



European Schools

Office of the Secretary-General

2023-03-LD-17 AB-pa

Brussels, 21 March 2023

**FOR THE ATTENTION OF THE HEADS OF DELEGATION OF THE BOARD OF GOVERNORS OF THE EUROPEAN SCHOOLS**

**Subject: Vacancy of the post of the Head of Unit “Human Resources” in the Office of the Secretary-General in Brussels with effect from 1<sup>st</sup> January 2024**

Dear Madam,  
Dear Sir,

The post of Head of Unit “Human Resources” in the Office of the Secretary-General in Brussels will be vacant as of 1 January 2024.

The post is foreseen for a seconded member of staff, to be appointed by a decision of the Secretary General. All Member States, as well as the European Commission, can put forward candidates.

A job description which gives further details of the post is attached to this letter.

I am therefore writing to invite national delegations of the Board of Governors as well as the European Commission to advertise the aforementioned post, if they wish to propose candidates, and to forward suitable applications to the Secretary-General.

The candidate's file must consist of a cover letter and Curriculum vitae (in “Europass format”) and contain the following information:

- date of birth,
- civil status,
- educational background and qualifications,
- professional experience,

- knowledge of languages (to be documented and assessed on the basis of the Common European Framework of Reference for Languages self-assessment grid produced by the Council of Europe),
- special abilities, skills and achievements.

Official documents that must be attached to the Curriculum Vitae are the following:

- copies of diplomas, certificates and other evidence of formal qualifications,
- an official document testifying that the candidate has no criminal convictions which would be incompatible with the post,
- a medical certificate attesting to the candidate's physical capacity to perform the function.

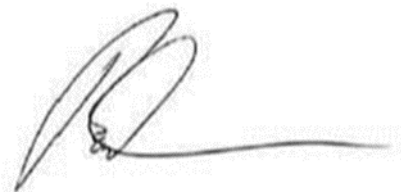
Candidates **should send their applications to their own delegation** in the first place, and **not** directly to the Secretary-General.

**I have to underline that those delegations proposing candidates are asked also to confirm that**

- **they would be willing to second the successful candidate for a minimum of three years and**
- **that they would be willing to continue to pay the national salary for the period of the appointment.**

I should be grateful to receive your applications **no later than 15 June 2023**. If you require any further information, please let me know.

Yours faithfully,



Andreas BECKMANN,

Secretary-General  
of the European Schools

cc      Members of the Joint Board of Inspectors  
         Members of the Budgetary Committee  
         Directors of the European Schools

## **HEAD OF UNIT “HUMAN RESOURCES” – EUROPEAN SCHOOLS, BRUSSELS**

### **JOB DESCRIPTION**

#### **Requested profile:**

- University degree preferably in human resources, management, economics, law, public administration, or international affairs;
- Experience of at least five years in the area of human resources and/or in legal affairs, especially in the education sector;
- Human and financial resources management experience and leadership skills;
- Very good command (B2) of two of the following languages: English, French, German;
- Very good communication skills, both oral and written;
- Very good negotiation skills;
- Good ICT skills;
- High degree of flexibility and ability to manage multiple files simultaneously.

#### **Assets:**

- Knowledge of employment law and/or international law;
- Experience in legislative processes;
- Experience in an international organisation;
- Experience in the education sector;
- Knowledge of the European School System;
- Very good command of one other EU official language.

**Job description:**

The Head of the Human Resources will lead a unit of six staff members and will be in charge of all human resources related questions in the Office of the Secretary-General of the European Schools. Moreover, he/she will give guidance to the 13 European Schools in the area of 'Human Resources Management'.

**His/her main tasks are the following:**

1. Coordinating the human resources management in the Office of the Secretary-General of the European Schools.
2. Reviewing and implementing human resources policies in the Office of the Secretary-General of the European Schools and/or in the European schools.
3. Ensuring the follow-up of the recommendations of the external and internal auditors in the human resources area.
4. Ensuring a harmonised application of the Staff Regulations in the Office of the Secretary-General and in the 13 Schools.
5. Review of the Staff Regulations for Seconded Staff Members, Administrative and Ancillary Staff and the for Locally Recruited Teachers.
6. Chairing working groups, in particular human resources related ones.
7. Ensuring adherence to the rules concerning the management of posts in the Office of the Secretary-General of the European Schools and/or in the European Schools.
8. Managing the budget for human resources, building and general supplies.
9. Collaboration with the other Units of the Office of the Secretary-General, with particular responsibility for payroll matters for the members of staff of the Office of the Secretary-General of the European Schools.
10. Modernize human resources related processes in the European Schools, e.g., by the implementation of an HR platform
11. Back-up of the Authorising Officer by delegation for the implementation of the budget of the Office of the Secretary-General.

## Conditions of service

The conditions of service are fixed by the Regulations for Members of the Seconded Staff of the European Schools, available at [www.eurasc.eu](http://www.eurasc.eu). The basic monthly starting salary would be € 6.324,17 up to € 7.613,19, rising in two-yearly steps to a maximum of € 8.885,92. Family and other allowances are payable in addition on broadly the same basis as for officials of the EU.

The post-holder will be seconded and will continue to receive his or her national salary, which will be deducted from the above amounts. An adjustment to the European salary will be made, either by addition or deduction, so that the total net salary will be in line with the tax rates applicable to EU officials. A deduction is made equivalent to the “special levy” payable by EU officials.

Following the satisfactory completion of an initial probationary period of one year, the appointment may be confirmed on either a fixed-term or a permanent basis.

The post is based in Brussels. Relocation expenses are payable.

## Application procedure

Applications should be **addressed to the relevant seconding authorities in the first place** who will forward them, if suitable, to the Secretary-General of the European Schools using the following e-mail addresses: [OSG-SECRETARY-GENERAL@eurasc.eu](mailto:OSG-SECRETARY-GENERAL@eurasc.eu) and OSG-SELECTIONS-MANAGEMENT@eurasc.eu.

Candidates should **not** apply direct to the Secretary-General.

The seconding authorities will fix the closing date by which they must receive applications from candidates. The closing date by which the seconding authorities must forward applications to the Secretary-General is **15 June 2023**.

## Further information

Further information can be obtained from the Secretary-General of the European Schools, Mr Andreas BECKMANN; OSG-Secretary-General@eurasc.eu, tel: + 32 2 8952 615.