

Group Leader Missions and Meetings

Unit: Resource Management and Coordination

Reference: ECDC/AD/2019/RMC-GLMM

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 Head of Section Corporate Services. He/She will be responsible in particular for the following areas of work:

- Contribute to ECDC's reputation through customer oriented, efficient and professional travels and event management, organisation and follow-up;
- Implement ECDC's mission and meeting plans in compliance with relevant regulations and continuously improve the effectiveness and efficiency of the relevant procedures;
- Lead the Missions and Meetings team; plan and organise the work of the team to ensure the group's objectives are effectively met; manage the performance of the team;
- Take overall responsibility for all aspects of missions and meetings delivery and stakeholder satisfaction; ensure timely and accurate information is provided to travellers in liaison with external providers;
- Liaise closely and regularly with the ECDC operational units to ensure effective delivery of operational needs;
- Manage the relationship and contracts with suppliers, support system enhancements and stay abreast of innovations to improve services;
- Provide management reports to monitor stakeholder satisfaction, compliance and financial performance and other necessary indicators to drive continuous improvement;
- Manage the procurement of services to ensure business continuity in the delivery of the ECDC mission and meeting plans, in collaboration with the Procurement Section;
- Contribute to other activities of ECDC, as required, in his/her field of expertise.

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 of at least 3 years attested by a diploma¹;
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language to the extent necessary for the performance of his/her duties²;
- 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 citizen³;
- 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 5 years professional experience (following the award of the diploma), of which at least 3 years' experience acquired in positions relevant to the job description;
- Proven professional experience in the field of business travel and event organisation, preferably including financial management, procurement, contract management and liaison with relevant suppliers;
- Proven experience in managing and leading a team;
- Experience in the planning and organisation of events;
- Experience in managing internal and external clients and/or stakeholders;
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Outstanding customer service skills and very well developed service-oriented approach;
- Excellent communication skills;
- Ability to effectively interact with staff and external partners at all levels;
- Ability to empower, motivate and lead others;

¹ 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

² Candidates with a non-official EU language or English as their mother tongue must provide proof of their level of a second language with a certificate (B1 or more).

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.

³ 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.

- Excellent planning, coordination, priority setting and organising abilities;
- Proven problem solving abilities and strong sense of initiative and responsibility.

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

Equal Opportunities

ECDC is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities.

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 5**.

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

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 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 English⁴. Any incomplete applications will be considered invalid.

⁴ This vacancy notice has been translated into all official EU languages from its English original. As the language of day-to-day

The ECDC application form can be found on our website here:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

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.

operations in the Agency is generally English, ECDC prefers to receive the application in English.