

# Head of Section Human Resources/ Deputy Head of Unit Resource Management Services

Unit: Resource Management Services

Reference: ECDC/AD10/2024/RMS-HoSHR

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.

ECDC is looking for a highly motivated, skilled, and experienced Head of Section Human Resources. The jobholder will report to and be the deputy of the Head of Unit Resource Management Services (RMS).

The Human Resources Section promotes a supportive and inclusive work environment that attracts, develops, and motivates a multicultural and highly professional work force by providing high quality services based on competent advice and communication with the ECDC's staff and management.

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 human resources and able to work comfortably with rules and procedures and used to working at middle management level.

The jobholder will be responsible for the following areas of work:

- Plan, organise and manage the Human Resources Management (HRM) activities of the Centre, ensuring the optimum deployment of resources and sound financial management in her/his area of responsibility;
- Line manage staff within the Section, and manage the preparation and implementation of the Section's annual and multiannual work plan and budget in conformity with the ECDC strategy and goals;

- Act as deputy Head of Unit and contribute to the coordination of the Unit's work, its strategy development and implementation (including collaboration, process review and reengineering, quality management);
- Provide senior leadership on HRM matters to the Centre, including guidance, strategic advice and support to management (e.g. the Director, Heads of Unit, and the Management Board), and staff;
- Develop, implement and manage HRM strategies, policies, processes and procedures and ensure compliance with the EU legal framework (EU Staff Regulations and implementing rules, data protection rules etc.) in the following areas: recruitment and selection; performance management; learning and development; staff wellbeing; diversity and inclusion; administration of payroll and individual entitlements; working conditions, conditions of service and personnel administration;
- Promote innovative HR strategies and processes (e.g., in talent development, diversity, equity and inclusion, AI use in HR), to ensure efficient operation of the organisation;
- Define the needs and oversee the development of the Section's IT systems, aligning with the Centre's overall strategy for integrated steering and support systems and taking into account the European Commission HR Digital Strategy;
- Manage the tendering procedures and administration of service contracts relevant to the activities of the Section, and coordinate and supervise the external contractors;
- Develop the Section's management reporting, providing analysis for decision making based on data analytics to a wide audience (e.g., the Director, Heads of Unit, Management Board);
- Liaise with the Staff Committee and facilitate social dialogue on HRM and staff matters;
- Promote a positive, proactive, respectful and healthy working atmosphere at ECDC, ensuring a culture of excellence, diversity and empowerment for staff;
- Represent the Section and ECDC at internal and external meetings under the competence of the Section;
- Liaise and maintain relations with other European Institutions and Agencies on human resources related matters (e.g., the European Commission, the Court of Auditors, other Agencies, including through the EU Agencies Network);
- Perform other duties and responsibilities that may be assigned, and contribute to other activities of ECDC, as required, in his/her field of expertise.
- 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:

- 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 years<sup>1</sup>;

- At least 12 years of professional experience (following the award of the diploma) <sup>2</sup>
- 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 duties<sup>3</sup>;
- 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<sup>4</sup>;
- 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 of professional experience in human resources management acquired in positions relevant to the job description and in a multicultural context;
- Proven experience in providing advisory functions to senior management;
- Proven experience in defining and implementing Human Resources strategies and policies as well as interpreting and applying employment law, rules and regulations;
- Proven experience in financial management, control, and supervision of budget execution of staff related expenditure;
- At least five years of line management responsibilities including the ability to develop good working relations/networks, lead and motivate staff and enhance work performance;
- Excellent level of written and spoken English.

### Personal characteristics/interpersonal skills:

- Excellent managerial skills, including coaching and managing performance;
- Excellent service orientation, communication, negotiation and conflict management skills;
- High level of integrity, discretion and confidentiality;
- High level of resilience in challenging situations and able to quickly adapt to uncertainties and changes;

<sup>1</sup> 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

<sup>2</sup> Compulsory military service is always taken into consideration.

<sup>3</sup> 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.

<sup>4</sup> 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.

- Strategic vision and ability to communicate this vision;
- Strong organisational skills, a structured approach to tasks and capability to prioritise and demonstrated decision making ability.

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.

Women are currently under-represented in management functions. Therefore, women are encouraged to apply.

## 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 2f) 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 10**.

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 the on **20 March 2024 at 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 translation<sup>5</sup> of this vacancy notice in all EU languages here:

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

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<sup>5</sup> 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.