



EUROPEAN AVIATION SAFETY AGENCY VACANCY NOTICE REF.: EASA/AD/2008/028

Head of Personnel (F/M) Temporary Agent AD11

Applications are invited for the post of **Head of Personnel** within the **Administrative Directorate** of the European Aviation Safety Agency established by European Parliament and Council Regulation (EC) No 1592/2002 of 15 July 2002 (*OJ L 240, 7.9.2002*)¹ on common rules in the field of civil aviation and establishing a European Aviation Safety Agency. The Agency is located in Cologne, Germany.

The Agency:

The European Aviation Safety Agency (EASA) is an agency of the European Union which has been given specific regulatory and executive tasks in the field of aviation safety. The European Aviation Safety Agency is a key part of the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe.

The Agency assists the European Commission in preparing EU legislation on civil aviation safety and environmental compatibility. It also develops its own standards (certification specifications and guidance material) to facilitate the implementation of its objectives.

For further information, please refer to our website: <http://www.easa.europa.eu>

The Administrative Directorate:

The Administrative Directorate provides for a strong infrastructure on which to build the organization, by managing facilities, human resources, budgeting and finance, information technology, procurement and outsourcing contracts.

The HR Department is located within the Administrative Directorate and is providing services to the Agency in the area of HR planning and recruitment, induction programmes, establishment and management of individual rights, skills need analysis and training, performance management and assessment.

Job description:

The Head of Personnel will report directly to the Administrative Director and will advise the Appointing Authority of the Agency on the issues related to the implementation of the Staff Regulations and industrial relations. In particular, he/she will be responsible for:

- Developing and proposing to the Executive Director HR strategies and related policies;
- Annual Establishment Plan, Staff Policy Plan, Recruitment Plan;
- Effective management and development of the Agency's Human Resources, through recruitment, performance management, competences and career development;
- Managing the staff-related budget, in cooperation with the Finance Department;
- Salary and individual rights management, in compliance with EU procedures and legal requirements;
- Development of HR management tools, and reporting on HR work plan and indicators;
- Promoting internal HR based communication, and supporting sustained and effective social dialogue;

¹ Repealed and replaced by European Parliament and Council Regulation (EC) No 216/2008 of 20 February 2008 (*OJ L 79/1, 19.03.2008*).

- Liaising with the European Commission services and with other Community bodies on HR related issues;
- Ensuring that the Agency fully conforms with the applicable EU Staff Regulations and the relevant implementing rules.
- Managing the staff within the HR Department.

Qualifications and experience required:

A. ELIGIBILITY CRITERIA:

A1 At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more and, after having obtained the university degree, at least 12 years of professional experience;

OR

At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 3 years and, after having obtained the university degree, at least 13 years of professional experience;

A2 Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties.²

In addition, in order to be eligible the candidate must:

- Be a national of a Member State of the European Union, Norway, Iceland or Liechtenstein;
- Be entitled to his or her full rights as a citizen³;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved and
- Be physically fit to perform the duties linked to the post⁴.

B. SELECTION CRITERIA:

Essential

- Experience at Director Human Resources level or equivalent;
- Ability and commitment to promote a culture of customer service in all areas of HR administration and management;
- Proven experience of management in a multicultural environment;
- Proven experience of consultation with actors of social dialogue;
- Very good communication skills, both orally and in writing, in English.

Advantageous

- Good knowledge of Staff Regulations and implementing rules applicable to EU Institutions and Agencies;
- Practical experience in implementing the Staff Regulations or similar rules;
- Good knowledge of Community budgetary procedures;
- Good knowledge of French and/or German languages.

For reasons related to the Agency's operational requirements, the candidate will be required to apply with and to be available at a short notice.

Engagement and the conditions of employment:

A contract offer will be made as a member of the temporary staff pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities⁵ for a five-year period, which may be renewed. **The successful candidate will be recruited in grade**

² In addition, in order to be eligible to their first promotion staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

³ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁴ Before being engaged, a member of the temporary staff shall be medically examined by one of the institution's medical officers in order that the institution may be satisfied that he fulfils the requirements of Article 12 (2)(d).

⁵ For further information refer to: http://ec.europa.eu/dgs/personnel_administration/publications_en.htm

AD 11. The basic monthly salary for grade AD 11 (step 1) is € 8.500,81. In addition to the basic salary, staff members 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 Community tax deducted at source and it is exempt of national taxation.

Also the EASA offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Annual leave is calculated on the basis of two days per calendar month plus additional days for age, grade and distance from the place of origin. In addition, the Agency offers an average of 16 bank holidays per year. Adequate sick leave is available.

The jobholder will be engaged by the Executive Director on the basis of a list of suitable candidates proposed by the Selection Committee. Candidates should note that the proposal may be made public and that an inclusion on the list does not guarantee recruitment. The established list may be used for the recruitment of a similar post depending on the needs of the Agency and will be valid until 31/12/2009 (the validity of the list could be extended).

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

Declaration of commitment to serve public interest independently:

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

Commitment to promote equal opportunities:

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

In addition, the Agency welcomes all candidates meeting the eligibility and selection criteria without distinction on grounds of their former employer: industry, National Aviation Authorities, public or private sectors, self-employment, etc.

Selection Procedure:

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates who meet all essential selection criteria may be invited for an interview, which will be held for the most part in English. During the selection process candidates may be required to undergo a competency assessment exercise and complete part of the process in their second EU language. The interview session will be held in Cologne, Germany.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, only candidates selected for the interviews will be contacted. Applicants are invited to follow the recruitment process on the EASA website.

Please note that applications will not be returned to candidates but will be kept on file by the agency. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

Submission of application:

For applications to be valid, the candidates must submit in a single A4-sized envelope **one (1) original and four (4) copies of all** the following documents:

- a completed EASA application form⁶;
- a motivation letter of no more than one page, preferably typed, explaining why the candidate is interested in the post and what her/his added value would be to the Agency if selected.

Candidates are kindly asked to send their applications as separate sheets without stapling or binding them together. In order to ensure the reception of your application, we strongly recommend sending your application by **registered mail**.

Applications delivered **via email** will **not be accepted**.

Do not send supporting documents with your application (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.). Candidates invited for an interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application.

Closing date:

Applications must be sent no later than **08/05/2008**.

Please note that in order to be considered, the applications received are required to be dispatched within the deadline; the postmark date will serve as a proof.

Please send your application to:

Mail and registered mail:

European Aviation Safety Agency
Human Resources - Recruitment Section

Ref.: EASA/AD/2008/024

Postfach 10 12 53

D-50452 Cologne, Germany

Courier and parcel delivery:

European Aviation Safety Agency
Human Resources - Recruitment Section

Ref.: EASA/AD/2008/024

Ottoplatz 1

D-50679 Cologne, Germany

⁶ This document is available on the following website:
http://www.easa.europa.eu/ws_prod/q/g_recruitment_main.php