

ЕВРОПЕЙСКИ ПАРЛАМЕНТ PARLAMENTO EUROPEO EVROPSKÝ PARLAMENT EUROPA-PARLAMENTET
EUROPÄISCHES PARLAMENT EUROOPA PARLAMENT ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΟΒΟΥΛΙΟ EUROPEAN PARLIAMENT
PARLEMENT EUROPÉEN PARLAIMINT NA HEORPA PARLAMENTO EUROPEO EIROPAS PARLAMENTS
EUROPOS PARLAMENTAS EURÓPAI PARLAMENT IL-PARLAMENT EWROPEW EUROPEES PARLEMENT
PARLAMENT EUROPEJSKI PARLAMENTO EUROPEU PARLAMENTUL EUROPEAN
EURÓPSKY PARLAMENT EVRÓPSKI PARLAMENT EUROOPAN PARLAMENTTI EUROPAPARLAMENTET

Directorate-General for Personnel
Director General

To the Permanent Representations of the Member States of the European Union

Brussels, 11 JUN 2010

**Project to establish a House of European History:
Advertising of academic and secretarial posts**

Dear Permanent Representative,

Following the letter sent on 15 March 2010 by the Secretary-General of the European Parliament, Mr Klaus Welle, I would like to thank you for your co-operation in distributing the job advertisements which have generated a certain number of applications. However, a first analysis of the applications for the post of Academic Project Leader of the House of European History has revealed the need to attract a broader range of applicants.

We have, therefore, decided to extend the deadline for applications for the post of Academic Project Leader of the House of European History until Friday 9 July, noon (Brussels time). This extension does not apply to the other posts mentioned in the previous letter.

All applications received before the deadline of 23 April 2010 noon will remain valid. All applicants who contacted our services after that deadline will be informed of the extension of the deadline.

Attached you will find the job description (which has remained unchanged) together with all the necessary information on the selection procedure (including the new deadline).

In order to reach potential candidates in all the Member States, we would like to ask for your assistance in circulating this job advertisement. We would appreciate if you could inform the appropriate institutions in your country of this post.

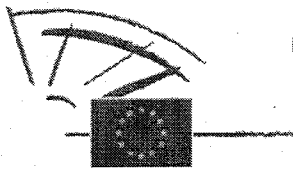
Please contact the European Parliament's Directorate-General for Personnel for any further information (Competitions and Selections procedures unit, phone: +352 4300 23804, fax + 352 4300 27740, email HEHpleader@europarl.europa.eu.)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Yves Quitin', with a stylized, cursive script.

Yves Quitin

Annex: Job description academic project leader



ЕВРОПЕЙСКИ ПАРЛАМЕНТ PARLAMENTO EUROPEO EVROPSKÝ PARLAMENT EUROPA-PARLAMENTET
EUROPÄISCHES PARLAMENT EUROOPA PARLAMENT ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΟΒΟΥΛΙΟ EUROPEAN PARLIAMENT
PARLEMENT EUROPÉEN PARLAIMINT NA HEORPA PARLAMENTO EUROPEO EIROPAS PARLaments
EUROPOS PARLAMENTAS EURÓPAI PARLAMENT IL-PARLAMENT EWROPEW EUROPEES PARLEMENT
PARLAMENT EUROPEJSKI PARLAMENTO EUROPEU PARLAMENTUL EUROPEAN
EURÓPSKY PARLAMENT EVROPSKI PARLAMENT EUROOPAN PARLAMENTTI EUROPA-PARLAMENTET

Annex

Project to establish a House of European History Academic Project Leader (Temporary agent, Grade AD 12)

Short description of the project

The European Parliament is planning to establish a House of European History in the Eastman Building, in Leopold Park near the European Institutions in Brussels. The plan is for a modern exhibition, documentation and information centre to cultivate the memory of European history and European unification, and to contribute to a better understanding of the development of Europe by using attractive permanent and temporary exhibitions. The focus of the planned permanent exhibition is to be on European history since the First World War and especially on the period after 1945, complemented by references back to the continent's roots, Europe's history in the Middle Ages and modern European history. The permanent exhibition is not intended to portray national histories of European countries, but will instead focus on European phenomena. The opening is scheduled for 2014.

Duties:

Under the guidelines and decisions of the Secretary-general and the Board of Trustees of the House of European History:

- Coordinating and managing the project for the foundation of the House of European History;
- Drawing up, devising and organising the House of European History's programme of activities;
- Designing, devising and organising exhibitions to display the collections and make them more widely known;
- Managing, supervising, motivating and coordinating one or more teams - optimising the use of the department's resources to provide a high quality service (organisation, management of human and budgetary resources, innovation etc.) in its areas of responsibility;
- Advising the Secretariat and MEPs in the area of activity concerned;
- Cooperating with the various directorates in the Secretariat, representing Parliament and negotiating contracts or agreements in the area of activity;
- Managing and seeing through specific projects likely to involve financial responsibilities;
- Carrying out the tasks of authorising officer by sub delegation.

Qualifications:

Completed university studies, preferably at PhD level, proven academic qualifications in the appropriate area of expertise, experience in designing and carrying out museum or exhibition projects, language skills and good team player skills.

Knowledge and experience:

- Excellent knowledge of European history, particularly 20th century history
- Excellent knowledge of museum work, particularly in the planning and management of museums and/or exhibitions;
- Excellent economic and administrative experience of managing a cultural institute or comparable managerial experience;
- Very good general knowledge of European affairs;
- Excellent understanding of the various cultural backgrounds in the institutions;
- Knowledge of the Secretariat's structure, organisation, environment and the various people involved;
- Knowledge of the Financial Regulation, the implementing rules and Parliament's internal rules and other subordinate texts;
- Very good administrative skills (e.g. in areas of human resources, management, budgeting, finance, IT, legal affairs etc.);
- Excellent knowledge of management techniques.

Candidates must also have a thorough knowledge of one of the European Union official languages and a very good knowledge of another one of those languages. For functional reasons a very good knowledge of English is required. Knowledge of other EU official languages will be an advantage.

Aptitudes:

- A flair for strategy
- Management skills
- Flair for innovation
- Ability to work under pressure
- Communication skills
- Interpersonal skills

Environment:

Location: Brussels.

The duties involved involve travel between and outside the places of work, flexibility, frequent contact with people inside and outside Parliament and contact with MEPs.

Selection procedure:

Applicants must be nationals of the EU and send their applications in English, together with a personal statement and a curriculum vitae (a Europass CV), must be sent by email HEHpleader@europarl.europa.eu no later than **12 noon**, Brussels time, on **9 July 2010**.

Candidates with the most suitable profile will be invited to send a full application file with supporting documents which will then be submitted to the Joint Committee. Consequently, a list of suitable candidates will be established.

The European Parliament is offering a three-year term contract, but longer-term employment arrangements may be possible. Employment is subject to the conditions applicable to temporary staff of the European Communities (article 2b) of the Conditions of employment of other servants of the European Communities.