



## Vacancy: Head of Unit Information and Communication Technologies

Unit: Information and Communication Technologies

Reference: ECDC/AD/ 2017/ICT-HOU

Applications are invited for the above Temporary Agent post at the European Centre for Disease Prevention and Control (ECDC).

### Job description

The Jobholder will report to the Director and be a member of the ECDC Senior Management Team.

He/She will have the following key tasks and areas of responsibilities:

- Support the Centre's Mission and Vision by providing leadership and direction to the ICT team, and develop a focus on the creation of clear and value added business outputs while ensuring compliance with the regulatory framework;
- Further develop and implement, in close cooperation with relevant business partners, ICT policies, strategies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provisions;
- Management of the Centre's ICT operations - review performance of ICT processes/systems to determine operating costs, productivity levels and upgrade requirements, benchmark, analyse, report on, and make recommendations for the improvement of the ICT infrastructure and ICT processes/systems;
- Contribute proactively and constructively to the discussions in the management team and ensure a cohesive image of senior management in the Centre;
- Lead the development and implementation of ECDC's work plan in the Unit by establishing appropriate processes and setting priorities for implementation amongst the Heads of Section and by ensuring proper implementation of financial planning and monitoring processes within the Unit;
- Develop and foster strong strategic relations with in particular the EU institutions and other relevant stakeholders;
- Ensure that processes are in place for managing and coordinating the human resources of the Unit so that people are well motivated, act professionally and deliver consistently high performance within ethically sound principles;

- Contributing to other activities of ECDC as required, within his/her field of competence.

## Qualifications and experiences required

### A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years<sup>1</sup>;
- At least 15 years of professional experience (following the award of the diploma)<sup>2</sup>
- 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<sup>3</sup>;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen<sup>4</sup>;
- To 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 post.

### B. Selection criteria

To qualify for this post we have identified *essential criteria* with regard to *professional experience* and *personal characteristics/interpersonal skills*. These are:

*Professional experience/knowledge:*

- at least 7 years of professional experience acquired in positions relevant to the job description and a proven track record of successfully leading complex ICT organisations, preferably in the public sector;
- Proven experience in developing and implementing policies and strategies at corporate level including enterprise architecture frameworks;
- Managerial experience of leading teams, including staff and budgetary issues;

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<sup>1</sup> Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration

<sup>2</sup> Compulsory military service is always taken into consideration.

<sup>3</sup> In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

<sup>4</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

- Knowledge and experience in developing, implementing and managing an ICT Governance structure (including risk and quality management framework);
- Knowledge and experience in ICT industry related standards (project management methodologies, software development methodologies, service management methodologies);
- Excellent command of English, both written and spoken.

*Personal characteristics/interpersonal skills:*

- Strong sense of initiative and responsibility;
- Good organisational and co-ordination skills including managing priorities, as well as the ability to work under pressure and respond to changes in a rapidly evolving work environment;
- Excellent ability to communicate clearly at all levels;
- Excellent negotiation, problem-solving and conflict resolution skills;
- Results orientated;
- Strong inter-personal skills and ability to work well in a team;
- Being quality-driven and service-minded.

*We have also identified experiences and skills that are advantageous for this post. These are:*

- Knowledge and experience in public procurement;
- Experience of working in a multicultural environment.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

## Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates may be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a Temporary Agent, pursuant to article 2f) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years which may be renewed. The appointment will be in grade **AD 11**.

Applicants should note the requirement under the EU staff regulations for all new staff to complete successfully a probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

[http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff\\_Regulations\\_2014.pdf](http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff_Regulations_2014.pdf)

The place of employment will be Stockholm, where the Centre has its activities.

## Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

## Application procedure

To apply please send a completed application to [Recruitment@ecdc.europa.eu](mailto:Recruitment@ecdc.europa.eu) clearly indicating the vacancy reference and your family name in the subject line of the email.

For your application to be valid you must complete all required sections of the application form, which should be submitted in Word or PDF format and preferably in English<sup>5</sup>. Any incomplete applications will be considered invalid.

The ECDC application form can be found on our website here:  
<https://ecdc.europa.eu/en/work-us/vacancies>

The closing date for the submission of applications and further information regarding the status of this selection procedure, as well as important information regarding the recruitment process, is noted on our website and can be found using the above link.

Due to the large volume of applications received, only candidates selected for interviews will be notified.

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<sup>5</sup> This vacancy notice has been translated into all 24 official EU languages from its English original. As the language of day-to-day operations in the Agency is generally English, ECDC prefers to receive the application in English.