

Vacancy notice CONS/TA-AD/146

GENERAL INFORMATION

Department	ORG.3A.S1 – Buildings and Logistics Directorate, Buildings Unit, Projects Sector
Place of work	Brussels
Title of post	Administrator - Buildings
Function group and grade	Temporary staff - AD 6

DEADLINE FOR APPLICATIONS

27.6.2019

1. WHO WE ARE

The General Secretariat of the Council (GSC) ensures that the European Council and the Council operate smoothly, and provides them with all the logistical and administrative assistance they need to perform the duties conferred on them by the Treaties on European Union.

The GSC is divided into different directorates-general, directorates and units.

The Buildings Unit is part of the Buildings and Logistics Directorate (ORG.3) within the Directorate-General for Organisational Development and Services (ORG). It is composed of around 60 staff members and is divided into three sectors. The sector concerned by this vacancy notice is the Projects Sector, which is responsible for managing reorganisation and renovation projects, as well as for major construction projects, such as the Europa building.

The role of the Buildings Unit is to make modern facilities available to European decision-makers, GSC staff, media representatives and visitors in a safe and friendly environment, providing meeting support services and high-quality digital services.

We are client-driven and work together as a team, respecting the GSC's values and ensuring that public funds are put to efficient use. We are constantly striving to innovate and improve the quality of our services.

2. WHO WE ARE LOOKING FOR

We are looking for a project manager (M/F) to help devise building projects and manage the project process, from launch to completion, for plans relating to the configuration of collaborative workspaces and for office design and building alteration projects.

More specifically, you will be involved in developing, and will coordinate the implementation of, plans related to the configuration of workspaces based on the principles of activity-based working. Through horizontal management and coordination of such projects, you will collaborate closely with the GSC's various client and support services and be involved in communications on the design and implementation of the plans.

This post requires sound judgment and excellent problem-solving skills. You must demonstrate a strong capacity for planning and organising work and delivering results, while setting high standards in terms of the quality of your work. The ability to gather and evaluate information, structure information and present it clearly and concisely, both orally and in writing, is considered a key competency.

You will report to the Head of Sector.

3. PURPOSE OF POST

- Contribute to the development and implementation of the Council's buildings policy and the related works
- Take on the responsibilities of project manager within the Projects Sector of the Buildings Unit
- Coordinate the implementation of GSC plans to create a more dynamic, flexible and collaborative working environment

4. TASKS

- Participate in developing the buildings policy of the Council of the European Union and the European Council
- Develop, manage and monitor building projects or alterations in their buildings (Justus Lipsius, Europa and Lex in Brussels)
- Participate in developing, coordinating and implementing plans relating to the configuration of collaborative workspaces (in line with activity-based working principles)
- As project manager, devise building projects, and office design and building alteration projects, and manage the project process from launch to completion
- Conduct studies and coordinate the implementation of necessary measures to ensure that the management of buildings is efficient in terms of energy consumption and consistent with sustainable development
- Conduct architectural and/or technical studies; steer and monitor studies conducted by external advisors
- Identify client needs, and coordinate and monitor studies and works, in collaboration with the different GSC services, including studies, requests for quotes, schedule monitoring, financial monitoring and quality control throughout the project-management process
- Establish and manage budgets and expenditure in relation to the building projects and works concerned
- Draw up specifications, analyse bids and draft contracts
- Participate in technical and financial negotiations relating to projects
- Participate in communications on the design and implementation of configuration plans

5. WORKING ENVIRONMENT

Workplace: Justus Lipsius, Europa and Lex buildings in Brussels
Flexible working hours depending on the requirements of the service

6. ELIGIBILITY CONDITIONS

Candidates must fulfil the following conditions for admission at the time of applying:

6.1. General conditions

- be nationals of a Member State of the European Union
- enjoy their full rights as citizens
- have fulfilled any obligations imposed by national laws concerning military service

The applicable provisions of the Staff Regulations stipulate that officials may be appointed only on condition that they produce the appropriate character references as to their suitability for the performance of their duties. Under no circumstances will the Administration recruit a candidate who has passed the selection procedure but cannot produce the appropriate character references for the duties envisaged when the recruitment offer is made. The Administration also reserves the right, after evaluating the file, to remove from the reserve list the name of a candidate who cannot produce such references.

6.2. Specific conditions

(a) Education

- have completed a full university education, attested by a diploma¹, in the field of architecture or civil engineering ('building' specialisation)

(b) Professional experience

- have **at least five years' experience** in the area of designing, constructing or managing large office buildings or buildings of similar complexity, including two years' proven experience in configuring collaborative workspaces (activity-based working)

(c) Knowledge of languages

- have a good knowledge of English and French

7. SELECTION CRITERIA

7.1. Essential

- Thorough knowledge of the area of activity
- Knowledge of construction techniques
- Knowledge in the field of buildings and offices
- Ability to gather and evaluate information, structure information and present it clearly and concisely, both orally and in writing
- Sound judgment and excellent problem-solving skills (key competency)

¹ Article 10 of the Conditions of Employment of Other Servants of the European Union (CEOS) and Article 5(3) of the Staff Regulations: 'Appointment shall require at least: (...) (b) in function group AD for grades 5 and 6: (i) a level of education which corresponds to completed university studies of at least three years attested by a diploma, or (ii) where justified in the interest of the service, professional training of an equivalent level.'

Performing tasks and achieving results

- Strong capacity for planning and organising work
- Ability to plan collaborative work and adjust plans to ensure achievement of goals in an evolving environment
- Set high standards for quality of work (key competency)
- Consistently deliver work on time (key competency)
- Ability to successfully drive innovation and change projects

Personal qualities

- Ability to anticipate and identify potential problems and to solve them
- Flexibility in handling a variety of dossiers

Interpersonal skills

- Ability to establish and maintain good contacts with a variety of interlocutors

7.2. Advantageous

- Knowledge of Autocad. Certificate and level of knowledge to be provided
- A passive knowledge of Dutch would be useful

8. SELECTION PROCEDURE

8.1. Online registration

You may apply through the EU CV Online system (https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/). To be able to apply online via the EU CV Online database, candidates must first create an account or sign in to an existing account, and complete a CV online. Once the CV is completed, candidates may apply for this vacancy. Applications must be in English or in French. Candidates are advised to fill out all relevant fields of the application.

Before applying, you should carefully check whether you meet all the eligibility criteria.

No supporting documents are required at this stage; they will be required later from candidates invited to an interview (see section 8.4).

On completion of your online registration, you will receive a registration number on-screen, which you must note down. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered. An acknowledgement of your application will be sent to the email address indicated in your application. It is your responsibility to verify that you provide the correct email address.

8.2. Selection committee

In order to assist the Authority empowered to conclude the contracts in its choice, a selection committee will be set up with instructions to draw up a list of the best candidates.

8.3. Admission to the selection procedure

By sending your application you declare that you meet the general and specific conditions listed in section 6. After the deadline for online registration, the selection committee will assess the submitted applications against the eligibility conditions described in section 6 based on the information provided by the candidates in their application. Applications satisfying these conditions will then be assessed against the selection criteria under section 7. The most suitable candidates for the post will be invited to the assessment phase. Only these candidates will be contacted.

8.4. Invitation to the assessment phase

Candidates will be assessed on the basis of the information given in their application.

When applying, candidates must clearly indicate the starting and finishing dates for all their professional experience, as well as the role(s) held and the exact nature of the duties carried out, the nature of the projects managed and the value of the works managed per project. Candidates must also give more specific details about their experience in configuring collaborative workspaces (activity-based working).

Candidates invited to an interview in Brussels will be requested to submit, on the day of the interview, a copy of their diploma(s) and supporting documents relating to their professional experience showing what they were responsible for in the projects presented.

Prior to signing the contract, the successful candidate(s) will be required to provide other documents proving that they fulfil the eligibility criteria.

8.5. Assessment phase

The interview will enable the selection committee to carry out an assessment of the candidate according to the selection criteria described in section 7. The interview will be conducted mainly in English and French.

8.6. Verification of documents and scrutiny

Following the assessment phase, the selection committee will check applications of pre-selected candidates against supporting documents provided in order to confirm the accuracy and eligibility of the application. If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria; or
- do not provide all the required supporting documents.

8.7. Reserve list

The best candidates will be placed on the reserve list. Prior to being offered a post, candidates on a reserve list may be interviewed again by the recruiting department.

9. EQUAL OPPORTUNITIES

The GSC is an equal opportunities employer (see Annex 3) and welcomes applications from male and female candidates from the broadest possible geographical basis amongst the EU Member States.

The GSC offers measures to reconcile professional and private life. Persons with disabilities can be provided with adjustments at the workplace. The Human Resources Directorate can also provide assistance during the recruitment procedure. If you have a disability, please contact the Equal Opportunities Office (egalite-des-chances@consilium.europa.eu) for further information.

10. RE-EXAMINATION OF APPLICATIONS

The procedures relating to requests for review, appeals and referral to the European Ombudsman are set out in Annex 1.

11. DATA PROTECTION

The rules governing the processing of personal data are set out in Annex 2.

12. APPROXIMATE TIMETABLE

Deadline for applications: 27.6.2019 (indicative)

Interviews: early July 2019 (indicative)

13. RECRUITMENT CONDITIONS

Successful candidates may be offered contracts as temporary Council staff members, on the basis of Article 2(b) of the Conditions of Employment of Other Servants. The maximum duration of the contract will be four years (including a probationary period of nine months), renewable for a further period not exceeding two years. Under Article 8 of the Conditions of Employment of Other Servants, '[o]n the expiry of their contracts, such servants may be assigned to established posts in the institutions only if they are appointed as officials in accordance with the Staff Regulations.' This provision applies regardless of the manner in which the staff member's employment terminates.

Recruitment will be at grade AD 6 with a basic monthly salary of EUR **5 416.58** (first step).

In addition to the basic salary, the temporary staff member may be entitled to various allowances, in particular a household allowance, expatriation allowance (16 % of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a European Union tax deducted at source and is exempt from national taxation.

REQUEST FOR REVIEW – APPEALS PROCEDURES
COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage of the selection procedure, you consider that a decision adversely affects you, you may use the following means:

– **Request for review of the decisions taken by the Advisory Selection Committee**

Within ten days of the date of the letter notifying you of a decision taken by the Advisory Selection Committee, you may submit a written request for a review of such a decision, setting out the reasons for your request, to:

Council of the European Union

Temporary Staffing Services

Rue de la Loi/Wetstraat 175 - B1048 BRUXELLES/BRUSSEL

Email: temporary.staffing.requests@consilium.europa.eu

– **Appeals**

You may lodge a complaint with the Authority authorised to conclude the contracts concerning a negative reply to your request for review or any other act adversely affecting you, adopted by the Authority authorised to conclude the contracts, under Article 90(2) of the Staff Regulations of Officials of the European Union, within the time limits provided for, to:

Council of the European Union

Legal Advisers to the Administration Unit, ORG.1

Rue de la Loi/Wetstraat 175 - B1048 BRUXELLES/BRUSSEL

Email: legal.advisersHR@consilium.europa.eu

You may bring a case before the General Court of the European Union under Article 91 of the Staff Regulations if the complaint referred to above has been rejected.

– **Complaints to the European Ombudsman**

Like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman

1, avenue du Président Robert Schuman – BP 403 - F-67001 STRASBOURG Cedex

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities No L 113 of 4 May 1994.

You should note that complaints lodged with the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

DATA PROTECTION

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the institutions, bodies, offices and agencies of the European Union and on the free movement of such data.

The legal basis for the selection procedure is the Staff Regulations of Officials of the European Union and the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU). The selection procedure is conducted under the responsibility of the Human Resources Directorate (DG ORG.1), Staffing and Mobility Unit, and the controller is the head of that unit. The information provided by the applicants will be accessible to members of the office for the Temporary Staffing Services and their superiors, to members of the Advisory Selection Committee, and, if necessary, to the legal advisers' unit. Administrative information identifying the candidate and/or the practical organisation of the procedure may be forwarded to an assessment centre.

The purpose of the processing operation is to collect data identifying all the applicants for a post with the Secretariat General of the Council and to select one of those applicants.

The data in question are:

- personal data which make it possible to identify the applicants (surname, first name, date of birth, sex, nationality);
- information supplied by the applicants to facilitate the practical organisation of the procedure (postal address, email address, telephone number);
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of vacancy (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution; professional experience);
- where applicable, information on the type and duration of applicants' security clearance;
- the results of the selection tests taken by the applicants, including the evaluations drawn up by the assessment centre' advisers on behalf of the selection board.

The processing begins on the date of receipt of the application.

Applications are filed and stored as follows:

- For non-shortlisted candidates: two years
- For successful candidates: for as long as the reserve list is valid

All applicants may exercise their right of access to and right to rectify personal data. Substantiated requests should be sent by email to the office for Temporary Staffing Services at:

Temporary.staffing.requests@consilium.europa.eu.

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

EQUAL OPPORTUNITIES IN THE GENERAL SECRETARIAT OF THE COUNCIL

As an employer, the General Secretariat of the Council (GSC) is responsible for ensuring equality of opportunity between men and women and for prohibiting discrimination on any grounds.

The main aims of its Equal Opportunities policy are to:

- ensure that its human resources and personnel management policies respect the principles of equality and non-discrimination;
- achieve a balanced representation of men and women, especially in management posts;
- improve the situation of persons with disabilities, in terms of accessibility of its buildings and a work environment that is inclusive and adapted to their needs :

**Adjustments for people with disabilities ("reasonable accommodation") may involve the rearrangement of duties or responsibilities, provision of technical aids and other adjustments to the working environment. Such measures will be taken unless they would impose an undue burden on the resources of the institution.*

- protect its staff from harassment at work;
- take into account the needs of staff to strike a balance between work and family commitments by offering a good package of family-friendly measures, including flexitime, telework and job-sharing.

Work-life balance measures

A **Flexitime** system operates throughout the GSC in accordance with a 40-hour working week, flexileave being possible for non-managerial staff. In many job environments, an **individual timetable**, falling within the framework hours of 07.00 to 20.00, can be agreed.

Part-time work can be granted, for example to care for a dependent child up to the age of 12, or 14 when the official is a single parent.

Statutory maternity leave is twenty weeks and on return to work up to two hours per day can be granted for breastfeeding. Fathers have the right to paid **paternity leave** of ten days. **Parental leave** of up to six months per child can be granted with a flat-rate allowance. In the case of serious illness or disability of a child, maternity, paternity and parental leaves are longer. **Family leave** with a flat-rate allowance is also possible in the case of family members with a serious illness or disability.

Special leave is granted in such cases as marriage, birth or adoption of a child, and death or serious illness of a family member. In exceptional circumstances, unpaid **leave on personal grounds (CCP)** can be accorded.

Depending on tasks and job environment, **teleworking** may be possible under the standard teleworking scheme (generally 60 % at home and 40 % at the office) or under the occasional teleworking scheme (up to 60 days per year).

The following **childcare facilities** are available for staff with children, according to priority criteria:

GSC crèche for children from 0-4 years, after-school care and holiday-time facilities organised by the European Commission and after-school activities at the European schools.

For further information, send an email to equal.opportunities@consilium.europa.eu.
