

VACANCY NOTICE - EFSA/X/AD/2015/002

The **European Food Safety Authority (EFSA)**, based in **Parma**, Italy,
is looking for
Head of Resources and Support Department (RESU)
Managerial Position
(Temporary Agent AD 12)

WHY EFSA

Do you want to play an active role in an organisation that makes a difference to the lives of 500 million EU citizens?

EFSA is recognised as providing Europe with the best scientific advice that enables timely decision making to protect consumers from food-related risks and support healthy dietary choices as well as improve animal health and welfare and plant health.

You may want to find out more about the mission of EFSA at: <http://www.efsa.europa.eu/>

IS THIS JOB FOR YOU

You are a management professional with experience in providing long-term inspiration to others.

You are a role model within the organisation and radiate the organisation's reputation and values.

You have developed and implemented the organisation's vision with mid-long term impact within a fast-paced scientific environment.

As an experienced manager you will:

- Lead a customer service-oriented department of about 130 people in delivering high-quality services to its stakeholders;
- Champion innovation and business transformation to position EFSA as a role model to public service organizations;
- Ensure efficient management of resources in implementing EFSA's work program in line with the European institutional and regulatory framework;
- Drive the development of strategies, policies, administrative processes and technologies to enable and to enhance EFSA's core business;
- Enhance cooperation with relevant European Institutions/Agencies and other partners.

If you see yourself in the above description, then this job vacancy could be for you.

Please send us your application **by no later than 03 March 2015 at midnight** (Local time, GMT +1), following the instructions in the ANNEX to the vacancy.

We will disregard any applications received after the closing date.

WHAT CAN YOU EXPECT

Every position within EFSA, from scientists to managerial and technical staff, plays an important part in creating an inspirational environment in which to work and develop.

RESU Department's vision is to effectively manage EFSA's resources to support its three key priorities which are:

(1) *Fit for purpose*: Increase usefulness to risk managers in their quest for food safety, and provide applicants with a more efficient and predictable regulatory environment.

(2) *Sustainability*: Step up cooperation with national food safety agencies, European bodies and international organisations to build an EU risk assessment community with a common agenda and streamline EFSA processes for that purpose.

(3) *Trust*: Incorporate transparency and openness into our scientific work and engage with society to increase trust in the EU food safety system.

The mission of RESU Department is to contribute to the implementation of EFSA's mandate by being a top-class Business Partner in helping:

- to foster the Authority's strengths in the development of a service-oriented, transparent, responsible environment which works to the highest standards of ethics and integrity;
- to optimize the use of resources ensuring efficiency, accountability, flexibility with due care, the respect of the rules/procedures and best value for taxpayers' money;
- to provide a driving impulse to the strategic planning and programming cycle including a maximisation of the synergies between objectives and activities;
- to act as a change agent actively supporting a culture of performance and reward.

The RESU Department consists of a Corporate Business Control Center (CBC) responsible for the definition, preparation and implementation of the Authority's strategic planning cycle and of five Units: Finance Unit (FIN), Corporate Services Unit (CORSER), Human Capital and Knowledge Management Unit (HUCAP), IT systems Unit (ITS) and the Legal and Regulatory Affairs Unit (LRA).

Your key responsibilities

Reporting to the Executive Director of EFSA and as a dedicated member of the EFSA Management Team the successful candidate will:

- Provide intellectual, strategic and operational leadership in developing the Department's work program for managing EFSA's resources to support the three key EFSA priorities;
- Lead and manage the RESU Department ensuring it fulfils its mission in line with the regulatory and financial framework within a challenging political and human capital environment;
- Develop and deploy a culture of service in interfacing with various stakeholders;
- Act as a catalyser and generator of innovation and changes;

- Contribute to enhance the reputation of the Authority by fostering the highest level of cooperation, integrity, independence, responsiveness and overall transparency in the provision of excellence in services.

WHAT ARE THE SELECTION REQUIREMENTS

You must satisfy the following requirements on the closing date for submission of your application:

I. Eligibility criteria

1. General requirements

- Be national of a Member State of the European Union, Iceland or Norway;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed on them by laws concerning military service;
- Be physically fit to perform the duties linked to the post.¹
- Have a thorough knowledge of one of the EU official languages and a satisfactory knowledge of another EU language;
- Meet the character requirements for the duties involved.

2. Qualifications

- A level of education which corresponds to completed university studies of at least four (4) years attested by a diploma; OR
- A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one (1) year when the normal period of university education is at least three (3) years.²

3. Experience

- At least **fifteen (15) years** of proven full-time professional experience³ in some or all the fields covered by the job description above acquired after the qualifications mentioned in point 2.

II. Competencies required

Experience and Knowledge

- i. At least **six (6) years** of professional experience in strategic leadership in one or more of the RESU's remit;
- ii. Hands-on experience in developing and implementing policies and strategies to ensure sound resources management;
- iii. Experience in change management and business transformation;

¹ Before appointment, a successful candidate shall be medically examined by an institution's medical officer in order that the European Food Safety Authority may be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.

² Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted. In instances where diplomas are obtained from a non-EU Member State, EFSA may request the candidate to provide a relevant document of comparability issued by a recognised authority.

³ Professional experience shall be taken into account from the date on which the person fulfils the minimum qualifications or engagement. Any given period may be counted only once (in order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience). Professional activities pursued part-time will be calculated pro-rata on the basis of the certified percentage of full-time hours worked.

Remunerated PhDs acquired in a field relevant to the job description can be counted as professional experience up to 50% of their duration.

- iv. Detailed knowledge and understanding of the relevant EU regulatory framework;
- v. Excellent knowledge of both written and spoken English.

Interpersonal Competencies

- vi. Capacity to lead, guide and motivate staff with sensitivity and respect of diversity as well as ability to build trust and develop direct reports;
- vii. Ability to maintain a high sense of professional integrity, diplomacy and political astuteness;
- viii. Ability to champion innovative approaches and drive cultural change within a dynamic yet regulated environment;
- ix. Ability to communicate effectively and persuasively to a broad range of audiences.

Please note that the ANNEX represents an integral part of this vacancy notice and should be consulted before completing your online application form.

WHAT CAN WE OFFER YOU

Life in Parma

Parma has around 200.000 inhabitants spread across 260 km². The city has a rich cultural and historical heritage and has recently been ranked by “The Telegraph” as among the 20 best places in the world for the good life. The presence of music in its history is recognised worldwide and its food and wine traditions are well known. It is also within reachable distance to other major Italian cities.

Salary and benefits

EFSA can offer the selected candidate a contract of 5 years with the possibility of renewal.

The successful candidate will be recruited in Temporary Agent **AD 12**. The basic monthly salary for **AD 12 step 1** (15 years professional experience after obtaining minimum qualifications) is **€10,406.80** and for **AD 12 step 2** (18 years professional experience after obtaining minimum qualifications) is **€10,844.10**, subject to an annual review of remuneration provided for in Article 65(1) of the Staff Regulations.

In addition to the basic salary, EFSA offers a range of benefits:

- Various allowances to which the successful jobholder may be entitled, such as a household allowance, expatriation allowance (16% of basic salary), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt from national taxation.
- A comprehensive welfare package including pension scheme, medical accident and occupational disease insurance coverage, unemployment and invalidity allowance, and travel insurance. Further information regarding rights, conditions of employment and benefits can be found at the following links:

http://www.efsa.europa.eu/en/jobs/docs/FAQs_recruitment.pdf

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

This established reserve list may be used for the recruitment of a similar position depending on the needs of EFSA, and will be valid until 31/12/2016 (the validity of the reserve list may be extended).