

## Publication of Vacancy Notice Planning Manager

Ref.: TA-PLAN-AD8-2009

### JOB PROFILE

#### Job Framework

**Job Title:** Planning Manager  
**Job Location:** Vienna, FRA, Human Resources and Planning Department  
**Area of activity:** Planning  
**Grade:** AD 8  
**Status:** Temporary Agent

#### Job Content

Human Resources and Planning Department is responsible for ensuring the highest standards for the management and development of the Agency's human resources. Furthermore, the department is responsible for ensuring the continuous development and implementation of the Agency's strategies and to facilitate and support transversal activities within FRA.

The Human Resources and Planning Department is composed of:

- Team Human Resources
- Team Planning

#### Functions and Duties:

The Planning Manager will work under the supervision of the Head of Department and he/she will, within a new team of three staff members, be responsible for:

- Coordinating the strategic planning function of the Agency and the multi-annual and annual Work Programmes, by liaising with the Agency's operational departments to ensure the timely preparation and drafting of key planning documents;

- Liaising with the Agency's Finance Team in setting the budget allocation for the multi-annual and annual Work Programmes;
- Establishing and implementing the monitoring and evaluation functions of the Agency (including the design of a full set of performance indicators);
- Coordinating with the Agency's Quality Manager the evaluation of the activities undertaken by the Agency of the Annual Work Programmes;
- Proposing for management approval all planning related templates;
- Taking responsibility for the implementation of the Agency's IT systems for project management and organizing related training of staff;
- Any other tasks assigned by the Head of Department.

## **JOB REQUIREMENTS**

<b>Qualifications and experience required</b>
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### **A. Eligibility criteria**

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for applications:

- (a) 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 and, after having obtained the university degree, at least 9 years of professional experience;

OR

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least 10 years of professional experience;

- (b) Thorough knowledge of one of the official languages of the Communities and a satisfactory knowledge of another language of the Communities<sup>1</sup>;

Furthermore, in order to be eligible candidates must:

- Be a citizen of one of the Member States of the European Union;

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<sup>1</sup> In addition, in order to be eligible for their first promotion, staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

- Be entitled to his or her full rights as a citizen<sup>2</sup>;
- Have fulfilled any obligations imposed on them by the laws on military service;
- Be physically fit to perform the duties linked to the post<sup>3</sup>.

## **B. Selection criteria**

### **Essential**

- Proven working experience of at least 3 years in programming / planning in an international environment;
- Proven working experience of at least 3 years in project monitoring and evaluation;
- Proven experience in managing teams;
- Demonstrable drafting skills of key planning documents;
- Advanced user skills in IT applications related to project management;
- Understanding of European Union issues and priorities in the field of fundamental rights;
- Excellent communication, organisational and interpersonal skills;
- Strong interpersonal, diplomacy and persuasive skills;
- A flexible approach to work with others that facilitates collaboration and teamwork easily switching between a coordination/leadership and support/facilitation role as required by individual task(s);
- Ability to focus on priorities, and to be flexible and punctual;
- Capacity to work under pressure and meet deadlines under demanding conditions.

### **Advantageous**

The following characteristics will be considered as additional assets:

- Excellent knowledge of both written and oral English;
- Work experience in an international or EU organization or programme;
- Knowledge of the core themes of the Agency's work;
- Work experience in a multicultural/multilingual environment.

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<sup>2</sup> Prior to appointment, successful applicants will be required to produce an official document showing that they do not have any criminal record.

<sup>3</sup> Before being engaged, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of article 12(2)(d) of the Conditions of Employment of other Servants of the European Communities.

## SUBMISSION OF APPLICATIONS

Candidates are requested to submit their application electronically through the Agency's website: [www.fra.europa.eu](http://www.fra.europa.eu)

**Only** online applications will be accepted. An application will be deemed admissible only if it includes a **motivation letter** (preferably no more than one page) a **CV in Europass format** (other formats will not be considered) and **an eligibility and selection criteria grid**.

Information concerning the status of the selection procedure can be found at the following address:

[http://fra.europa.eu/fraWebsite/recruitment/recruitment\\_en.htm](http://fra.europa.eu/fraWebsite/recruitment/recruitment_en.htm)

## EQUAL OPPORTUNITIES

The FRA urges anyone meeting the eligibility criteria and interested in the position to apply. The FRA is an equal opportunities employer and ensures that its recruitment procedures do not discriminate on the basis of gender, colour, racial, 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, or any other status.

## SELECTION PROCEDURE

A Selection Board is nominated by the Appointing/Contracting Authority.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. The applications of the eligible candidates will be reviewed in accordance with the selection criteria as specified in the publication notice. The selection board will select the candidates that obtain at least 60% of the total points available to rank their compliance with the selection requirements. Those candidates who have obtained at least 60% will be invited to attend an interview. The interview will mainly be held in English and the candidates will undergo a written test in English. The interview will take place in Vienna (Austria), where the Agency has its seat and where the place of employment is.

Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the length and nature of their experience and whether full time or part time work. If, for reasons of confidentiality a candidate is unable to provide the necessary statement for their current employment, he/she must provide photocopies of the contract,

the letter of recruitment and/or the first pay slip. The candidate must in any event provide a copy of the latest pay slip. However, prior to contract signature, the successful candidate/s will be requested to provide FRA with original or certified copies of all relevant documents proving the eligibility requirements.

Successful candidates will be included on a reserve list drawn up by the Selection Board. This reserve list will be proposed to the appointing/contracting authority of the FRA. The appointing/contracting authority will decide on the establishment on the reserve list. This reserve list will be valid for 12 months from the date of its establishment (the validity of the reserve list may be extended). Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

On the basis of the adopted reserve list, the appointing/contracting authority of the FRA may offer a contract of engagement.

Please note that the Selection Board's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, the Agency regrets that only candidates selected for the interviews will be contacted. Applicants are invited to follow the recruitment process on the FRA website.

## **ENGAGEMENT AND CONDITIONS OF EMPLOYMENT**

A temporary agent contract will be offered pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities for an indefinite period. The successful candidate will be recruited in the grade AD 8. The basic monthly salary for the grade AD 8 (Step 1) is € 6.069,10. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and it is exempt of national taxation.

FRA also offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

For any further information on the contractual and working conditions please refer to the Staff Regulations of Officials of the European Communities and the Conditions of Employment of other Servants of the European Communities which is accessible at the following address:

[http://ec.europa.eu/dgs/personnel\\_administration/statut/tocen100.pdf](http://ec.europa.eu/dgs/personnel_administration/statut/tocen100.pdf)

### **PROTECTION OF PERSONAL DATA**

Please note that FRA will not return applications to candidates. The personal information FRA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

Personal data shall be processed solely for the purpose of the selection procedure.

Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the following address:

recruitment@fra.europa.eu.

### **APPEAL PROCEDURES**

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

The Director  
European Union Agency for Fundamental Rights  
Schwarzenbergplatz 11  
A-1040 Vienna  
Austria

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure start to run from the time the completion of the selection procedure is published on the Web-site at the following link:

[http://fra.europa.eu/fra/index.php?fuseaction=content.dsp\\_cat\\_content&catid=3e1c3319b03eb](http://fra.europa.eu/fra/index.php?fuseaction=content.dsp_cat_content&catid=3e1c3319b03eb)

### **DEADLINE**

Applications must be sent no later than **23/11/2009 at 13:00** (Local time, GMT +1).

**Please note that due to the large number of applications we receive, the system may face problems in processing the large amounts of data**

**when reaching the deadline for submission of applications. We therefore advise to apply well ahead of the deadline.**