**European Centre for Disease Prevention and Control
Vacancy for the post of
Group Leader Project Management
in the Information and Communication Technologies Unit
(ECDC/AD/2016/ICT-GLPM)**

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

Job description

The jobholder will report to the Head of Section Business Solutions and be responsible for leading the Project Management Group and for providing ICT project and product management services using internal or outsourced resources.

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

- Contribute to the definition and implementation of the ICT Unit's and Section's objectives, the ICT Unit Programme and the annual and multiannual work plans;

- Propose the Group's annual objectives aligned with the Unit's and Section's objectives, and ensure they are reached; ensure timely execution of decisions and actions;

- Manage the group's human and financial resources, including the assessment of staff performance and of consultant's work;

- Manage the Group's agreements within ICT-Unit, the contracts with corporate stakeholders and with external providers;

- Define and communicate the ICT project/product Programme (optimised assignment of work, allocation of budget and planning of deliverables), manage reprioritisations and changes;

- Manage the daily operations of the ICT project/product management services, ensuring smooth execution and reporting in collaboration with all project/product stakeholders;

- Support the corporate ICT General Governance, notably at project/product and portfolio levels, by reporting on products and services provided;

- Provide timely and quality products/services within allocated resources;

- Ensure quality management and continuous improvement within the group, in alignment with the ICT Quality Plan;

- Build outstanding collaborative relationships with ICT Groups, with stakeholders and colleagues;

- Manage risks and issues independently, escalating them when necessary to line-manager(s) and proposing potential solutions;

- Support the Head of Section and the Unit by conducting specific projects or tasks by own or by delegated means, as assigned.

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 diploma[1];

- 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 duties[2];

- 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 citizen[3];

- 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:

- A level of education, according to the formal requirements, in the field of ICT;

- At least 5 years professional experience (following the award of the diploma) of which at least 3 years' experience acquired in duties as outlined in the job description, in a variety of organisational and technical environments (e.g. private/public, technical platforms,) including management of sets/portfolios of core-business and administrative/support software products during all phases of the life cycle;

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[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.

- Successful experience leading and managing own and/or matrix teams with own, delegated and outsourced means;

- Proven experience in assigning, planning and optimising work of pooled resources, and manage related budget on portfolio scope;

- Proven experience in managing agreements with internal providers and managing contracts with external providers;

- Experience with continuous improvement and implementation of relevant ICT quality processes, methodologies and best practices, in projects/products and in teams;

- Technical experience in coding of software or software architecture design;

- Excellent command of English, both spoken and written.

Personal characteristics/interpersonal skills:

- Excellent managerial skills, ability to motivate staff and develop good working relationships at all levels within multi-disciplinary and multi-cultural teams;

- Ability to build collaborative relationships with customers and project team members;

- Excellent conflict management and problem solving skills;

- Ability to plan ahead, foresee difficulties and propose mitigations when required;

- Ability to work under pressure;

- High level of service orientation;

- Excellent communication skills;

- Be a team player.

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

- Certification in an international Project Management standard (such as Prince2, PMI, etc.), and/or experience implementing ICT Maturity Model (CMMI or equivalent) and proven record of having training in team management;

- Proven experience in business analysis;

- Knowledge and experience in public procurement, ideally within the EU regulatory framework;

- Experience in public health informatics;

- Experience of working within an international / multicultural 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 English[4]. 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.

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[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.