

Head of Section Corporate Services

Unit: Resource Management Services

Reference: ECDC/AD8/2023/RMS-HOSCS

Applications are invited for the above Temporary Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

ECDC is looking for a highly motivated and experienced Head of Section to lead its Corporate Services. The jobholder will report to the Head of Unit Resource Management Services.

The Corporate Services Section develops and maintains the premises of the Centre to meet the requirements of the organisation; providing logistics services for the operational activities, maintaining the physical inventory, and ensuring security; organising travel and events; providing mail and archive services; and managing the related budgets and service providers.

ECDC aims to recruit an individual with a positive, supportive, and constructive attitude, a talent in leading people, experienced in collaborating with internal and external stakeholders, managing financial and physical resources and able to work comfortably with rules and procedures. He/She fosters continuous improvement by creating, revising, and implementing policies and processes ensuring a client-oriented approach in compliance with the organization's regulatory framework, as well as efficiency and effectiveness.

He/She will be responsible in particular for the following areas of work:

- Lead the Corporate Services Section, line manage staff within the Section, and manage the preparation and implementation of the Section's work plan (annual and multiannual) and budget in conformity with the ECDC strategy and goals;
- Represent the Corporate Service Section in discussions with other organisations, communicate and collaborate with internal and external stakeholders;
- Develop and implement the ECDC Corporate Services strategy (consisting of sub-strategies for events and travel services, facility management, mail and archiving, and security) aiming for high quality, client focused services while embedding outsourcing plans, sustainability elements, cost efficiency, and innovation;
- Facilities Management: Manage all building and facilities related issues, logistic services, including spatial planning, inventory of assets, maintenance of ECDC premises and handling relations with the landlord and local authorities. Enhance the Centre's

sustainability through the implementation of the Eco-Management and Audit Scheme (EMAS), and its attractiveness and efficiency through a workplace transformation programme;

- Events and travel: Oversee events management and business travel for ECDC staff and partners; including budget management and processing of reimbursement claims; develop the offer through deployment of modern tools and services;
- Mailroom and archives: Manage correspondence (paper and electronic) and archive processes, developing next generation archiving solutions;
- Security: Ensure the physical security of the premises, staff and visitors by providing adequate facilities and safety provisions including fire safety and rescue, first aid and emergency support, act as Local Security Officer;
- Develop and implement the Centre's Business Continuity and Crisis Management Plans, act as the Business Continuity Coordinator;
- Ensure procurement of all required service and supply contracts related to the Section's activities and coordinate and supervise the external contractors;
- Contribute to other activities of ECDC as required, within his/her field of expertise.

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 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 1 year when the normal period of university education is at least 3 years¹;
- At least 9 years of professional experience² (following the award of the diploma);
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language to the extent necessary for the performance of his/her duties³;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen⁴;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

¹ Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration

² Compulsory military service is always taken into consideration.

³ In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

⁴ Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

B. Selection criteria

To qualify for this post we have identified *essential criteria* with regard to *professional experience and personal characteristics/interpersonal skills*. These are:

Professional experience/knowledge:

- At least 5 years of professional experience acquired in positions relevant to the job description;
- Proven work experience of 5 years (minimum) in at least one and a thorough knowledge of at least one other area of the job description (preferably facility management in combination with one of the other areas: event and travel services, mailroom and archives, or security);
- Proven experience in developing/implementing policies and strategies at section or corporate level, preferably in facilities management;
- Experience in developing and implementing a sustainability strategy for an organisation (e.g., in facility management, or travel services);
- Proven experience in managing staff;
- Proven experience in procuring services and goods in a public administration;
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Strong organisational skills, a structured approach to tasks and ability to prioritise;
- High level of service- and quality orientation;
- Excellent communication and negotiation skills;
- Committed to continuous learning and keeping abreast of developments within their field of expertise;
- Excellent managerial skills, including coaching and managing performance.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Equal Opportunities

ECDC is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates will be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the

shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a Temporary Agent, pursuant to article 2(f) of the Conditions of Employment of Other Servants of the European Union, for a period of five years which may be renewed. The appointment will be in grade **AD8**.

Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period of nine months.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

The place of employment will be Stockholm, where the Centre has its activities.

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply for this vacancy, please create/ log in to your account via ECDC's e-recruitment system, complete all required sections of the application and submit it. **ECDC does not accept applications submitted by e-mail, mail or any other means.**

The closing date for the submission of applications is on **24 January 2024, 11:59:59 (midday) Stockholm time**. You are advised to submit your application well ahead of the deadline in case you face technical issues and/or if there is heavy traffic on the website. ECDC will not accept any applications after the deadline. Once you have submitted your application, you will receive an automatic e-mail message confirming receipt of your application. Please ensure that the email address you provide for your applicant account is correct and that you check your email regularly.

You can find an e-recruitment user guide and a guide on the ECDC recruitment and selection process on our website:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

Due to the large volume of applications received, only candidates selected for interviews will be notified.

You can find the translation⁵ of this vacancy notice in all EU languages here:

<https://www.ecdc.europa.eu/en/about-ecdc/work-ecdc/recruitment/vacancies/vacancy-translations>

⁵ While this vacancy notice has been translated into all official EU languages from its English original the language of day-to-day operations in the Agency is generally English. ECDC therefore prefers to receive the application in English.