

SELECTION OF TEMPORARY STAFF FOR DIRECTORATE-GENERAL JOINT RESEARCH CENTRE

The Commission is organising a selection procedure to fill a Head of Unit function in the Joint Research Centre, Institute for Energy, Unit Nuclear Design Safety in Petten (The Netherlands). This post is intended by the Commission for nationals of the 10 countries of the enlargement of 01.05.2004 and of the 2 countries of the enlargement of 01.01.2007.

GENERAL CONDITIONS

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Communities¹. Having regard to the above, candidates must be a national of one of the following Member States of the European Union: Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Lithuania, Latvia, Malta, Poland, Romania, Slovenia, Slovakia.

The European Institutions apply a policy of gender equality and welcome applications without discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

TYPE AND DURATION OF CONTRACT

The successful candidate may be offered a temporary contract under point (d) of Article 2 of the Conditions of Employment of Other Servants of the European Communities and in accordance with the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff. The duration of the contract may not exceed four years, with the possibility of renewal for a maximum of two years.

The maximum duration of the contract will also take account of the relevant provisions in the April 2004 Commission Decision on the maximum duration of recourse to non-permanent staff (six years over a twelve-year period)².

PLACE OF EMPLOYMENT

Petten, The Netherlands

LEVEL

AD12 (as an indication, gross basic starting monthly salary of €9,618.12 to 10,022.29)³

¹ http://ec.europa.eu/civil_service/docs/toc100_en.pdf

² http://europa.eu/epso/documents/regle_des_six_ans_en.pdf

³ http://europa.eu/epso/documents/decision_on_classification_en.pdf

NATURE OF DUTIES

The Head of Unit will manage the Unit responsible for Nuclear Design Safety at the Institute for Energy of the Joint Research Centre.

The main objective of the activities of this Unit is to develop and provide the scientific and technical knowledge on key nuclear safety issues for the support of EU policies and Commission Services, including investigations on structural integrity, accident behaviour and accident management, system analysis and risk assessment.

Besides the administrative tasks of managing, structuring and coordinating the Unit's activities and its human and financial resources, the strategy and scientific policies for the Unit have to be defined. This implies having a good knowledge of the scientific matters concerned and of the relevant international programs, and building up a good working relationship with Commission Services, with the relevant organizations of the Member States, as well as with international organizations, such as OECD and IAEA.

The Head of Unit will also be responsible for :

- defining the work programme and priorities in line with the JRC's work programme;
- organising the Unit so that its resources are used as effectively as possible;
- supervising the operational and financial aspects of programmes and projects;
- representing the Unit at meetings with Commission Services, relevant organizations of the Member States, as well as with international organizations.

The Unit has a staffing of about 56 people which includes officials and temporary staff.

QUALIFICATIONS

A level of education which corresponds to completed university studies attested by a diploma in the field of nuclear sciences 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 in the field of nuclear sciences and appropriate professional experience of at least one year when the normal period of university education is at least three years.

EXPERIENCE/COMPETENCIES

At the closing date for submission of applications, and in addition to the qualifications required above, the candidates must have at least 10 years' full time professional experience gained after obtaining the diploma required for admission to the selection procedure. This professional experience must have been gained in the nuclear reactor safety field, specifically in the area of structural behaviour of safety related components, in the computational and experimental analysis of nuclear accidents, as well as in probabilistic, risk and reliability methodologies.

Very good management skills, including the proven ability to lead and motivate a team (minimum 5 years' experience of managing teams).

Very good organisational skills, including the proven ability to plan and monitor the activities of a team.

Good knowledge of EU policies and Institutions, as well as related procedures.

Proven and established reputation at international level in the relevant field.

Good oral and written communication skills, including the capacity to represent the European Commission in formal meetings and conferences.

LANGUAGES

Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants candidates must have a thorough knowledge of one of the Community languages and a satisfactory knowledge of another of the Community languages.

To meet the needs of the service, an excellent working knowledge of written and spoken English is essential.

PROCEDURE

The procedure will take place in three different and successive steps:

1. Pre-selection

The selection panel, composed in respect with the rules described in article 2c) of the Commission decision on a new policy for the engagement and use of temporary agents of 28 April 2004, will make a pre-selection on the basis of the qualifications and the professional experience described in the application form and in the motivation letter.

2. Admission

The candidates who have been pre-selected will have to provide the following official documents confirming the information in the application form:

- copy of a document proving the citizenship (identity card or passport)
- copy of diploma(s) or certificate(s) of education at the required level
- statements of employment proving the length of the professional experience.

These documents must be able to establish, without any doubt, the start and end date, as well as the continuity, of each professional experience period submitted for extra value. Preferably, candidates should enclose certificates from previous employers as well from the present employer. If these certificates can not be provided, copies of the following documents will be accepted: employment contracts accompanied by the first and latest salary statement, as well as the last salary statement for each year if the employment contract has been concluded for more than one year, appointment decisions accompanied by the last salary statement, work record book or tax declarations.

Acceptance of the application is subject to presentation of the requisite supporting documents. Unless the requisite supporting documents are received by the deadline stipulated, the application will be deemed void.

In case of doubt about the nature or the validity regarding the supporting documents, candidates may contact the secretary of the selection panel using the following mailbox JRC-ENCADREMENT-RECRUITMENT-AT-IE@ec.europa.eu at least ten working days before the closing date of the submission of applications. This would allow them to prepare a complete and admissible application file in due time.

The successful candidates who will receive an employment offer will have to present later the original of all the required documents for certification purposes.

3. Selection

The candidates who have passed the admission step will be invited for an interview so that the panel could evaluate these candidates objectively and without prejudice on the basis of their qualifications, professional experience, competencies and linguistic skills, as listed in the present selection notice.

APPLICATIONS

Candidates should send the completed application form (in English, French or German) together with a motivation letter to the following mailbox:

JRC-ENCADREMENT-RECRUITMENT-AT-IE@ec.europa.eu

Candidates should send their application in one e-mail, under .zip or .pdf format in order to avoid saturation of the functional mailbox. The Commission might apply an informatics rule to reject automatically all messages bigger than 1 MB.

Candidates may use the same functional mailbox for correspondence with the selection panel or for information requests.

The closing date for the submission of applications is 30 May 2008.

For your information, please note that the Commission has launched an internal database to collect spontaneous applications. If you are interested in being considered for other selection processes (including for other types of contracts) you may submit your curriculum vitae via "EU CV Online": http://www.ec.europa.eu/civil_service/job/cvonline/index_en.htm.