

# Head of Administration

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## Downloads



### Application form - Head of Administration

EN (DOC, 205.5 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 Administration.

The registration of applications will begin on 31 October 2019 and will close on **21 November 2019 at 13:00** Eastern European Time.

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## 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.

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## Job profile and duties

The post of Head of Administration is a managerial position, overseeing the delivery of all of the key administration functions necessary for the day-to-day work of EIGE, a decentralised EU Agency.

The Head of Administration reports to the Director and collaborates closely with two other managers, the Head of Operations and the Head of Knowledge Management and Communications.

The Head of Administration is responsible for the management of the Institute's Administration Unit which is responsible for horizontal functions such as budgeting and finance, general services, human resources, ICT and procurement to ensure that EIGE's resources are used in the most effective and efficient manner, and in accordance with EU rules and guidelines.

The post-holder may also be called upon to exercise the powers of Appointing Authority and Authorising Officer when the Director is absent.

## Duties

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

- To oversee all aspects of the administration of EIGE, including, inter alia, budget and finance, procurement, coordination of internal controls and audits, HR and ICT management;
- To contribute as part of the management team to the overall leadership and strategic development of the Institute;
- To support the Director in facilitating EIGE's strategic planning and annual management plans with regular reporting and sound advice on administrative and financial matters;
- To support the Director in the sound financial management of EIGE to ensure the regularity and legality of all financial transactions in accordance with the EIGE Financial Rules;
- To oversee the preparation the relevant administrative sections of the Programming Document/s, annual work programmes and annual reports, ensuring their development and implementation in coordination with the other Units of EIGE;
- To ensure development and continuous improvement of administrative policies and their proper application in accordance with the legal framework governing EIGE's work;
- To ensure effective people management within the Administration unit in accordance with the rules and regulations applying at EIGE and in line with individual objectives for each member of the team;
- To ensure that staff of the unit are informed on all relevant policy and strategic aspects at

EU level that affect EIGE and the Unit and to monitor and process developments in these areas

- To ensure a smooth audit process for the European Court of Auditors and support to the Director in relation to the discharge procedure with the European Parliament;
  - To liaise with EU institutions and agencies with a view to exchange experience and good practices.
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## Qualifications & experience required

### Eligibility requirements

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

- A level of education which corresponds to completed university studies<sup>[2]</sup> attested by a diploma when the normal period of university education is four years or more

OR

A level of education which corresponds to completed university studies attested by a diploma and at least one year of appropriate professional experience when the normal period of university education is three years;

- In addition to the above, appropriate professional experience<sup>[3]</sup> of at least 15 years after obtaining the required diploma;
- Be a national of a Member State of the European Union;
- Be entitled to his or her full rights as citizen;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Meet the character requirements for the duties involved<sup>[4]</sup>;
- Have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties;
- Be physically fit to perform the duties linked to the post<sup>[4]</sup>.

### Selection criteria

Essential:

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- at least ten years of proven professional experience in the areas of public administration / financial management / human resources and/or business support functions;
- At least three years of management experience, with proven track-record of managing staff, and/or in building, managing and motivating teams;
- Knowledge of the EU institutional and legal framework, in particular the financial regulation and the implementing rules applicable to the budget of the European Union;
- Good knowledge of and proven professional experience with the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union and related implementing rules;
- Proven experience and insight in strategic planning and in preparation of planning and reporting documents;
- Excellent knowledge of English, the predominant working language of the Institute.

## Advantageous:

- Knowledge of / experience with the Commission's accounting system ABAC;
- Experience in contract management and/or procurement under the EU rules;
- Proven experience in the development of procedures, standards, methodologies, guidance documents;
- Managerial experience in international and/or multicultural work environments;
- Broad general knowledge of gender equality matters and policies.

## Other competencies:

- Proven interpersonal, teambuilding and delegation skills combined with a service oriented and results driven mentality;
- Very good written and oral communication skills;
- Experience and skills in negotiation and problem solving;
- Experience in change management;
- 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:

- 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 by the appointed selection committee based on 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 but may affect the score.
- To be invited for an interview an applicant needs to receive at least 65% of the highest possible scores during the evaluation of applications. The best-suited admissible candidates will be shortlisted for interview in Vilnius.
- Interviews and written tests will be in English.
- During the interview, the selection committee will examine the candidates' profiles and assess their relevance for the post in accordance with the selection criteria. To be included in the reserve list, a candidate will need to have received at least 65% of the maximum points in the interview and test phase.
- 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 were established that information in the application has been knowingly falsified, the candidate shall be disqualified from the selection process.
- Successful candidates will be included in a reserve list which 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 candidate from the reserve list, taking into account the establishment of a gender balanced and 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 on the top of this page. It is to be forwarded electronically to [eige.hr@eige.europa.eu](mailto:eige.hr@eige.europa.eu). The subject title must include the vacancy reference number.

Applicants are requested not to attach any supporting documents at the application stage, e.g. copies of ID cards, diplomas, evidence of previous professional experience, etc. Only candidates invited to an interview will be asked to present copies of these documents. 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.

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## Employment conditions

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's Staff Regulations. In addition to training and development opportunities, EIGE offers various support and wellbeing measures for staff members and their families, such as contributions to schooling costs.

For reasons related to the Institute's operational requirements, the chosen candidate will be expected to be available at short notice. An AD 12 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.

The pay of the Temporary Agent consists of the basic remuneration as well as various allowances<sup>[6]</sup> depending on personal situation of the jobholder. For information, the current gross basic salary for the first step in the AD 12 before deductions and the correction coefficient weighting of 73.6 for Lithuania, starts at approximately €11.363,30. Salaries are exempt from national taxation but are subject to tax at source. Deductions for medical insurance, pension and

unemployment insurance also apply.

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## Independence & declarations of interest

The job holder 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 might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

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## Equal opportunities

The Institute applies a policy of equal opportunities in line with the eligibility requirements noted above.

Applications are accepted without distinction on any grounds of age, birth, disability, ethnic or social origin, genetic features, membership of a national minority, political (or any other) opinion, property, religion, sex or sexual orientation.

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## Appeal procedures

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may submit a complaint against an act affecting him/her adversely. The complaint must be lodged within three months from the date of notification to the following address:

The Director

European Institute for Gender Equality,  
Gedimino pr. 16,  
01103 Vilnius  
Lithuania

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. The appeal

Employment of Other Servants, a candidate may request judicial review of the act. The appeal must be lodged within three months from the date of notification to the following address:

Registry

The General Court

Rue du Fort Niedergrünewald

L-2925 Luxembourg

Luxembourg

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the European Union. The complaint must be lodged within two years of becoming aware of the facts on which the complaint is based to the following address:

The European Ombudsman

1 avenue du Président Robert Schuman

CS30403

F-67001 Strasbourg Cedex

France

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.

Please note also that under Article 2(4) of the General conditions governing the performance of the Ombudsman's duties, any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

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## 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.

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# 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/>.

[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] Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

[3] Only appropriate professional experience acquired after achieving the minimum qualification stated in point.1 shall be considered. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

[4] Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

[5] Prior to the appointment, the successful candidate will be medically examined for the purposes of Article 12(2) (d) of the Conditions of Employment of Other Servants of the European Union.

[6] For example: expatriation, household, education, dependent child, installation, accreditation, etc.

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## Metadata

**PUBLISHED DATE:** 31 October 2019

**GRADE:** AD 12

**MAXIMUM N° ON RESERVE LIST:** 6