

VACANCY NOTICE FOR POSITIONS OF

Heads of Group

Temporary Agent (AD7)

Reference no. EEA/AD/2021/6

Please send us your application by no later than 23 September 2021 at midnight (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising an open competition with a view to recruiting temporary agents to work as Heads of Group and further with a view to establishing a reserve list.

Candidates from a broad range of environmental expertise areas are encouraged to apply.

THE AGENCY

The current decade is critical for the European Union (EU) and its neighbouring countries towards achieving their environmental, climate and sustainability ambitions by 2050. The stakes could not be higher, nor the urgency greater. The EEA is playing a pivotal role by delivering data and knowledge to support action. It now seeks to recruit new talent to deliver the ambitions set out in its new strategy and the many EU policies that rely on the data and knowledge provided by EEA and its network Eionet.

The EEA is an Agency of the European Union and one of the decentralised Union bodies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

JOB DESCRIPTION

The EEA is seeking to recruit talented individuals to work as Heads of Group to lead 3 groups that are part of two different EEA programmes (see [organisational chart](#)):

1. The **'Mitigation, energy and transport'** group,
2. The **'Systemic analysis and foresight for sustainability'** group, and
3. The **'Socio-economic analysis of sustainability transitions'** group.

Successful candidates will join about 250 staff members of the EEA and a 38-country network on this mission, and in doing so, operate within a set of core values that drive how we work: respect, professionalism, openness, positivity and trust.

Under the responsibility of the Heads of Programme, reporting to the EEA's Executive Director (see [organisational chart](#)), the Heads of Group shall be responsible for managing and leading EEA activities within one of the aforementioned groups and their core areas of work.

The position will entail the following tasks:

- Manage as an operational leader an open, positive and multicultural team of enthusiastic experts; build a shared sense of purpose with the team and ensure that the team members are engaged with fulfilling work; translate the EEA strategy into team goals and activities and provide your team with the input needed to implement it;
- Motivate and empower individuals to excel in their role, to ensure the team is equipped to perform and to resolve performance problems, if needed;
- Facilitate synergies across programme teams and work in close collaboration with the EEA management team, and in partnerships with Eionet, EU institutions and other key stakeholders;
- Help the team design and manage environment and/or climate projects and ensure the high quality of deliverables. Such initiatives may address a variety of objectives including evaluating progress in the thematic domain against EU policy objectives, wider global trends and reflecting diverse EEA country situations.
- Help deliver on cross-cutting issues, encompassing various types of interlinkages, socio-economic dimensions, societal inequalities, systems such as food, energy, mobility, urban and rural, strategic foresight and systemic challenges, options for solutions or pathways to reach sustainability objectives etc.

CONTRACTUAL CONDITIONS

The successful candidate will be offered a Temporary Agent contract in accordance with Article 2f) of the [Conditions of Employment of Other Servants of the European Communities](#). The selected candidate will be employed for an initial time period of four years, renewable.

Successful candidates who are recruited undergo an initial probation period of 9 months.

Should the successful candidate currently hold a Temporary Agent 2(f) contract and qualify for a transfer under the terms of the CEOS, the band width for this position which can be accommodated is in accordance with Annex I of the Staff Regulations.

For information on salary, please see information published under [Temporary Agents](#).

The place of work will be Copenhagen, Denmark.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to Temporary Agents. These rules specify that:

“An official shall carry out his duties and conduct himself solely with the interests of the Union in mind. He shall neither seek nor take instructions from any government, authority, organization

or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Union.

An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.

Before recruiting an official, the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the appointing authority shall take this into account in a duly reasoned opinion. If necessary, the appointing authority shall take the measures referred to in Article 11a(2).”

For further information on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union see:

[Staff Regulations](#)

SELECTION PROCEDURE

A Selection Committee is set up for the selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The Selection Committee is bound by the principle of confidentiality as enshrined in Article 6 of Annex III to the Staff Regulations. This works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are eligible. Candidates admitted to a previous selection procedure will not automatically be eligible. **Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

In a spirit of transparency, and in order to align our working methods with current practice in certain Member States, the administration has decided to proceed with the publication of [names of Selection Committee members](#).

Should the Selection Committee 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, the candidate will be disqualified.

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified under eligibility criteria. The

applications of the candidates admitted to the selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria.

The Selection Committee will invite to the interview and to the written test phase the best qualified candidates (maximum of 20). Should the case arise that there are various candidates scoring the same number of points in the 20 ranking, the number of candidates to be invited may be adjusted accordingly to accommodate this.

The interview will be held in English and the candidate's knowledge of other languages will also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in the area of expertise required for the post. The test and the interview will take place online.

Following interviews and written tests the Selection Committee will submit the list of suitable candidates to the Appointing Authority who will decide on the appointment of the successful candidate and the establishment of a reserve list. Recruitment for vacant positions will be based on availability of posts and budget and usually follow-up interviews will be conducted to decide on recruitment for a vacant post within a given topic area. Candidates shall note that inclusion on the reserve list does not guarantee recruitment.

The reserve list for this post will be valid until **31 December 2022** and may be extended at the discretion of the Appointing Authority.

Prior to contract signature, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including a police certificate confirming the absence of any criminal record;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.

ELIGIBILITY CRITERIA:

Candidates applying must satisfy the following eligibility criteria on the closing date for the submission of applications:

- a) Successful completion of university studies attested by a degree relevant to the field concerned, where the normal duration of university education is 4 years or more OR successful completion of university studies attested by a degree relevant to the field concerned, where the normal duration of university education is 3 years OR where justified in the interests of the service, professional training of an equivalent level;
- b) A minimum of 6 years (with a 4 year diploma) OR 7 years (with a 3 year diploma) of relevant professional experience after award of the university degree.

Please note that only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.

In addition, in order to be eligible a candidate must:

- Be a national of one of the member countries of the EEA (Member States of the European Union plus Iceland, Liechtenstein, Norway, Switzerland and Turkey);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a thorough knowledge of one of the languages of the EEA member countries and a satisfactory knowledge of another of these languages (corresponding to level B.2 of the Common European Framework of Reference for languages [CEFR](#));
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.

Candidates should assess carefully and check before submitting their application whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

SELECTION CRITERIA:

(In your application, please provide examples from current or past work experience where these competencies have been applied).

Essential:

- Demonstrated experience in managing teams composed of staff with different expertise and roles. If this is the first position where line management is an integral part of the job, please specify people-related aspects of project management experience;
- Demonstrated experience in EU and international environmental or climate processes at institutional settings;
- Demonstrated understanding in performing policy-relevant analysis and assessments in the job-related thematic domain;
- Excellent planning and process management skills, and experience in leading strategic or complex processes involving a variety of stakeholders and external contractors;
- Experience in communicating complex information to stakeholders of differing technical understanding and use of different communication modes to do so (written, verbal, web, etc.);
- Experience in collaboration, networking, stakeholder management or partnerships to jointly advance knowledge developments in the domain;
- Excellent communication skills (verbal and written) for contacts with senior managers, staff and external stakeholders*;
- Excellent command of written and spoken* English language, at least at level C1 in all categories according to the [Common European Framework of Reference for Language](#).

* Will only be tested at the stage of interview/written test.

Advantageous:

- Experience in contract management, procurement and tendering;
- Proven training in leadership or management competencies.