

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/AD11/2405 – HEAD OF UNIT CORPORATE SERVICES

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 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 <https://europa.eu/europass/en>),
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/AD11/2405**

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: **19/08/2024 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.

Candidates are invited to be as detailed and as clear as possible when describing their professional experience and specific skills and competences in their application.

Candidates who do not fulfil one or more of the eligibility and essential selection criteria (see section 4 - Qualifications and experience required) at the closing date for applications, will be disqualified.

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. **All candidates will be informed of the decision of the pre-selection panel.**

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 will be 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 invited for an interview with the Executive Director will also be invited to take part in an assessment centre, unless they have already taken part in such an assessment centre for an equivalent level of responsibilities 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 may 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 October/November 2024.

In principle, the interview and written test with the pre-selection panel will be organised remotely.

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

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

Each candidate interviewed by the Executive Director will be informed by email on the outcome of the procedure.

Important:

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

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 92.4 %) 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 11.900,73 Euro and 12.400, 81 Euro in second step (figures in Euro valid as of 1 January 2024 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:

[EU Staff Regulations and Conditions of employment of other Servants](#)

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.

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 Corporate Services shall administer and coordinate the management of resources and facilities which are necessary for supporting the operations of the Agency; ensuring the sound management of resources and service orientation and contributing to the general objectives of the Agency. 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 Corporate Services 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 through the unit work programme;
- Providing leadership to the unit while managing the work and the staff of the unit as line manager;
- Carrying out the general co-ordination of the Agency's management of resources and facilities in the following areas: Personnel, Finance, Information and Communication Technologies, Premises - Equipment and Security, by a permanent application of modern administrative methods;
- Ensuring effective planning and management of the activities of the unit, allocating resources in view of achievement of targets and results;
- Leading the team, fostering a positive team spirit and motivation, efficiency, effectiveness, added value and adhesion to the European Union Values, Ethics and Integrity;
- Defining the technical needs/capacity of the unit in the field of its competences, mapping staff knowledge and developing the adequate skills;
- Achieving a comprehensive knowledge of the unit's staff work, their challenges and difficulties and providing the adequate response at unit and/or management level;
- Implementing the relevant decisions taken at the management meetings;
- Contributing to the reflection on the EFCA strategy, planning and reporting;
- Assessing the performances including impact and added value of the unit as part of the performance of the agency;
- Carrying out the function of Authorising Officer by Delegation in the areas indicated in the delegating decision;
- Setting up and co-ordinating the implementation of regulations and rules which apply in the management of staff and budget matters and for the day-to-day administration of the Agency;
- Overseeing the Agency's personnel management and staff policy (e.g. recruitment, employment contracts, career plans, staff rights and obligations, appraisal and reclassifications, training issues, disciplinary proceedings, accreditation and schooling of EFCA staff);
- Overseeing the management of the Agency's budget and financial affairs, in accordance with the priorities and programmes of the Agency (e.g. annual budget presentation and follow-up and co-ordination with the authorising officers of the Agency, revision of the financial circuits, monitoring of expenditures, procurement and contracts management);
- Overseeing the management of the Agency's Information and Communication Technologies, Premises - Equipment and Security in accordance with the priorities and programmes of the Agency;
- 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

Failure to comply with (A.) eligibility criteria and (B.1.) essential selection criteria will result in the disqualification of the applicant concerned.

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;
- At least 15 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 to the extent necessary for the performance of the duties.

B. Selection criteria

B.1. Essential

I. Professional experience and personal qualities

- Excellent knowledge of the Institutional Framework and functioning of the European Union;
- Excellent knowledge of the EU Staff and Financial Regulations and rules;
- Excellent organisational skills and ability to set priorities, quality management, analytical capacity, forward looking abilities;
- Excellent capacity to motivate, observance of diversity of a multidisciplinary team, negotiating skills;
- Excellent social skills and ability to establish and maintain effective communication with colleagues;
- Excellent sense of responsibility and initiative;
- High sense of discretion and confidentiality.

II. Professional experience/knowledge related to core abilities as required for middle management functions

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 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 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 effective reporting.

Interpersonal skills

- The ability to deal with people effectively and courteously and to build productive and cooperative working relationships with 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.

B. 2. Advantageous

- Working experience in EU Institutions and/or bodies;
- Knowledge of a third official language of the EU, preferably Spanish, to the extent necessary for the performance of the functions and duties;
- Knowledge of SI2 /ABAC and BO or equivalent budget software.

