

Notice of vacancy CONS/TA-AD/156

GENERAL INFORMATION	
Department	ORG.2.C: Protocol and Meetings – Catering
Place of work	Brussels
Title of post	Administrator/Hospitality Coordinator
Function group and grade	Temporary staff – AD 6

DEADLINE FOR APPLICATIONS	15.07.2020 - 13:00 (Brussels time)
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1. WHO WE ARE

The General Secretariat of the Council (GSC) assists the European Council and the Council of the EU, and their preparatory bodies. It provides advice and support to members of the European Council and the Council and to their Presidents in all areas of activity, including policy and legal advice, coordination with other institutions, elaboration of compromises and supervision as well as attending to all the practicalities that are necessary for the good preparation and running of the European Council and the Council. The Protocol and Meetings Directorate (ORG.2) provides the first-rate services (event management, support in matters of protocol, provision of suitable meeting rooms and technology, interpreting services, catering services, administration of delegates' travel expenses) required to host high-level meetings, both in Brussels, and, if necessary, anywhere in the world.

This Directorate is responsible for the organisation and running of diplomatic and protocol activities for the European Council and the Council of the European Union. It consists of four units, each with a specific area of responsibility: protocol, organisation and scheduling of meetings, catering and administrative, financial, technical and communication support.

The four units are authorising departments responsible for a budget and for the implementation of expenditure through framework contracts. The Catering unit is responsible for all food and beverage provision on the GSC premises, carrying out a wide range of tasks to monitor the proper implementation of its catering contract. It also handles tasks in relation to hosting official meals. These may be meals for the European Council and its President or for the Council of Ministers, ambassadors' farewell dinners, or official receptions. It also includes organising working or official meals outside the Council buildings.

2. WHAT WE OFFER

A position as Hospitality Coordinator in the ORG.2.C Catering Unit, a multicultural, dynamic working environment.

Under the authority of the Head of Unit, the job holder will help him/her, with the support of the Head of Office and the Office's staff (5 persons in total), to coordinate and supervise official catering services delivered by external contractors. The person will act as a liaison between the GSC and the contractor's team in charge of providing official catering services to ensure the smooth running of all protocol activities in the field of catering.

3. PURPOSE OF THE POST

Under the authority of the Head of Unit, managing the smooth delivery of activities such as official meals, lunches, breakfasts, occasional dinners with the participation of Heads of State and Governments of the EU Member States (European Council meetings) and/or of third countries (bilateral and multilateral summits), official meals for ministers and ambassadors, receptions and cocktails, coffee and small catering service.

4. TASKS

The tasks of the Hospitality Coordinator will include in particular:

- helping the Head of Unit in planning, organising and supervising catering events for the European Council, the Council and their respective preparatory bodies and ensuring that they run smoothly;
- contributing to the smooth running of service at official meals, receptions, ceremonies and other events of this type; supervising daily hospitality services in the reception lounges and meeting rooms (coffee, small catering);
- coordinating and supervising the activity of control of the catering services performed by the staff of the service, and notably, but not exclusively, of the relevant Office;
- supervising the implementation of the catering contract, namely its protocol catering aspects;
- proposing improvements of the working methods in the field of organisation of catering events, in cooperation with the stakeholders;
- maintaining contacts with internal and external interlocutors;
- helping to manage the service's resources, such as tableware and equipment for official meals and receptions.

5. WORKING ENVIRONMENT

Workplace: GSC premises: Justus Lipsius, Europa and LEX buildings.

Occasionally, it will be necessary to work outside normal working hours, depending on the requirements of the Directorate.

Some events may take place outside Brussels.

6. ELIGIBILITY REQUIREMENTS

Applicants 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 Union¹
- enjoy their full rights as citizens of the European Union
- produce the appropriate character references as to their suitability for the performance of their duties
- have fulfilled any obligations imposed by national laws concerning military service

6.2. Specific conditions

(a) Education

- have a level of education which corresponds to completed university studies of at least four years in a field related to the duties described in this vacancy notice
or
- have a level of education which corresponds to completed university studies of at least three years and be able to provide evidence of minimum five years' full-time professional experience in the fields described in this vacancy notice

¹ During the transition period set by the UK Withdrawal Agreement (until 31 December 2020), UK nationals with a single nationality have third country national status pursuant to Article 127(7)(c) of that Withdrawal Agreement and therefore may not take part in this selection procedure.

(b) Professional experience

- at least three years' professional experience at international level as a hospitality coordinator, acquired after having obtained the qualifications mentioned in 6.2(a) giving access to the selection

The applicable provisions of the Staff Regulations state 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 any candidate who cannot produce such references.

Applicants must fulfil all the conditions for admission at the time of applying.

7. SELECTION CRITERIA

7.1. Essential

- An excellent knowledge of English or French (namely level C1 of the Common European Framework of Reference for Languages (CEFR) in one of these languages) and a good knowledge (level B1) of the other to the extent necessary for carrying out the duties to be performed. ² In practice, in the interests of the service and in order to be able to communicate effectively with individual staff members, external contractors and clients, the Hospitality Coordinator must be able to communicate fluently orally in French or English. For administrative work, the Hospitality Coordinator must be able to write in French and English
- experience of organising and managing large high-level corporate or public events (more than 100 people) with international participants involving complex catering services
- knowledge of protocol and diplomatic rules
- ability to supervise a large number of high-level catering activities
- excellent coordination skills, to cooperate efficiently with external providers and internal services
- excellent judgment and problem-solving skills
- strong sense of responsibility
- ability to adapt to different situations while performing effectively (including under pressure)
- strong communication skills
- very good interpersonal communication skills with the ability to build trusting relationships with a wide range of interlocutors
- ability to work independently and in a team
- very service-minded

7.2. Advantageous

- bachelor's degree in international hospitality management
- knowledge of another official language of the European Union³
- experience of working in a multicultural, multilingual and/or international environment

² <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

³ The official languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

8. SELECTION PROCEDURE

8.1. Online registration

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

Before applying, you should check carefully whether you meet all the eligibility requirements (see section 6).

No supporting documents are required at this stage – these will be required later if you are 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 and you should register again.

An acknowledgement of your application will be sent to the email address indicated in your application. It is your responsibility to make sure that you provide the correct email address.

Only applications submitted through EU CV Online will be taken into consideration.

All technical questions concerning EU CV Online must be sent via the Contact page of EU CV Online.

If you have further questions, please contact the Temporary Staffing Services Office of the Council of the EU at temporary.staffing.requests@consilium.europa.eu, clearly mentioning the reference number of the call for applications, your registration number and the nature of your request.

8.2. Selection committee

In order to assist the authority empowered to conclude contracts of employment, a selection committee will be set up with a mandate to draw up a list of the best candidates.

Please note that the work and deliberations of all selection committees are confidential, and it is forbidden for candidates to make any attempt to contact a committee member. The authority empowered to conclude contracts of employment may disqualify any candidate who disregards these instructions.

8.3. Admission to the selection procedure

By submitting 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 applications submitted for compliance with the eligibility requirements described in section 6 on the basis of the information provided by the candidates. 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 take part in the assessment phase. Only shortlisted candidates will be contacted.

8.4. Invitation to take part in the assessment phase

Candidates will be assessed on the basis of the information given in their applications. The interviews will be held in Brussels.

Candidates invited to interview will be requested to submit, on the day of the interview, a copy of their diploma(s) and supporting documents confirming their professional experience, clearly indicating the starting and finishing dates, the role and the exact nature of the duties carried out.

Before signing contracts, successful candidates will be required to provide other documents proving that they meet the eligibility criteria.

8.5. Assessment phase

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

8.6. Verification of documents and scrutiny

The applications of candidates who have passed the assessment phase successfully will then be checked by the selection committee against the supporting documents provided, in order to confirm the accuracy of the application and its continued eligibility in the light of any supplementary supporting documents that may have been submitted. 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 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 General Secretariat of the Council is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the GSC is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

Assistance can be provided to persons with disabilities during the recruitment procedure. For further information, send an email to Equal.opportunities@consilium.europa.eu and/or consult <https://www.consilium.europa.eu/media/39200/jobs-equal-opp-en.pdf>

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 to this notice.

11. DATA PROTECTION

The rules governing the processing of personal data in connection with this selection procedure are set out in Annex 2 to this notice.

12. APPROXIMATE TIMETABLE

Deadline for applications: 15 July 2020, 13.00 (Brussels time)

Interviews: from mid September 2020 onwards

13. RECRUITMENT CONDITIONS

Successful candidates may be offered contracts as temporary staff members, on the basis of Article 2(b) of the Conditions of Employment of Other Servants⁴. 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, 'on 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 indicated in Article 66 of the Staff Regulations in force at the time of recruitment⁵.

In addition to the basic salary, the member of the temporary staff 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.

⁴ Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68 and last amended by Regulation (EU, EURATOM) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 – <http://eur-lex.europa.eu>.

⁵ At date of publication, the amount corresponding to grade 6 step 1 in function group AD is 5.524,91EUR.

INTERNAL COMPLAINT – JUDICIAL APPEAL – COMPLAINT TO THE EUROPEAN OMBUDSMAN

If, at any stage of the selection procedure, you are dissatisfied with how your application has been handled, you have the right to complain.

– **Internal complaint**

- If you receive a decision that you are dissatisfied with, you may, within three months of the notification of the decision, lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, to:

Council of the European Union
Legal Advisers to the Administration Unit, ORG 1.F
Rue de la Loi/Wetstraat 175
B-1048 BRUXELLES/BRUSSEL
email address: legal.advisersHR@consilium.europa.eu

Replies to such complaints are given in writing, within four months of the receipt of the complaint, by the authority empowered to conclude contracts of employment. However, if your complaint arrives sufficiently early, it may be possible to have the advisory selection board review the decision that is the subject of your complaint and to reply to you on that basis.

– **Judicial Appeal**

- If you are dissatisfied with the reply you receive from the authority empowered to conclude contracts of employment under the internal complaints procedure, you may submit a judicial appeal under Article 91 of the Staff Regulations to:

General Court of the European Union
Rue du Fort Niedergrünwald
L-2925 Luxembourg
www.curia.europa.eu

– **Complaint to the European Ombudsman**

After having exhausted all the possibilities for redress at the GSC, in particular the internal complaints procedure under Article 90(2) of the Staff Regulations, then, 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
www.ombudsman.europa.eu

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) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies 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 Conditions of Employment of other Servants 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 (DG ORG 1.A), 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.

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 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 the duration of the reserve list.

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 (GSC)

The General Secretariat of the Council is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the GSC is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

The main aims of the GSC's Equal Opportunities policy are to:

- achieve a balanced representation of men and women. The GSC encourages applications from women, especially for management posts, where they are currently under-represented;
- improve accessibility of the working environment and ensure that it is inclusive. Reasonable accommodation arrangements for staff with disabilities can be provided unless they would impose an undue burden on the resources of the institution. Assistance can be provided to persons with disabilities during the recruitment procedure;
- ensure that human resources and personnel management policies respect the principles of equality and non-discrimination;
- protect staff from harassment at work;
- reconcile professional and private life. The GSC offers a comprehensive package of flexible working measures, including telework, individual working time and the possibility to take parental leave in accordance with the Staff Regulations. The GSC has a crèche for children from 0-4 years. After-school care and holiday-time facilities are organised by the European Commission and open to children of GSC staff.

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