 persons in six units and will manage a budget of approximately EUR 729 million in 2008.

The Director is responsible for managing and planning the Directorate's activities in keeping with the priorities laid out in the Directorate-General's work programme. He or she will ensure that the Health directorate's activities are coordinated with those in the Directorate-General's other Directorates.

**We are looking for...**

... applicants with the following skills:

- a solid scientific background;
- experience and in-depth knowledge of health-related research;

- proven aptitude for managing a major administrative body that manages a large number of contracts;
- the experience and ability necessary to promote cooperation between services and programmes inside and outside the Commission;
- the ability to represent the Commission and conduct negotiations in European and international political and scientific bodies.
- excellent written and oral communication skills.

The working languages of the DG are English and French. A thorough knowledge of these languages will be an advantage.

### **Applicants must**

- be a citizen of one of the following 12 Member States: Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Slovenia;
- hold a university degree that gives access to postgraduate studies;
- have at least 12 years' professional experience after obtaining the abovementioned degree, at least six years of which have been gained at senior management level<sup>1</sup>;
- have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of one other of these languages; Applicants should note that the selection procedure will take place in English and French only.

### **Independence and declaration of interests**

Candidates are required to confirm their willingness to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

### **Appointment and conditions of employment**

The Commission will select and appoint the successful applicant according to its selection and recruitment procedures. A shortlist of candidates will be drawn up, and candidates included will be invited to an interview organised by the Commission's Committee on Appointments and held in an assessment centre run by external recruitment consultants.

Salaries and conditions of employment are those applicable to AD14 grade officials of the European Communities.

Applicants should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

The recruitment will be made in Brussels.

### **Equal opportunities**

The European Union applies an equal opportunities policy.

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<sup>1</sup> In their CVs applicants should indicate at least for these six 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.

## Procedure for submitting applications

Before submitting your application, you should carefully check whether you meet all the eligibility criteria, particularly concerning the types of diploma and professional experience required.

If you want to apply, you must register via the Internet by going to the website

[http://ec.europa.eu/dgs/personnel\\_administration/seniormanagementvacancies/CV\\_Encadext/index.cfm](http://ec.europa.eu/dgs/personnel_administration/seniormanagementvacancies/CV_Encadext/index.cfm)

and following the instructions there concerning the various stages of the procedure.

It is your responsibility to complete your online registration in time<sup>2</sup>. 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 not be able to do so.

On completion of your online registration, you will receive on screen a registration number that you must note – this will be your reference number in all matters concerning your application. Once you receive this number, the registration process is finished — it is the confirmation that we have registered the data you entered.

### **If you do not receive a number, your application has not been registered!**

Please note that you must have an e-mail address. This will be used to identify your registration. This will be used to identify your registration as well as to inform you about the outcome of the procedure. You will be required to inform the Commission about any change in your e-mail address.

You will be required to attach a curriculum vitae in Word or pdf format to your application and to enter, online, a letter of motivation (maximum 8000 characters). Both the CV and letter must be written in English, French or German.

Please note that it is not possible to monitor the progress of your application on-line. You will be contacted directly by the recruiting DG regarding the status of your application.

*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>3</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 and/or encounter technical problems, please sent an e-mail to: [ADMIN-MANAGEMENT-ONLINE@ec.europa.eu](mailto:ADMIN-MANAGEMENT-ONLINE@ec.europa.eu).

## Closing date

**The closing date for registration is 24 April 2008. On-line registration will not be possible after 12.00 noon Brussels time.**

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<sup>2</sup> No later than 12.00 noon, Brussels time, on 24 April 2008.

<sup>3</sup> European Commission, Directorate-General Personnel and Administration, Unit for Organisation Chart and Management Staff, COM/2008/10064 - MO-34 5/105, B-1049 Brussels.