

Head of Operations

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Application form - Head of Operations

EN (DOC, 197 KB)

The European Institute for Gender Equality (EIGE)[1] is organising a call for applications with a view to establishing a reserve list for the post of Head of Operations.

The registration of applications will begin on 20 May 2019 and will close on **11 June 2019 at 13:00 Eastern European Time.**

The Institute

Based in Vilnius Lithuania, EIGE is a regulatory agency of the European Union (EU) entrusted with specific objectives envisaged to contribute to, and strengthen the promotion of gender equality.

The Institute collects and analyses comparable and reliable information at EU level and develops appropriate methodological tools for the integration of gender equality into all EU policies. It fosters the exchange of good practices and dialogue between stakeholders and raises awareness on gender equality. It also provides technical assistance to EU institutions, in particular the European Commission and the authorities of the Member States.

In the course of its work to promote and strengthen gender equality, EIGE supports policy-makers with high quality research and comparable data relevant to their work.

The post

Profile

Reporting to the Director, the Head of Operations will lead and manage the Operations Unit by coordinating the work in the core areas of the agency, ensuring timely delivery of quality outputs and outcomes agreed upon in the Institute's work programme.

The Operations Unit is a team of 20 gender experts, research officers, statisticians and analysts.

Duties

The responsibilities of the post include the following tasks and activities:

- define policy and strategic objectives and develop the Unit's contribution to the planning and implementation of EIGE's work programme in line with its mandate;
- coordinate and supervise timely and high quality contribution of the Unit to the reporting on the achievements of the Institute;
- ensure the quality of documents and publications produced by the Institute;
- monitor and analyse policy development in the EU so as to develop and propose relevant measures and action to the Institute's management;
- manage and lead the Unit's staff by ensuring an effective distribution of duties and responsibilities regularly revised through the annual performance appraisal process, and support the development of the staff's potential to contribute to EIGE's mission and objectives;
- ensure effective personnel engagement by maintaining interactive communication so that staff is informed on relevant policy and strategic aspects affecting the Unit's work;
- liaise with relevant bodies and institutions to ensure an adequate response to key stakeholders' needs and with a view to exchange experience and good practice;
- plan and present budget estimations for the activities of the Unit, to the Institute's management and monitor/follow-up budget execution;
- ensure the quality assurance of the public procurement carried out by the Unit;
- ensure the Unit's contribution to the Institute's communication activities in promoting gender equality;
- develop co-operation with non-governmental and equal opportunities organisations, research centres, social partners in the EU Member States and third countries.

Qualifications & experience required

Eligibility requirements

To be considered eligible for selection, an applicant must meet by the closing date of this call, the following formal requirements:

- Relevant professional experience of at least 12 years obtained after the award of a relevant university degree diploma (with an official duration of studies of at least 4 years)
Or
Relevant professional experience of at least, 13 years obtained after the award of a relevant university degree diploma (with an official duration of studies of at least 3 years).
- be a national of an EU Member State;
- have a good command, both spoken and written, of at least two official EU languages;
- be entitled to full rights as a citizen;
- have fulfilled any obligations imposed by the applicable laws on military service;
- be physically fit to perform duties linked to the post.[2]

Selection criteria

Essential:

- at least 7 years of proven professional experience of gender equality and anti-discrimination, in particular within the core areas of the agency's work (research, statistics, gender mainstreaming or gender-based violence);
- at least 5 years of managerial experience with proven capacity to successfully lead teams of professionals, manage resources (budget and staff) and ensure delivery;
- proven experience of translating strategies or operational policies into measurable objectives and actions to achieve them and developing monitoring systems for their implementation;
- proven experience of reaching mutually beneficial outcomes with gender equality stakeholders at EU and international levels;
- a track record of successfully managing projects;
- excellent English, the predominant working language at the Institute.

Advantageous:

- a Master's or PhD degree

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- a good knowledge of EU procurement rules and procedures, by training or experience;
- work experience in a multicultural work environment;
- good knowledge of the EU and the public sector set-up.

Leadership competencies:

- ability to lead change and innovation and encourage the use of change management principles;
- ability to communicate effectively and unambiguously and adapt the communication style to different audiences;
- ability to identify and analyse new developments and initiatives on gender equality at EU level and propose possible actions
- ability to tackle problems in a structured and fast manner;
- ability to manage priorities, work under pressure and meet tight deadlines.

Selection procedure

The selection procedure includes the following steps:

Only duly completed applications submitted electronically within the deadline will be taken into consideration.

Applications will be examined with a view to establishing that the candidate meets all eligibility criteria.

Eligible applications will be evaluated and scored by the appointed Selection Committee based on the selection criteria (Essential and Advantageous) defined in this vacancy notice. Advantageous criteria constitute additional assets: failure to fulfil these additional criteria will not result in exclusion.

To be invited for the interview you need to receive at least 65% of the highest possible scores during the evaluation of the applications. The best-admissible candidates will be short-listed for interview in Vilnius.

Interviews and written tests will be in English.

During the interview, the Selection Committee will examine the candidates' profiles and score in accordance with the selection criteria. To be included in the reserve list, you will need to have received at least 65% of the maximum points in the interview and test phase.

Out of this group, the top scored candidates might be invited to undergo the Assessment Centre assessment.

It is envisaged that the interviews and possible Assessment Centre sessions will take place between 11 – 19 July 2019[3].

The reserve list will be valid for 12 months. The validity of this list may be extended. Each candidate will be informed by letter whether or not s/he has been placed on the reserve list. However, inclusion of candidates on the reserve list does not guarantee recruitment.

EIGE's Director will appoint the selected jobholder from the reserve list, taking into account a gender balanced, geographically diverse organisation.

The internal proceedings of the Selection Committee are confidential and any contact with its members is strictly forbidden. Soliciting on behalf of a candidate can lead to immediate disqualification.

For applications to be valid, candidates must complete an EIGE application form available here. It is to be forwarded electronically to eige.hr@eige.europa.eu. The subject title should include the vacancy reference number.

Applicants are requested not to attach any supporting documents at this stage. Only candidates invited to an interview will be asked to present copies of documents for verification. Applications will not be returned to candidates but will be kept on file by the Institute in line with its data protection guidelines.

Due to the large volume of applications only candidates selected for the interviews will be contacted.

On the day of interview, candidates will be requested to present originals and copies of documents detailing citizenship in particular a copy of identity card, passport or other official document specifying citizenship.

If at any stage of the procedure, it is established that information in the application has been knowingly falsified, the candidate shall be disqualified from the selection process.

Conditions of employment

The place of employment is Vilnius Lithuania. EIGE operates from a modern and fully computerised office space based in the city's Old Town.

The jobholder shall work in a multicultural environment where social dialogue is considered very important. EIGE applies a participatory approach to its work and encourages an open dialogue between management and staff. Colleagues work closely together as much of the work is organised around cross-unit project teams. EIGE is committed to the principle of zero tolerance towards harassment at work.

Working time is based around flexitime and core working hours, as defined in the EU Staff Regulations. In addition to training opportunities, EIGE offers various support and well-being measures for staff members and their families such as contributions to schooling costs.

A Temporary Agent contract under Article 2f pursuant to the conditions of employment of other servants of the European Union shall be offered, subject to nine months' probation. The duration of the contract will be three years and may be renewed.

Remuneration of Temporary Agents consists of the basic salary as well as various allowances^[4] depending on personal situation of the jobholder. For information, the current gross basic salary for the first step in the AD10, before deductions and the correction coefficient weighting of 74.3% for Lithuania, is approximately €8,876. The applicable grade could be higher depending on the length of experience of the chosen candidate. Salaries are subject to tax at source but are exempt from national taxation. Deductions are also made for medical insurance, pension and unemployment insurance.

Independence & declarations of interest

The jobholder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that may be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Equal opportunities

The Institute applies a policy of equal opportunities and accepts applications without distinction on any grounds.

Appeal procedures

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, by writing to The Director, European Institute for Gender Equality, Gedimino Prospektas 16, Vilnius, Lithuania LT01103.

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22nd March 2004 published in the [Official Journal of the European Union L 124 of 27th April 2004](#)) starts to run from the time the candidate is notified of the act adversely affecting her/him.

Pursuant to Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994, it is also possible to write to: The European Ombudsman, 1 Avenue du Président Robert Schuman, CS 30403 67001 Strasbourg Cedex, France.

[Further details on appeals.](#)

Protection of personal data

As the body responsible for organising the competition, the EIGE ensures that applicants' personal data are processed as required by 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.

Personal data shall thus be processed solely for the purpose of the selection procedure.

Lithuania & life in Vilnius

Lithuania is a member of the Schengen Area and it borders Latvia, Belarus, Poland and the Kaliningrad region of Russia. Its western coastline - noted for its fine beaches, dunes and majestic pines - straddles the Baltic Sea.

Vilnius has an estimated population of just over 800,000 people. In addition to ample green spaces, it is beautifully situated on the banks of the river Neris, offering excellent opportunities for outdoor activities. Vilnius has impressive Baroque, Gothic, Renaissance and Russian architecture as well as one of Europe's largest medieval old towns, a UNESCO World Heritage site since 1994. It has been a university city since the Middle Ages.

Today it is the centre of the country's politics, business, science, culture and entertainment and it attracts an increasingly varied assortment of local and international events. The city centre of Vilnius is compact, clean and safe. In addition to hosting a number of international schools, Vilnius has a well-developed infrastructure and ambitious future plans.

The city is easy to get around, has a good standard of living and an excellent working environment. EIGE's premises are situated in the Europe House on the main thoroughfare of Vilnius City, Gedimino Prospektas, with easy access to amenities, both leisure and educational.

Further information is available at <http://www.vilnius-tourism.lt/en/tourism>.

[1] Established by the European Parliament: the Council Regulation (EC) No 1922/2006 of 20 December 2006 (OJ L 403/9 of 30.12.2006).

[2] Prior to recruitment, the successful candidate will undertake a medical for the purposes of Article 12(2) (d) of the Conditions of Employment of Other Servants of the European Union.

[3] The dates are subject to final confirmation in the invitation letter to the shortlisted candidates.

[4] For example: expatriation allowance, household allowance, education allowance, dependent child allowance etc.

Metadata

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