



MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



Head of Sector

in the Office for Infrastructure and Logistics in Brussels of the European Commission

Selection reference: OIB/COM/2024/479

Domain: Buildings and supplies

Where: Unit OIB.RPP.3.001- Internal Service for Prevention and Protection at work, Brussels

Staff category and Function Group: Temporary agent 2b - Administrator

Grade: AD 5-7

Publication deadline: 01/03/2024 - 12.00 (Brussels time)

WE ARE

The Office for Infrastructure and Logistics – Brussels (OIB) is responsible for facility management of the Commission buildings in Brussels and the management of social welfare infrastructures (child care, restaurants, etc...) in Brussels and at the JRC site in Ispra.

OIB's mission is to ensure a functional, safe and comfortable workplace for all those working for the Commission, and to provide good quality support and services, based on a client-oriented approach in an environmentally friendly and cost-effective way.

The RPP department is in charge of ensuring the sound and efficient management of OIB's human, financial and informatics resources as well as internal control, document management, prevention at work and business continuity, in order to support the operational activities of OIB. Emphasis is put on internal communication to OIB's staff and to Commission counterparts and clients. The department is composed of 2 cross-cutting sectors reporting directly to the Head of Department as well as 4 operational units.

Unit OIB RPP.3, Internal Service for Prevention and Protection at work - ISPP has the important mandate to implement the policy and rules for occupational health, safety, prevention and protection at work in Brussels, in accordance with the European directives implemented in the Belgian legislation.

WE PROPOSE

An interesting and enriching post of Head of Sector (administrator) who will manage a Sector dealing with the Resources, organisation and reporting of the Unit, with the support of the Head of Unit and the Deputy Head of Unit.



In particular, the Head of Sector will be entrusted to ensure the following tasks:

- Manage the Sector and ensure smooth running of a team composed of 5 staff members with different competencies.
- Ensure the proper management of the administrative and financial aspects of the Unit (procedures, call for tenders, keeping records of incidents, statistics, functional mailboxes, library, documentation, annual reports, meetings, recruitments, data protection...)
- Oversee contacts with clients with efficiency and professionalism.
- Organise meetings (setting the agenda and chairing the meetings when necessary)
- Follow up on HR matters such as recruitment of new unit members, mobility within the network, group meetings with the Sector and individual meetings with some staff members as well as to participate to the evaluation exercise.
- Coordinate the unit's contributions to OIB's Strategic Planning and Programming (SPP) cycle.
- Advise on the strategic direction for the sector, especially in terms of further professionalization and development of the competencies of its staff.
- Evaluate organisation, working procedures, working methods and business processes, propose improvements.
- Propose Key Performance Indicators to follow the sector's activities.
- Participate in OIB/DGs meetings to discuss the level of service and future actions to improve it.
- Co-ordinate with the other OIB services on the general improvement of the client-service.
- Replace the Head of Unit and Deputy Head of Unit in meetings with other OIB services, with other services of the Commission and clients.

WE LOOK FOR

We are looking for a dynamic and people-oriented colleague with a keen interest for team management, procurement/finance, human resources and administration/organisation. Candidates should enjoy building team spirit, be flexible, pro-active and operational. A customer-oriented approach and willingness to improve working processes are also crucial. An experience in managing a team of at least 3 years is essential. A financial background and experience in the health and safety area will be considered as an advantage.

Good working knowledge of English and French is required for this post.

Colleagues who meet the following selection criteria:

A. Required

- Professional experience of at least 3 years in team management
- Knowledge of procurement and contract management

B. Desired

- Experience in the health and safety, security, and crisis management



C. Personal qualities required for the position (assessed during the interview)

- Ability to manage a team and team spirit
- Flexibility and pro-activity
- Client orientation and effective communication

HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:

1. your CV 2. motivation letter 3. duly filled in application form.

Please send these documents by the publication deadline to OIB-VACANCIES@ec.europa.eu indicating the selection reference **OIB/COM/2024/479** in the subject.

The closing date for registration is 01/03/2024. Registration will not be possible after 12:00 noon Brussels time.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in French and English.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.