VACANCY NOTICE N° COR/AD9-AD14/36/22

Head of Unit

Directorate for Innovation and Information Technology
Unit IIT.2 – Digital solutions
Vacancy AD9-AD14
Type of post HEAD OF UNIT

Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations

Date of publication 18/08/2022
Deadline: 09/09/2022 at noon (Brussels time GMT + 1)

Your job and responsibilities

Do you consider technical obstacles and limits as challenges to be overcome? Do you possess a strong solution-oriented mind-set? Do you see one step ahead when it comes to technologies and their developments? Are you able to anticipate changes, to question and to improve the existing procedures by translating them into operational objectives and tangible results?

The European Committee of the Regions (CoR) is looking for a new head of Unit in charge of the Digital solutions Unit, which will be part of the new Directorate for Innovation and Information Technology (IIT). The main mission of this Unit will be to develop and maintain digital solutions while providing assistance to members and staff in all operational domains (political work, human resources, finance, document management, translation and communication). It will also ensure, in complement to the helpdesk operating under Unit IIT.1, that all systems and applications, content and production management processes are working correctly.

As member of the management team of the Directorate and expert in IT solutions, you will contribute to the long-term IT strategy of both committees (CoR and European Economic Social Committee (EESC)) and implement all projects aiming to modernise and upgrade the existing digital solutions in all business areas, prioritizing the development of common solutions for both Committees.

The COVID-19 experience has obliged all institutions to review their functioning and the services to offer. As a creative manager with an in-depth knowledge of the functioning of the European institutions, their IT solutions and resources available, you will shape the Committees' objectives in digital solutions strategy.

Who are we? What are the challenges for us ahead?

The new Directorate for IIT has been established in a new cooperation agreement concluded by the CoR and the EESC in November 2021 to grant dedicated human and budgetary resources to the IT team, which was previously part of the Directorate for Logistics. The Directorate for IIT will allow the Committees to meet the increasing needs in terms of IT development, support and modernisation – needs that must be met even more urgently since the beginning of the global Covid-19 pandemic.
The new Directorate for IIT will be responsible for the optimal implementation and development of IT projects and solutions, including helpdesk, the modernisation and development of new tools adapted to the evolving service needs. It will provide CoR and EESC members and the general secretariats with high quality services and support while granting optimal use of human and budgetary resources. The Directorate for IIT will work closely with all the CoR/EESC departments and other EU institutions.

The Directorate for IIT consists of three specialised Units:

- IIT.1 – Digital transformation
- IIT.2 – Digital solutions
- IIT.3 – Digital platforms

The Unit IIT.2 will be composed of 18 staff members and around 30 external service providers (developers) divided into four areas of business activity: (1) Information systems; (2) HR, Finance, Political Work; (3) Content Production and Management, including digital transformation in the area of management, translation and communication; (4) Shared solutions.

The main challenge for the future will be to provide robust, reliable and modern IT solutions to the two Committees and allow the interconnection and interoperability with networks, tools and platforms used also by other stakeholders and external partners while granting an optimal use of human and budgetary resources.

Are you the talent we are looking for?

- You have at least 10 years of professional experience in IT development, strategy and client support; you possess a clear vision of the ongoing and future digital transformations likely to directly impact and improve the services provided to members and staff of the two Committees;
- You have acquired a relevant working experience of at least 3 years in managing teams; you can motivate, develop and successfully lead multicultural teams and maintain constructive relations with all client services and stakeholders;
- You have a level of higher education corresponding to a complete cycle of university studies ending in a degree where the normal duration of these studies is four years or more, or a level of education corresponding to a complete cycle of university studies ending in a degree followed by relevant professional experience of at least one year where the normal duration of these studies is at least three years; a university diploma in IT related fields would be considered as an asset;
- You have excellent analytical and synthesis skills, organisation skills as well as critical sense;
- You are a good networker capable of establishing trustful relationships with internal and external stakeholders;
- You are able to quickly assimilate internal decisions and regulations and check their correct application, to work under pressure and to meet deadlines;
- You are a rigorous person, with a strong sense of responsibility who knows how to work independently but with team spirit, endowed with a sense of interpersonal relationships and diplomacy as well as with integrity and strict professional deontology;
- You have a good understanding of the political environment of the CoR, the EESC and of the European institutions;
- You have a thorough knowledge of one of the official languages of the European Union (EU) and a satisfactory knowledge of another of these languages. For functional reasons, a thorough knowledge of English and French is required;
- You have an excellent command of necessary IT applications and tools and a strong interest in IT modernisation;
- Relevant professional experience as authorising officer by subdelegation would be an asset;
Knowledge of the Staff Regulations, the Conditions of employment of other servants of the European Union, the Financial regulation and its implementing provisions would also be an asset;

Previous experience with the ABAC financial management system would also be an asset;

Experience in working with multiple stakeholders in shared services would also be an asset.

**Are you eligible for this position?**

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, applicants for a Head of Unit position published according to Article 29 § 1 (a) of the Staff regulations must be established permanent officials of the CoR of grades AD9 to AD14. Also eligible are CoR established officials of the AD function group of grade AD8 provided they have at least 2 years of seniority in the grade on closing date for applications.

Candidates applying for this position following Article 29§1 (b) of the Staff regulations must be established permanent officials of the European Union of grades AD9 to AD14.

Candidates applying for this position following Article 29§1 (c) of the Staff regulations must be laureates of an EPSO competitions for heads of Unit of grades AD9 or AD12.

Each candidate must have at least 10 years of relevant working experience, three of which must have been acquired in a position implying team management.

**Two step selection process**

A selection panel will assess the applications received by the deadline. All eligible applicants will be invited to an interview with a panel. Based on the results of this interview, a shortlist of 3 candidates will be proposed to the Secretary-General.

The Secretary-General will meet individually all the shortlisted candidates and will decide which one will be proposed to carry out the duties of Head of Unit.

**Are you interested in this challenge?**

If you have the skills we are looking for and think you fit the profile above, please apply using the online application form: [https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en](https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en) before noon on 09/09/2022 (Brussels time).

Please remember to read carefully the appendix to this vacancy announcement.

The Secretary-General

*(signed)*

Petr Blížkovský

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The European Committee of the Regions (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.