# Screener Form

**Head of Sector Resources**

**Ref. ENISA-TA16-AD-2022-01-IAM**

## Eligibility criteria grid

*You should mark your choice by ticking the relevant box:*

## Yes No

|  |  |  |
| --- | --- | --- |
| Be a Temporary Agent 2(f) who, on the closing date for applications and on the day of filling the vacant post, is employed within your current Agency in a grade and function group corresponding to the published function group and grade bracket AD9 – AD12. |  |  |
| Have at least 2 years’ service within your current Agency before moving. |  |  |
| Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group. |  |  |
| Have thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official European language. |  |  |

1. **Screening questions**

**PART 1 - Essential criteria**

*You should mark your choice by ticking the relevant box and explain in the relevant field:*

## Yes No

|  |  |  |
| --- | --- | --- |
| Do you have experience of at least 5 years in positions with comparable tasks focusing on demonstrating how the corporate administrative services in HR, Finance, Procurement services operate and are delivered? Please explain in detail. |  |  |
| Describe (1000 chars max): | | |
| Do you have experience in leadership and/or management role (project manager, team leader and/or Head of Sector) focusing on demonstrating ability of how building partnerships and instilling collaborative mindset was achieved within the teams while planning and delivering goals? Please explain in detail. |  |  |
| Describe (1000 chars max): | | |
| Do you have proven ability in providing advice to senior management and engaging with senior stakeholders within the EU institutional context focusing on demonstrable results that were achieved from these interactions? Please explain in detail. |  |  |
| Describe (1000 chars max): | | |
| Do you have proven ability in dealing with sensitive files focusing on demonstrating how sensitive issues were handled? Please explain in detail. |  |  |
| Describe (1000 chars max): | | |
| Do you have strong communication skills in English, both orally and in writing, at least at level C1. Please explain in detail. |  |  |
| Describe (1000 chars max): | | |

PART 2 - Advantageous criteria

**Yes No**

|  |  |  |
| --- | --- | --- |
| Do you have experience in project/program management and/or change management and/or business transformation projects proven by suitable record of accomplishments and/or third-party attestation? Please explain in detail. |  |  |
| Describe (1000 chars max): | | |
| Do you have experience in corporate business planning, in particular developing multi-annual and annual business/work plans, developing and implementing corporate performance monitoring methodologies, activity-based budgeting/costing, analysing results and reporting etc? Please explain in detail. |  |  |
| Describe (1000 chars max): | | |
| Do you have experience and knowledge in the interpretation and implementation of Staff Regulations and Conditions of Employment and its implementing rules and policies and/or EU Financial Regulations and ability to manage budget in line with sound financial principles and/or grant management? Please explain in detail. |  |  |
| Describe (1000 chars max): | | |
| Do you have the motivation for the job you apply? Please explain your motivation. |  |  |
| Describe (1000 chars max): | | |

**Declaration**

1. I declare on my word of honour that the information provided above is true and complete.
2. I further declare that:
3. I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;
4. I have fulfilled any obligations imposed on me by laws concerning military service;
5. I meet the character requirements for the duties involved.
6. I undertake to produce on request, supporting documents in respect of (i), (ii) and (iii) above and accept that failure to do so may invalidate my application.
7. I am aware of the fact that my application will be refused if I fail to submit upon request copies of the following documents:

- proof of nationality (passport, identity card, birth certificate, etc.),

- diploma(s) or certificate(s) required for admission to the selection procedure,

- statements of employment or contract(s) clearly specifying starting and end dates and for the current position proof of the start date, continuity and the latest payslip.

Please confirm you agree to the declaration above and enter your name and date below.

I confirm the information declared on this application is accurate to the best of my knowledge and I

consent to my details being stored electronically.

Name:

Date: