

Vacancy for a Director (Grade AD14)
of the European Institute for Innovation and Technology (EIT), Budapest
COM/2008/10133

We are

The European Institute of Innovation and Technology (EIT) established under European law¹ is a new institute which aims to become a flagship for excellence in European innovation

The EIT is the first European initiative to integrate fully the three sides of the "Knowledge Triangle" (Higher Education, Research, Business-Innovation) and will seek to stand out as a world-class innovation-oriented reference model, inspiring and driving change in existing education and research institutions.

Conceived with a clear market-driven focus, the EIT will favour sustainable economic growth and job creation throughout the Union by generating new skills, products, services and business responding both to public demand and to the needs of the knowledge economy.

Based on partnerships known as "Knowledge and Innovation Communities" (KICs) – highly integrated public-private networks of universities, research organisations and businesses – the EIT's activities will be coordinated by a Governing Board ensuring its strategic management. Direct involvement of business stakeholders, including SMEs and foundations, in all strategic, operational and financial aspects of the Institute is the cornerstone of the initiative.

The EIT is located in Budapest. For further information please consult the following web site: <http://ec.europa.eu/eit/>.

We propose

The Director will manage the EIT and take overall responsibility for its operations, ensuring the achievement of the EIT objectives. As such, he/she will play a key role for the implementation of the EIT and KICs activities. He/she will be accountable to the EIT Governing Board and its chairman in particular and report to the GB on an on-going basis on the development of the EIT activities. The director is based in Budapest.

¹ The European Parliament and the Council Regulation (EC) No 294/2008 of 11.03.2008 establishing the European Institute of Innovation and Technology, OJ L 97 of 09.04.2008

The Director will be responsible for the day to day management of the EIT and be its legal representative, including in particular:

- Support the Governing Board and the Executive Committee in their work and provide the secretariat for their meetings;
- Prepare a draft Strategic Innovation Agenda (SIA), a draft rolling triennial work programme, the annual report and the annual budget for submission to the Governing Board through the Executive Committee;
- Administer the selection process for KICs and ensure that the various stages of that process are carried out in a transparent and objective manner;
- Organise and manage the activities of the EIT;
- Be responsible for administrative and financial matters, including the implementation of the EIT budget;
- Be responsible for all staff matters;
- Provide the Executive Committee and the Governing Board with all the information necessary for the performance of their functions;
- Communicating with the relevant stakeholders within and outside the EU in the areas of EIT activity;
- Communicating directly and indirectly to the public in relation to all matters within the EIT mission.

We look for

The candidate should have the following:

- Knowledge of innovation, research and/or higher education policies and proven expertise and leadership in these areas;
- Thorough understanding of the EU Institutions, European innovation goals and systems and international activities of relevance to the activities of the EIT;
- Extensive experience of budgetary, financial and human resources management in a national, European and/or international context;
- Proven ability to manage financial resources from private, public and/or philanthropic sources;
- Proven capacity to take decisions, both at strategic and operational level;
- Excellent networking abilities, communication and interpersonal skills, including the capacity to deal and co-operate with relevant players within and outside the EU;
- Ability to lead and motivate a team including both technical administrative and support staff in a European, multicultural and multilingual context;
- Strong sense of responsibility, initiative and self-motivation;
- A good command of several official Community languages would be an advantage.

Applicants must

Applicants will be considered for the selection phase on the basis of the following formal criteria to be fulfilled by the closing date for applications:

- Nationality: Be a national of a Member State of the European Union and be entitled to his full rights as a citizen²;
- University Degree or Diploma: Hold a university degree that gives access to postgraduate studies;
- Professional Experience: Have at least 15 years' post-graduate experience at a level to which the qualifications referred to above give admission;
- Relevant Professional Experience: Of the 15 years of professional experience, at least 5 years must have been acquired in the domains of the EIT: innovation, research and/or higher education;
- Management Experience: Candidates must prove that at least 5 years of their experience have been acquired directly managing staff and budgets or working in management structures at a sufficiently high level of responsibility³;
- Languages: Have an excellent knowledge of one of the official Community languages and a satisfactory knowledge of a second of these languages. Excellent working knowledge of English is required⁴;
- Age Limit: Be able to complete the full four-year-mandate before reaching retirement age. For temporary staff of the European Communities, retirement age is defined as being the end of the month in which the person reaches the age of 65.

Independence and declaration of interests

The Director will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in respect of any interests which might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

² Prior to any appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

³ In their application form, applicants should indicate at least for these years during which high level management experience has been acquired: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

⁴ The EIT Governing Board has decided to use English as the working language.

Selection and appointment

A pre-selection panel will be set up for the selection process. This panel will invite eligible applicants with the best profile for the specific requirements of the post to an interview, selected on the basis of their merits and the criteria set out above. Candidates shortlisted by the pre-selection panel will then be called for an interview with the Consultative Committee on Appointments (CCA) and will have to undergo testing by an assessment centre run by external recruitment consultants. Candidates who are shortlisted by the CCA will then be interviewed by the responsible Commissioner.

Following these interviews, the Commission will adopt a shortlist of successful candidates, which will be communicated to the EIT Governing Board. Inclusion on the shortlist does not guarantee appointment.

The candidates will then be interviewed by the EIT Governing Board. The latter will appoint the Director from among the candidates shortlisted.

The selection procedure is launched subject to the availability of appropriations in the EIT budget and the relevant post in its establishment plan.

Equal opportunities

The EIT applies a policy of equal opportunities and non discrimination in accordance with Article 1d of the Staff Regulations⁵.

Conditions of employment

The Director will be appointed as a temporary agent at grade AD14 pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities⁶ for a four-year period, which may be extended once, as stated in the EIT Regulation.

The place of employment is Budapest, where the EIT is based.

Application procedure

For applications to be valid, candidates must submit a duly completed application form, a covering letter and a free-format Curriculum Vitae. The CV should preferably be drafted using the Europass CV format⁷. Applications that are incomplete will be rejected.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

⁵ OJ L 124, 27.4.2004, p.1; <http://eur-lex.europa.eu/fr/index.htm>

⁶ OJ L 124, 27.4.2004, p.1 - <http://eur-lex.europa.eu/en/index.htm>

⁷The Europass CV can be downloaded from the website:
<http://europass.cedefop.europa.eu/htm/index.htm>

In order to facilitate the selection process, all communication with applicants concerning this vacancy will be in English.

Applications, in English, should be sent *by e-mail* to: eit-job-vacancies@ec.europa.eu.

Applicants who are not able to send their applications by e-mail may send them by registered mail or express courier service to:

European Commission
Directorate-General for Education and Culture
Directorate "Resources" - Selection of the Director of the EIT
B- 1049 BRUSSELS
BELGIUM

Applicants are asked to report any change of address in writing without delay to the address above.

Contact person for any additional information:

Antonio Silva Mendes, Resources Director of Directorate General Education and Culture; E-mail: Antonio.Silvamendes@ec.europa.eu; Telephone: ++32/2/2965094.

Closing date

Applications must be sent either by e-mail or by registered mail no later than 06/01/2009 (date of e-mail or date as postmark for registered mail).

Applications sent by express courier service must be delivered on the same date before 17.00 hrs (Brussels time) to the address above.

The Commission reserves the right to extend the closing date of this vacancy by publication in the *Official Journal of the European Union* only.

Important information for applicants

Applicants are reminded that the work of the selection committees is confidential. It is forbidden for applicants to make direct or indirect contact with members of these committees or for anybody to do on their behalf.

Protection of personal data

The Commission will ensure that applicants' personal data are processed as required by Regulation (EC) No 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 (Official Journal of the European Union L 8 of 12.01.2001).