We are
The Secretariat-General assists the President so that, in the context of the political guidelines laid down by the President, the Commission achieves the priorities that have been set. It is at the service of other services and the College acting as a force for quality and coherence within the Commission.

To this end, the Secretariat-General is tasked with ensuring strategic planning and programming, up-stream policy coordination, continuous improvement in the quality of law-making, the evaluation of existing policies, collegial decision-making and the coordination of the Commission’s position with other institutions.

The Secretariat-General is also responsible for monitoring issues of horizontal interest including institutional questions, relations with civil society, transparency and data protection. It also delivers protocol services to the President and College.

We propose
The function of Secretary-General of the Commission. Under the political guidance of President, the Secretary-General acts in accordance with Article 20 of the Commission’s rules of procedure to ensure implementation of the Commission’s political priorities and guarantee coherence and consistency with the overall objectives of the Commission by organising cooperation between Directorates-General.

Assisted by the Deputy Secretaries-General, the Secretary-General ensures the effective planning and management of the activities of the Secretariat-General, providing guidance and supervision and controlling its performance.

The Secretary-General takes part in Commission meetings as appropriate and chairs the meetings of the Heads of Cabinet as well as the weekly meeting of the Directors-General.
We look for
The successful candidate must be an outstanding and dynamic professional who was appointed under Article 29 of the Staff Regulations to a function corresponding to the type of post of Director-General and currently occupies a function of Director-General or Deputy Director-General in the Commission. The successful candidate must be able to demonstrate the following characteristics:

- proven leadership skills, being able to motivate large teams, set priorities and take decisions;
- excellent analytical skills and ability to think strategically and to work out compromise solutions to difficult problems;
- an excellent knowledge of the Commission's policies and priorities, as well as of its administrative practices and procedures;
- strong negotiating skills and proven experience in representing the Commission at a senior level;
- proven communication skills being able to communicate efficiently and effectively with internal and external stakeholders.

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

Candidates are asked to take note of the following schedule and to reserve time in their diaries accordingly:
- All candidates will be called to interview with the Consultative Committee on Appointments on Thursday 9 January 2020.
- All candidates will be required to attend an assessment centre on either 3, 6 or 7 January 2020, unless they have already been evaluated through an assessment centre organised at the request of DG HR for a Director-General post or equivalent during the two years preceding the date of the interview with the CCA.

Reminder of eligibility: candidates must have been appointed under Article 29 of the Staff Regulations to a function corresponding to the type of post of Director-General and currently occupy a function of Director-General or Deputy Director-General in the Commission.

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

Contacts

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</tbody>
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How to apply
'Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

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).

Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS who are applying for a vacancy notice published in the GSC, applications can be submitted within the deadline via the e-mail address indicated below.

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 19/12/2019. Registration will not be possible after 12:00 noon Brussels time.

Eligibility criteria and other important information