



VACANCY NOTICE FOR THE POSITION OF

Head of Group 'Information Systems and ICT' - Temporary Agent (AD7)

Reference no. EEA/AD/2023/5

Please send us your application by no later than 12 April 2023 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 a temporary agent to work as Head of Group 'Information Systems and ICT' and further with a view to establishing a reserve list.

THE AGENCY:

The EEA is an Agency of the European Union (EU) 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:

Under the responsibility of the Head of Programme 'Data and Information Services', reporting to the EEA's Executive Director (see [organisational chart](#)), the Head of Group 'Information Systems and ICT' shall be responsible for managing and leading EEA activities within the group and its core area of work.

The position will entail the following tasks:

- Managing as an operational leader an open, positive and multicultural team of enthusiastic IT staff; building a shared sense of purpose with the team and ensuring that the team members are engaged with fulfilling work;
- Organising and planning ICT strategies in coordination with other EEA programmes;
- Translating the EEA ICT strategy into team goals and activities and providing the team with the input needed to implement it;
- Motivating and empowering individuals to excel in their role, to ensure the team is equipped to perform and to resolve performance problems, if needed;
- Facilitating 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;
- Helping the team to design and manage ICT projects and ensuring high quality of deliverables. Such initiatives may address a variety of objectives including cyber security, internal IT and cloud infrastructure and architecture, information systems development and maintenance, web applications, software development, license management.

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.

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 professional experience and knowledge relevant to the tasks listed above under “job description”;
- Demonstrated experience in managing teams composed of staff with different ICT 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 professional experience with ICT project management and methodologies such as PM2;
- Demonstrated familiarity with a broad set of ICT skills relevant to EEA business processes, such as system administration, ICT project lifecycle, helpdesk operations, cyber security, AI applications, open source and proprietary software;
- Excellent planning and process management skills, and experience in leading strategic or complex processes involving a variety of stakeholders and external contractors;
- Experience in collaboration, networking, stakeholder management or partnerships to jointly advance knowledge developments in the domain;
- 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](#).

Advantageous:

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

Candidates invited to the written test and interview stage will also be assessed against the following behavioural competencies:

- Excellent interpersonal skills and ability to interact with a wide range of people and management levels;



- Excellent verbal and written communication skills;
- Excellent collaborative leadership skills;
- Strategic thinking and ability to empower others;
- Diversity awareness and sensitivity;
- Enthusiasm, flexibility and ability to work under pressure;
- Ability to work collaboratively and share expertise with others to deliver on common work goals;
- Service orientation and ability to understand stakeholder needs and requirements to ensure the delivery of high-quality results;

Qualifications - External

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 8). Should the case arise that there are various candidates scoring the same number of points in the 8th ranking, the number of candidates to be invited may be increased accordingly to accommodate this.

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

At the end of the interviews 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 for the post advertised or similar posts that may become available. There may be conducted follow-up recruitment interviews with the suitable candidates. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2024** 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.