



Vacancy: Group Leader Missions and Meetings
Unit: Resource Management and Coordination Unit
Reference: (ECDC/AD/2016/RMC-GLMM)

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

Job description

The Missions and Meetings Group acts as the ECDC's focal point for administrative and logistical tasks related to the support organisation of missions (business travels) and meetings.

The Group Leader Missions and Meetings will report to the Head of Section Corporate Services and will be in particular responsible for the following tasks:

- Plan and supervise the work within the *Missions and Meetings* Group ensuring that the Group's objectives are met;
- Line manage the staff of the Group, including performance management;
- Plan, manage and monitor the missions and meetings budgets and report on budget execution;
- Act as liaison to ECDC's contracted *missions and meetings* organisation agency and other regular suppliers;
- In cooperation with the external provider, review traveller satisfaction, cost effectiveness, system enhancements, fees, management reports, etc. on a regular basis;
- Liaise with ECDC units and sections with regards to *missions and meetings organisation* and provide advice on relevant policies, guidance documents, best practices, and booking matters;
- Draft and regularly review ECDC *missions and meetings* policies and procedures;
- Perform all daily tasks related to timely and accurate processing of missions and meeting reports, approvals, and exceptions;
- Deputise for the Head of Section in his absence.

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 of at least three years attested by a diploma¹
- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties²;
- 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 citizen³;
- 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.

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 professional experience (following the award of the diploma) of which at least 3 years acquired in positions relevant to the job description;
- Proven professional experience in the field of business travel and meeting organisation;
- Proven experience in managing and leading a team;
- Experience in the planning and organisation of meetings;
- Excellent numerical skills and experience in managing a budget;
- Excellent command of English, both spoken and written;
- Proficiency with Excel and Outlook in particular and with other Microsoft Office applications (Word, PowerPoint).

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 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.

³ 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.

Personal characteristics/interpersonal skills:

- Excellent communication skills and the ability to effectively interact with staff and external partners at all levels;
- Outstanding customer service skills and very well developed service-oriented approach;
- Excellent planning, coordination, priority setting and organising abilities;
- Well-developed ability to think critically and creatively and translate concepts into action;
- Proven problem solving abilities and strong sense of initiative and responsibility.

We have also identified experiences and skills that are advantageous for this post. These are:

- Ability to cooperate effectively in a multicultural environment;
- Travel industry experience and ability to negotiate and manage suppliers from the sector;
- Experience of working in the public sector at national or international/EU level including awareness of public sector financial management and procurement rules;
- Hands on experience in drafting procurement documents related to business travel and meeting organisation.

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

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 may 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 2f) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years which may be renewed. The appointment will be in grade **AD 5**.

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

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:

http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff_Regulations_2014.pdf

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 please send a completed application to Recruitment@ecdc.europa.eu clearly indicating the vacancy reference and your family name in the subject line of the email.

For your application to be valid you must complete all required sections of the application form, which should be submitted in Word or PDF format and preferably in English⁴. Any incomplete applications will be considered invalid.

The ECDC application form can be found on our website here:

<http://ecdc.europa.eu/en/aboutus/jobs/Pages/JobOpportunities.aspx>

The closing date for the submission of applications and further information regarding the status of this selection procedure, as well as important information regarding the recruitment process, is noted on our website and can be found using the above link.

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

⁴ This vacancy notice has been translated into all 24 official EU languages from its English original. As the language of day-to-day operations in the Agency is generally English, ECDC prefers to receive the application in English.