

RECRUITMENT

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.

EFCA FUNCTIONS AT THE HIGHEST LEVEL OF EXCELLENCE AND TRANSPARENCY WITH A VIEW TO DEVELOPING THE NECESSARY CONFIDENCE AND COOPERATION OF ALL PARTIES INVOLVED AND IN SO DOING, ENSURE EFFECTIVENESS AND EFFICIENCY OF ITS OPERATIONS.

The Agency follows the personnel policy of the Staff Regulations applicable to European Institutions and Bodies. The successful candidates will be offered a post on the basis of these Staff Regulations.

The EFCA is organising an external selection to fill one or more similar post(s) to constitute a reserve list of approximately 5 candidates for the following position:

EFCA/TA/AD11/2305 – HEAD OF UNIT NORTH SEA, NORTH ATLANTIC AND BALTIC SEA

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

Candidates are recruited on the condition they have full rights as a citizen of one of the EU Member States. Candidates must have fulfilled any obligations imposed on them by law concerning military service and meet the character requirements for the duties involved.

The EFCA has an independent and separate recruitment process from other EU institutions or other EU agencies.

In its recruitment, the EFCA only considers applications relating to positions which have been advertised, which means that unsolicited applications are not processed, with a view to maintain equal treatment of applicants.

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 Union (CEOS). They must abide by the obligations of the Staff Regulations including the provisions regarding conflict of interest.

The successful candidates will be recruited in the grade mentioned in the title of the offered position.

Recruitment follows the rules and practices of EU Institutions and bodies. Successful candidates will be offered a three-year contract as Temporary Agent, subject to a probationary period/management trial period of 9 months, with the possibility of extension for three years and a further possibility of a second extension for an indefinite period.

The place of employment is Vigo, Spain.

Possible continuity of employment within EU Agencies

Should the successful candidate(s) hold a Temporary Agent 2(f) contract and qualify for a continuation of employment under the terms of the Implementing Rules on the “Engagement and use of Temporary Staff”, the grade bracket that can be accommodated for this position is AD9 – AD11.

2. General conditions for applications

Candidates may apply only when 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.

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.

Candidates may apply in any of the official languages of the European Union, but it would be helpful to apply in English in order to facilitate the selection process, as the Agency follows a practice of using English as a working language. However, candidates are also requested to state their educational qualifications and positions held in the language of origin.

The Agency is an equal opportunity employer and accepts applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, or sexual orientation.

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 duly completed and signed declaration of honour,
3. 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 three 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 – EFC/TA/AD11/2305**

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: **28/01/2024 at 24:00 hrs.** (Brussels time)

3. Selection procedure

A. Selection

Preselection phase

A **pre-selection panel** will be appointed for the selection procedure. The principle of confidentiality is enshrined in Article 6 of Annex III to the Staff Regulations, according to which the proceedings of the pre-selection panel 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 pre-selection panel to ensure that its decisions are totally impartial. The same applies to the Executive Director and another EFCA staff member who will conduct an interview as detailed below.

The pre-selection panel 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 pre-selection panel and of the EFCA staff member conducting the interview together with the Executive Director. Candidates are not allowed to contact personally any of those members or the Executive Director, either directly or indirectly, in relation to the competition. Any infringement of this rule constitutes ground for disqualification from the selection procedure.

Should the pre-selection panel 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 in the application documents does not correspond with the supporting documents, the candidate will be disqualified.

The pre-selection panel will assess whether candidates meet the eligibility criteria and decide on those candidates who are admitted to the selection procedure in accordance with the requirements as specified in the vacancy notice. The applications of the candidates admitted to the selection procedure are reviewed and the pre-selection panel decides on those candidates who are invited to attend an interview with the pre-selection panel. **Only candidates invited to the interview will be contacted.**

Interview and written test with the pre-selection panel

During the interview and written test, the pre-selection panel will assess:

- The candidate's motivation and understanding of the position;
- The candidate's skills with reference to the job description;
- The candidate's knowledge of the field in which the Agency operates;
- The candidate's general aptitudes and language abilities as necessary for the performance of their duties.

Following the interviews and written tests, the pre-selection panel will draw up a **shortlist of candidates** who are invited to attend the interview with the Executive Director.

Each candidate interviewed by the pre-selection panel will be informed by email whether or not he/she has been shortlisted for the interview with the Executive Director.

Interview with the Executive Director

The shortlisted candidates will be invited for an interview with the Executive Director and another EFCA staff member. The interview will focus mainly on the motivation, interpersonal and communication skills.

Assessment Centre

All shortlisted candidates will also be invited to take part in an assessment centre, unless they have already taken part in such an assessment centre in the course of the two years preceding the closing date for the receipt of applications. If a candidate has done so within this two-year period, but not within the 18 months preceding the closing date for the receipt of application, s/he may request to be admitted to the assessment centre.

The assessment centre will evaluate the candidates' potential and provide an in-depth analysis of managerial skills, adaptability and other core competencies required for the post. It will comprise individual and/or group exercises as well as in-depth interviews focused on management skills.

Interviews with the pre-selection panel and the Executive Director, as well as the assessment centre are planned to take place in February/March 2024.

The interview and written test with the pre-selection panel will be organised remotely.

The interview with the Executive Director will be organised at the EFCA premises in Vigo.

In principle, the Assessment Centre session will be organised remotely.

B. Reserve list and recruitment

Following the previous steps, a reserve list of suitable candidates will be set up.

Each candidate interviewed by the Executive Director will be informed by email whether or not he/she has been placed on the reserve list. The validity of the reserve list is up to 2 years from the date of the letter informing the candidate and may be extended. Therefore, candidates whose name will be put on a reserve list could be offered a contract during this period of time. Candidates should note that inclusion on the reserve list does not guarantee recruitment. The recruitment procedure is as follows: as and when funds become available, candidates on the reserve list will be considered and the reserve list will be drawn on to fill vacancies. If a letter of intention is issued, the candidate must undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved and the candidate must provide original or certified copies of all relevant documents.

C. Pay and welfare benefits

The pay of staff members consists of a basic salary weighted by the correction coefficient (for Spain currently 94.7 %) and of additional allowances and deductions.

Basic Salary: There is a basic salary scale for each grade, divided into a number of steps. Staff members progress automatically to the next step every two years until they reach the top of the scale for that grade. The basic monthly salary for grade AD11 in first step is 11.554,11 Euro and 12.039,62 Euro in second step (figures in Euro valid as of 1 July 2023 do not include any allowances).

Temporary Agents at EFCA shall be appointed to the grade set out in the notice of the selection procedure they have passed. In accordance with Art. 32 of the Staff Regulations a Temporary Agent shall be recruited at the first step in his grade. EFCA may allow additional seniority up to a maximum of 24 months (which corresponds to one additional step above step 1) to take account of professional experience. Any duly certified professional activity connected with one of EFCA's areas of activity shall be taken into account. Any given period may be counted only once.

Allowances: In addition to their basic salary, staff members may be entitled to various allowances, in particular an expatriation or foreign residence allowance (depending whether the candidate has left his/her Member State to take up employment with the EFCA), and family allowances (depending on personal circumstances): household allowance, dependent child allowance, preschool allowance, education allowance.

Deductions: The salaries of staff members are subject to a Union tax deducted at source. Staff members are exempt from national tax on salary and contribute as members of the Union social security to insurances and the pension scheme.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

Additional information can be obtained from the web site of the EFCA. Furthermore, the following link gives you access to information on the European Civil Service and the Staff Regulations:

http://ec.europa.eu/civil_service/index_en.htm

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. Further information will be provided by EFCA to candidates invited for interview regarding the practical arrangements for the respective interview and the assessment centre and the presentation of the above requested documents.

D. Data Protection

Please take note of the [information on data protection](#) for candidates in EFCA recruitment procedures.

E. Requests for information and appeal

Please take note of the information on [requests for information and appeal](#) for candidates in EFCA recruitment procedures.

4. Specific requirements and details of position offered

Job description

Overall purpose

The Head of Unit North Sea, North Atlantic and Baltic Sea shall achieve the objectives of the work programmes and plans of the Agency falling under the unit remit, to manage the unit's work and to allocate and develop its resources accordingly with the view to its contribution to the general objectives of EFCA. The Head of Unit participates in the management committee, contributes to the EFCA management projects and implements its decisions.

Functions and duties

As a member of EFCA's middle management, the Head of Unit North Sea, North Atlantic and Baltic Sea is, under the Executive Director, responsible for, in particular:

- Implementing and achieving the objectives of the work programme of the Agency falling under the unit remit;
- Elaborating on and implementing the unit work programme;
- Providing leadership to the unit while managing the work and the staff of the unit as immediate superior;
- Ensuring effective planning and management of the activities of the unit;
- Leading courteously the team, fostering a positive team spirit and impelling motivation, efficiency, effectiveness, added value and adhesion to the European Union values, ethics and integrity;
- Allocating resources in view of achieving targets and results;
- Attaining a good knowledge of the tasks performed by the staff in the unit, the challenges and difficulties they are facing and providing the appropriate response at unit and management level;
- Defining the technical needs/capacity of the unit in the field of its competences, mapping staff knowledge and developing the adequate skills;
- Promoting the training of the unit's staff;
- Implementing the decisions taken at the management meetings;
- Contributing to the EFCA strategy;
- Assessing the performances including impact and added value of the unit as part of the performances of the agency;
- Elaborating and drafting of reports, notes and programmes;
- Carrying out the function of Authorising Officer by Delegation in the areas indicated in the delegating decision;
- Ensuring a good cooperation with all units and working closely with the other operational units of the agency to develop common synergies.
- Fostering operational cooperation between national competent authorities through the preparation, adoption and evaluation by EFCA of the joint deployment plans and operational plans in the areas of responsibility of the Unit (North Sea, North Atlantic and Baltic Sea);
- Assisting the Member States and the Commission in the implementation of the Common Fisheries Policy monitoring and control regime in accordance with the performance and outcome parameters as defined in the annual Work Programme of EFCA;
- Assisting the Commission in the framework of North Atlantic Regional Fisheries Management Organisations (NAFO and NEAFC) and fisheries agreements with North Atlantic Coastal States in accordance with article 30 of the CFP basic regulation and the working arrangements between EFCA and DG Mare in the areas of responsibility of the unit;
- Developing and managing the performance assessment of the Joint Deployment Plans (JDP) and operational plans;
- Contributing to the standardised methodologies and processes for inspections;
- Contributing to the content and implementation of the Sectorial Qualification Framework for fisheries inspectors in the framework of the training activities of EFCA;
- Other tasks as assigned by the Executive Director.

Job environment

The jobholder works 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

- 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;

- Thorough knowledge of English with a satisfactory knowledge of at least another official language of the European Union to the extent necessary for the performance of the duties.

B. Selection criteria

Essential

- Knowledge and demonstrated professional experience of at least fifteen (15) years in areas indicated in the Functions and duties after having acquired the educational level as described above;
- At least five (5) years of management experience, with proven track-record in building, managing and motivating teams as well as ability to manage effectively multicultural teams. Candidates should clearly indicate in their Curriculum Vitae the roles of management positions held and the number of staff overseen for all years during which management experience has been acquired;
- Professional experience in the monitoring, control and surveillance of fishing activities;
- Professional experience in administrative, financial and oversight issues, including a good competence in handling budgetary resources and good knowledge of the administrative and financial circuits within an EU body like EFCA;
- Knowledge of the rules of the Common Fisheries Policy;
- Knowledge of the EU decision making and legislative processes;
- Very good organisational skills, professional experience in planning and monitoring activities;
- Strong ethics and integrity skills;
- Service oriented and flexible mindset;
- General management skills, including:
 - The ability to set and revise objectives for the unit within the overall strategic framework and priorities of the Agency;
 - The ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the unit's and team members' objectives set, in cooperation with the members of the team;
 - The ability to organise, assign and manage the unit's work among the members of the team and to set them challenging but realistic objectives;
 - 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 choose co-workers and to build strong teams with complementary strengths suited to the efficient pursuit of the unit's objectives;
 - The ability to motivate members of the team to achieve the desired results and also to provide regular feedback, acknowledge success and the need for improvement in order to enable them to achieve their objectives and greatest potential;
 - The ability to develop and support career development and learning opportunities for the members of the team.
- Communication skills
 - The ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team;
 - The ability to solicit inputs from and listen to staff, partners, and stakeholders.
- Interpersonal skills
 - The ability to deal with people effectively, respectfully and courteously;

- The ability to build productive and cooperative working relationships with hierarchy and other units and colleagues;
- Negotiation skills
 - The ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved;

Advantageous

- University degree in the Maritime domain;
- Professional experience in the implementation of the Common Fisheries Policy or the monitoring, control and surveillance of fishing activities in the geographical areas indicated in the Functions and duties;
- Professional experience in the administrative and financial circuits within an EU body like EFCA;
- Relevant professional experience in Member States administrations, or EU bodies or EU institutions or international organisations or national scientific bodies of EU Member States or international scientific bodies;
- Professional experience in project management and procurement;
- Knowledge of further EU official languages to the extent necessary for the performance of the Functions and duties.

