

Avis de vacance COM/2019/1453 (Etat: Terminé)

DIRECTEUR D'OFFICE - DIRECTEUR DU PMO (AD14/AD15)

PMO

BRUXELLES(Belgique)

Numéro COM: COM/2019/1453

Publication: du 05/06/2019 au 19/06/2019 jusqu'à 12.00 heures
midi heure de Bruxelles

Avis de vacance ouvert aux candidats d'autres institutions: non

Avis de vacance ouvert aux candidats d'EPSO: non

Caractéristiques du poste:

ID Poste: 46681

Job disponible du:

Poste d'encadrement: oui

Budget: Administration

Habilitation à la sécurité
requise: non

Nous sommes:

The Office for Administration and Payment of Individual Entitlements (PMO) is an administrative office, attached to DG Human Resources and Security; PMO was created with Commission decision of 6 November 2002 (C(2002)4367 final). Its mission is to determine, calculate and pay financial entitlements and remuneration of staff of the European Commission and certain other EU Institutions and bodies. PMO operates under the supervision of a Management Committee. PMO is organised in seven units and one task force, one of these units being in Luxembourg and another one in Ispra (Italy). PMO handles an operational budget of some EUR 5.3 billion, comprising essentially salaries, pensions, as well as reimbursements related to health insurance, missions and experts. It has around 600 members of staff (statutory and contract agents) and an administrative budget in the order of EUR 52 million. PMO is based in Brussels. The Secretariat of the Supervisory Committee of OLAF is attached to PMO for administrative purposes.

Nous proposons:

The function of Director of PMO who is accountable to the Management Committee and ensures regular liaison with DG HR. The Director is responsible for the smooth functioning of the Office and for compliance with prevailing rules and policies. The Director ensures effective planning and management of the human and budget resources and activities of the Office, assuring quality standards and monitoring deadlines, workflow and fulfilment of objectives.

The Director co-ordinates and supervises internal control activities including effective ex-post controls and reports on a regular basis to the Management Committee. In the capacity of authorising officer by delegation, the Director prepares and submits to the Management Committee, an Annual Work Programme and an Annual Activity Report to the Management Committee for approval.

In performing these tasks, the Director exercises the role of appointing authority within the limits conferred by the Commission and has the power of authorising officer by delegation.

Nous recherchons:

8 févr. 2021 19:28

The successful applicant should be a well-organised, experienced manager with sound judgment and the capacity to motivate in addition to:

- Proven capacity to lead a large organisation at high management level, being able to design and propose new strategic approaches;
- Good capacity for strategic thinking, policy formulation and implementation;
- Strong achievements as a manager and communicator with an excellent ability to set priorities and direct large teams;
- A good understanding and knowledge of the functioning of the European Institutions and other policies relevant to the activities of the Office;
- A very good knowledge of and solid experience in the Commission's human resources policies as well as its financial management rules and internal control procedures; experience as an authorising officer by sub-delegation would be an advantage;
- Excellent presentation and communications skills, being able to build good working relationships and negotiate effectively with internal and external stakeholders of the Office.

Politique de recrutement:

PMO applies an equal opportunities policy. Given the low representation of women in management functions, the Commission would particularly welcome applications from women.

Candidates invited for an interview with the Consultative Committee on Appointments have to attend, before this interview, a one-day assessment centre run by external consultants, unless they have already been evaluated through an assessment centre organised at the request of DG HR for a type of post at the same level as the one they are currently applying for during the two years preceding the date of the interview with the CCA.

For information related to Data Protection, please see the Specific Privacy Statement.

<https://myintra.ec.europa.eu/staff/EN/technical-assistance/Pages/sysper-privacy-statements.aspx>

Contacts

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Comment postuler:

Bouton «Introduire votre candidature» - Avis de vacance dans votre institution

Les fonctionnaires ayant accès à Sysper doivent postuler sur cet avis de vacance publié dans leur propre institution en utilisant le bouton «Introduire votre candidature». Cette procédure inclut les anciens fonctionnaires de la Commission transférés au Service Européen pour l'Action Extérieure et qui souhaiteraient postuler sur cet avis de vacance publié à la Commission.
Dans le cas d'un avis de vacance publié dans d'une Agence Exécutive, tout personnel statutaire travaillant déjà au sein d'une Agence Exécutive et ayant accès à Sysper peut postuler sur cet avis de vacance spécifique via Sysper. Une fois que Sysper a correctement enregistré votre candidature, vous recevrez une notification automatique par courriel. Si vous ne recevez pas cette notification, cela signifie que Sysper n'a pas réussi à enregistrer votre candidature et que vous devez réessayer. Votre candidature doit être soumise avant l'expiration de la date limite de dépôt des candidatures. Par conséquent, nous vous conseillons de télécharger votre candidature suffisamment à l'avance dans Sysper (les modifications sont possibles jusqu'à l'expiration du délai).

Candidature par courriel

En cas de problèmes techniques avec Sysper ou pour les candidats d'autres institutions, y compris les anciens fonctionnaires du SGC transférés au SEAE qui postulent sur un avis de vacance publié au SGC, les candidatures peuvent être soumises dans le délai imparti, à l'adresse électronique indiquée ci-dessous.

Le CV et la lettre de motivation joints au courriel doivent être au format PDF (taille maximale de 2 Mo par document). Tous les autres documents que vous souhaitez joindre (par exemple, références, certificats, etc.) doivent être intégrés dans un seul document PDF (taille maximale de 2 Mo).

xxxxxxxxxxxxxx@xx.xxxxxx.xx

Echéance

Date de clôture d'enregistrement: 19/06/2019. L'enregistrement ne sera plus possible après midi (12h00), heure de Bruxelles.

Critères d'éligibilité et autres informations importantes

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/managers/Pages/management-posts.aspx>