



## EUROPEAN COMMISSION

**Vacancy notice COM/2018/292 (Status: Published)**

### **DEPUTY SECRETARY-GENERAL - (AD15/AD16)**

SG.DSG2

BRUSSELS(Belgium)

COM number: COM/2018/292

Publication: from 31/01/2018 to 13/02/2018 until 12.00 hours  
noon Brussels time

Vacancy open to candidates from other institutions: no

Vacancy open to candidates from EPSO reserve list: no

### **Job Properties**

Job ID: 143892  
Job available from: 01/03/2018  
Management job: yes  
Budget: Administration  
Security clearance required: no

### **We are**

The principal mission of the Secretariat-General is to ensure that the Commission's political priorities, as defined by the President, are carried out. The Secretariat-General also provides support to the Vice-Presidents. It works pro-actively to ensure strategic planning and programming, up-stream policy co-ordination, continuous improvement in the quality of law-making, the evaluation of existing policies, and collegial decision-making, and to co-ordinate the position of the Commission with other institutions.

The Secretariat-General is responsible for monitoring issues of horizontal interest (e.g. institutional questions, relations with civil society, transparency, and data protection). It delivers protocol services to the President and the College. It is at the service of other services and the College, acting as a force for quality and coherence within the Commission.

### **We propose**

The Deputy Secretary-General will support the overall activities of the Secretariat-General and deputise for the Secretary-General.

She/he will represent the Commission at a senior level in inter-institutional forums and will chair inter-service groups.

### **We look for**

The successful candidate must be able to demonstrate:

- a strong background and professional experience as a manager and as a communicator, being able to lead and motivate large teams, set priorities and take decisions;
- an excellent knowledge of the Commission's policies and priorities, as well as of its administrative practices and procedures;
- a high level of negotiating skills and proven experience in representing the Commission at a senior level;
- strong analytical skills and ability to think freshly and strategically and to work out compromise solutions to difficult problems;
- a proven capacity to develop and achieve strategic objectives;
- excellent communication skills in order to communicate efficiently and fluently with internal and external stakeholders.

## Recruitment policy

The Secretariat-General applies an equal opportunities policy. Given the low representation of women in management functions, the Commission would particularly welcome applications from women.

Candidates invited for an interview with the Consultative Committee on Appointments have to attend, before this interview, a one-day assessment centre run by external consultants, unless they have already been evaluated through an assessment centre organised at the request of DG HR for a type of post at the same level as the one they are currently applying for during the two years preceding the date of the interview with the CCA.

For information related to Data Protection, please see the Specific Privacy Statement.

<https://webgate.ec.europa.eu/fpfis/wikis/display/HRMIS/Privacy+statements>

## Contacts

Name	Phone number	Email
Alexander ITALIANER	(32) 22957242	Alexander.Italianer@ec.europa.eu

## How to apply

Commission officials or other officials with access to SYSPER have to use the on-line application module in SYSPER when applying for a vacant post (using the "Apply for this job" button).  
Once SYSPER has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via SYSPER was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in SYSPER sufficiently in advance (modifications are possible until the expiry of the deadline). In the case of technical problems with SYSPER or for candidates without access to the SYSPER vacancy module, applications via e-mail also need to be submitted within the deadline.  
  
The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

HR-SM-VACANCIES@ec.europa.eu

## Closing date

The closing date for registration is 13/02/2018. Registration will not be possible after 12:00 noon Brussels time.

## Eligibility criteria and other important information

<https://myintracomm.ec.testa.eu/staff/EN/talent-management/managers/Pages/management-posts.aspx>