

Group Leader Mission and Meetings

Unit: Resource Management Services

Reference: ECDC/AD5/2023/RMS-GLMM

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

Job description

ECDC plans to recruit one person for the above-mentioned vacancy. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The Missions and Meetings Group provides value-adding services in events management and business travel for ECDC staff (missions) that enable ECDC to engage effectively with its partners in furthering its mandate. The jobholder will report to the Head of Section Corporate Services. He/She will be responsible in particular for the following areas of work:

- Lead, plan, organise and manage the work of the team;
- Coordinate the forecast, planning, execution, and reporting of the ECDC business travels and meetings annual and multiannual plans and associated budgets;
- Provide operational support and procedural guidance to ECDC units and staff on events management and business travel;
- Develop, review and implement relevant ECDC procedures, guidelines and work instructions in accordance with EU rules and regulations;
- Liaise proactively and regularly with the ECDC units to ensure effective delivery of operational objectives;
- Contribute to the preparation and implementation of the missions and meetings budgets including monitoring and carry-forward of relevant budgets between different budgetary years. Perform financial verification of transactions such as payments and budgetary commitments;
- Act as a business owner for relevant applications and IT systems to maintain and develop efficiency and effectiveness of operations;
- Contribute to ECDC's reputation through customer oriented, efficient and professional travels and event management, organisation, reimbursements and follow-up;
- Establish and maintain relevant contracts with suppliers and partners;

- Contribute to improving the Group's services through continuous improvement actions, including through engaging with internal and external stakeholders and staying abreast of innovations in the industry;
- Continuously review the events and travel services model and processes, as well as the structure of the group to ensure strengthened delivery of services;
- Manage the procurement of services to ensure business continuity in the delivery of the ECDC's mission and meeting plans, in collaboration with the Procurement Section;
- Provide management reports to monitor stakeholder satisfaction, compliance and financial performance and other necessary indicators to drive continuous improvement;
- Contribute to other activities of ECDC, as required, in 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 of at least 3 years attested by a diploma¹
- 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 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' experience acquired in positions relevant to the job description;
- Proven professional operational experience in the field of business travel and event organisation, preferably including financial management, procurement, contract management, continuous improvement activities (linked to strategy development or implementation) and liaison with relevant suppliers;

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 Candidates with a non-official EU language or English as their mother tongue must provide proof of their level of a second language with a certificate (B1 or more).

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 experience in managing and leading a team;
- Experience in the planning and organisation of events;
- Experience in managing internal and external clients and/or stakeholders;
- Excellent command of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Outstanding customer service skills and very well-developed service-oriented approach;
- Excellent communication skills;
- Ability to empower, motivate and lead others;
- Excellent planning, coordination, priority setting and organising abilities;
- Proven problem-solving abilities, strong sense of initiative, innovation and responsibility.

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 **AD 5**.

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 **3 May 2023, 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 translation⁴ of this vacancy notice in all EU languages here:

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

⁴ 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.