



INTER-AGENCY SELECTION VACANCY NOTICE

In order to promote the mobility of Temporary Agents across Agencies, the European Fisheries Control Agency wishes to inform Temporary Agents 2(f) in category AD9 – AD10 of the following selection procedure for a Deputy Head of Unit EU Waters and North Atlantic.

EFCA/IA/AD9-10/1801 - DEPUTY HEAD OF UNIT EU WATERS AND NORTH ATLANTIC

THE EUROPEAN FISHERIES CONTROL AGENCY - EFCA - IS A EUROPEAN UNION BODY ESTABLISHED IN 2005 TO ORGANISE OPERATIONAL COORDINATION OF FISHERIES CONTROL AND INSPECTION ACTIVITIES BY THE MEMBER STATES AND TO ASSIST THEM TO COOPERATE SO AS TO COMPLY WITH THE RULES OF THE COMMON FISHERIES POLICY IN ORDER TO ENSURE ITS EFFECTIVE AND UNIFORM APPLICATION.

The Agency will welcome applications from highly motivated candidates to participate in the development of EFCA.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under the provisions of Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities addressed to the Executive Director of the EFCA.

1. Conditions of employment

The successful applicants will be appointed as Temporary Staff members of EFCA, according to the provisions of Article 2(f), Title I of the Conditions of Employment of other servants of the European Communities (CEOS). They must abide by the obligations of the Staff Regulations including the provisions regarding conflict of interest.

The successful candidates will be recruited within the grade bracket AD9-10.

Recruitment follows the rules and practices of EU bodies for inter-agency selection, in particular Decision of the Administrative Board of EFCA No 15-W-07 of 22 December 2015 concerning the engagement and use of temporary staff under Article 29(f) of the CEOS. Successful candidates are offered three-years renewable contract as Temporary Agent. The place of employment is Vigo, Spain.

2. General conditions for applications

Candidates may apply only where meeting the following criteria for consideration of their application:

A. Conditions

You must be a national of one of the Member States of the European Union or of Iceland or Norway.

You must be entitled to your full rights as a citizen.

You must have fulfilled the obligations imposed on you by law concerning military service.

You must meet the character requirements relating to the position you apply for.

You must submit a completed application for each post applied for.

The Agency is an equal opportunity employer and accepts applications without discrimination on the grounds of age, race, political and/or religious beliefs, sex or sexual orientation, marital and/or family status and regardless any kind of disability.

If you are invited to an interview, you will be asked to submit supporting documents to prove the information provided in your application.

B. Submission of applications

Each application shall contain the following documents:

1. A detailed curriculum vitae in European format (that can be obtained at the following address <http://europass.cedefop.europa.eu/en/home>),
2. A motivation letter of 2 pages maximum including a clear mention of the post applied for and of your address for correspondence and for invitation to interview.

These two documents should be sent by electronic mail only to:

EFCAVACANCIESTA@efca.europa.eu

Please mention in the subject line your last name followed by the position reference:

→ **FAMILY NAME – EFCA/IA/AD9-10/1801**

Please, note that only complete applications containing the above mentioned documents and information required will be taken into account.

The closing date for submission of the applications is: **04 April 2018 at 24:00 hrs.** (Brussels time)

3. Selection procedure

A. Selection

A selection board is set up for the selection procedure. The principle of confidentiality is enshrined in Article 6 of Annex III to the Staff Regulations, which states that the proceedings of the selection board must be secret. It works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the selection board to ensure that its decisions are totally impartial.

The selection board adheres strictly to the conditions of admissions laid down in the publication notice when deciding whether or not candidates are to be admitted. Candidates admitted to a previous selection procedure will not be automatically eligible.

The applicants are informed on the composition of the selection board. Interviews are planned to take place in April 2018. Candidates are not allowed to contact personally members of the selection board, either directly or indirectly, in relation to the competition. Any infringement of this rule constitutes ground for disqualification from the selection procedure.

Should the selection board discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure or that the information on the application form does not correspond with the supporting documents, the candidate will be disqualified.

The selection board decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified in the publication notice. The applications of the candidates admitted to the selection procedure are reviewed and the selection board decides on those candidates who are invited to attend for interview.

The interviewees will be asked to undergo a written test involving at least an anonymous qualifying part, a part aiming at assessing the specific competences required for the job and a part aiming at assessing the general competencies required for European Union temporary staff. These parts may be grouped into one or more parts.

After the interviews and tests, the Selection Committee will draw up a list of the most suitable candidates to be proposed to the Appointing Authority.

Important:

Please, take note that a binding commitment can only be made after verification of all conditions and will take the form of a contract signed by the Executive Director.

Please note that the selection process may take some time to be completed and that no information will be released during this period. Once a selection process has been completed, its status will be displayed on the web site of EFCA.

4. Specific requirements and details of positions offered

Job description

Overall purpose:

The mission of the Deputy Head of Unit EU Waters and North Atlantic is to assist the Head of Unit in the achievement of the objectives of the work programmes and plans of the Agency falling under the unit's remit. He/she will assist in the management of the unit's work and in the allocation and development of its resources with a view to its contribution to the general objectives of the EFCA.

Functions and duties:

Reporting to the Head of Unit, the tasks of the Deputy Head of Unit EU Waters and North Atlantic include in particular:

- Ensuring an effective development and implementation of the EFCA data governance framework and promoting EFCA inter-unit cooperation;
- Coordinating EFCA fisheries data management, ensuring a high availability and effective exchange of fisheries data;
- Developing EFCA interoperability with other EU Agencies, the European Commission and the Member States' data centres;

- Coordinating the overall strategy for the integrated development and implementation of EFCA Fisheries Information Systems;
- Contribute to identification of the Unit business needs that should receive an ICT solution;
- Contribution to the definition and the implementation of the common standards for control and inspection within EU and at international level;
- Contributing to the elaboration of the EFCA work programme under the unit's remit;
- Elaborating and drafting of reports, notes and programmes;
- Supporting the Head of Unit in the general administrative and financial management of the unit and acting as Head of Unit ad interim in his/her absence;
- Leading the team, fostering a positive team spirit and ensuring motivation, efficiency and effectiveness for added value and adhesion to the European Union values, ethics and integrity;
- Contribution to EFCA's assistance to the European Commission and the Member States under the unit's areas of activity;
- Other tasks as assigned.

Job environment

The Deputy Head of Unit EU Waters and North Atlantic will work in the premises of the Agency in Vigo, Spain. The duties are being performed in a multinational environment, under the Staff regulations and other frameworks of the EU legislation. The job may include missions abroad. The main working language of the Agency is English.

Qualifications and experience required

A. Eligibility criteria

- Be a Temporary Agent 2(f) who, on the closing date for applications and on the day of filling the vacant post, are employed within their current agency in a grade and function group corresponding to the published grade bracket and function group;
- Have at least two years' service within their agency before moving and any decision derogating from that principle shall be taken jointly by the two agencies concerned, having regard to the interest of the service of both agencies;
- Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group. Where, in exceptional circumstances, the agency engages a member of temporary staff 2(f) who does not meet that condition, such a member shall serve a full probationary period with EFCA in accordance with Article 14 of the CEOS and the new contract is not considered as a renewal of contract but an ex novo contract.
- Have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or have a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- At least 10 years of professional experience after having acquired the educational level as described above;
- At least 5 years of professional experience of management of human resources or financial management or both;

- Excellent command of spoken and written English, together with a good knowledge of at least one other official language of the European Union.

B. Selection criteria

I. Professional experience/knowledge related to core abilities

General *management* skills, including:

- The ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the objectives set, in cooperation with the members of the team;
- The ability to empower members of the team while ensuring that they understand what is expected of them and how their work contributes to the unit's objectives;
- The ability to motivate members of the team to achieve the desired results and also to enable them to achieve their objectives and greatest potential;

Communication skills

- Ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team;
- Ability to effective reporting;

Interpersonal skills

- Ability to deal with people effectively and courteously and to build productive and cooperative working relationships with other units and colleagues;

Negotiation skills

- Ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

II. Essential

- Experience in implementation of data governance frameworks with proven skills to evaluate proposals and coordinate decision making for solutions;
- Experience in team management;
- Experience in planning and monitoring activities;
- Relevant work experience in MS administrations, or EU agencies or EU institutions or international organisations.

III. Advantageous

- Knowledge of the EU decision making and legislative processes and of EU legislation and policies in the field of Fisheries and Maritime Affairs,
- Familiarity with legal, administrative, financial and oversight issues;
- Experience in procurement;
- Knowledge of the Staff regulations and Financial regulations of EU Institutions or agencies;
- Knowledge of further EU official languages.