

A photograph of the ECDC building, a large, multi-story red brick structure with many windows, set against a blue sky. The building is framed by a circular graphic element consisting of several concentric grey rings.

Vacancy: Head of Unit Resource Management and Coordination

Unit: Resource Management and Coordination

Reference: ECDC/AD/2017/RMC-HOU

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 Director and is part of the Centre's management team.

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

- Support the Centre's Mission and Vision by providing leadership and direction to the Resource Management and Coordination Unit, and develop a focus on the creation of clear and value added business outputs while ensuring compliance with the regulatory framework;
- Further develop and implement, in close cooperation with relevant internal and external business partners, strategies to ensure optimal resource allocation and utilisation with a focus on ensuring relevance, quality, timeliness and efficiency of the Centre's outputs;
- Continue the work on process optimisation and further develop resource management tools such as management information systems and electronic workflows,
- Ensure the implementation and further development of the Centre's business continuity plan and linked processes;
- Lead the work of further adjustment of the Centre's new premises with a view of ensuring an attractive environment for its staff and visitors;
- Contribute proactively and constructively to the discussions in the management team and ensure a cohesive image of the management team in the Centre;
- Lead the development and implementation of ECDC's work plan in the Unit by challenging and defining the Unit's work programme,
- Develop and foster strong strategic relations with in particular the EU institutions and other relevant stakeholders;
- Contributing to other activities of ECDC as required, within his/her field of competence.

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:

- At least 15 years of professional experience (following the award of the 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 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 7 years of professional experience in positions relevant to this position;
- Excellent track record in management positions at senior level in an international context;
- Proven experience of developing and implementing strategies for optimal resource utilisation;
- Proven experience of leading through periods of big challenges/changes;
- Excellent command of English, both written and spoken.

Personal characteristics/interpersonal skills:

- High level of political awareness and sensitivity;
- Well-developed sense of integrity and diplomacy;
- Strong inter-personal skills and ability to work well in a team;
- Being quality-driven and service-minded;
- Proactive and results orientated;

¹ Compulsory military service is always 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.

- Proven ability to communicate effectively at all levels;
- Excellent negotiation skills;
- Excellent analytical skills.

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

- Experience of working with complex regulatory frameworks;
- Experience of managing multi-disciplinary teams.

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 11**.

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:

<https://ecdc.europa.eu/en/work-us/vacancies>

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.