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Der Generalsekretär

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

Brussels, **15 MARS 2010**

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

Dear Permanent Representative,

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. The House of European History will not only be available for the approximately 300,000 annual visitors to the European Parliament, but will also be open to the general public. The opening is scheduled for 2014.

The European Parliament is seeking the following staff with museum experience for the start-up phase of the House of European History:

- 1 academic project leader, temporary agent, grade AD 12

9 contract staff with auxiliary tasks, Function Group IV:

- 2 historians specialising in European history since 1945
- 2 historians specialising in European history in the first half of the 20th century
- 1 historian specialising in European history of the Middle Ages and Antiquity
- 1 historian specialising in modern European history
- 1 art historian or cultural studies specialist (20th century)
- 2 museologists

4 contract staff with auxiliary tasks, Function Group III:

- 4 assistants with experience in the museum sector

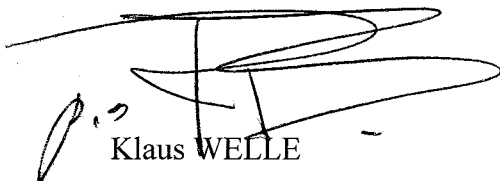
All candidates should have several years' practical experience in designing and carrying out museum or exhibition projects and have good language skills.

For details concerning applications, qualifications, deadlines, documents to be supplied and selection procedure, please see the annexes.

In order to reach potential candidates in as many Member States as possible, we would like to ask for your assistance in circulating the job advertisements. We would appreciate if you could inform the appropriate institutions in your country of these posts.

Please contact the European Parliament's Directorate-General for Personnel for any further information (Competitions and Selection procedures unit, tel. +352 4300 23804, fax. +352 4300 27740, email for academic team leader HEHpleader@europarl.europa.eu, email for contract staff HEHselection@europarl.europa.eu).

Yours sincerely,



Klaus WELLE

Annexes 1 and 2

ANNEX 1

ACADEMIC PROJECT LEADER (grade AD 12)

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 subdelegation

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 playing 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 official language. 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:

Applications, 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 **23 April 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.

ANNEX 2

ACADEMIC AND MUSEOLOGICAL TEAM

9 contract staff with auxiliary tasks, Function Group IV:

- 2 historians specialising in European history since 1945
- 2 historians specialising in European history in the first half of the 20th century
- 1 historian specialising in European history of the Middle Ages and Antiquity
- 1 historian specialising in modern European history
- 1 art historian or cultural studies specialist (20th century)
- 2 museologists

Duties:

- Drawing up museological concept for a permanent exhibition on European history
- Searching for and acquiring exhibits
- Translating the concept into a visitor-friendly exhibition, in cooperation with the exhibition organisers
- Drafting exhibition texts and publications

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, good team playing skills.

Candidates must have a thorough knowledge of one of the European Union official languages and a very good knowledge of another official language. Knowledge of English or French will be an advantage.

4 contract staff with auxiliary tasks, Function Group III:

- 4 assistants with experience in the museum sector

Duties:

- Helping with the smooth running of the department
- Helping with the administration of works of art held in Brussels: keeping files - cultivating relations with undertakings specialising in art restoration and with other EP departments, monitoring the transport of works of art, managing the stock
- Helping to devise documentation (paper and electronic) and publications for internal or external use, preparing texts with regard to language and typography
- Dealing with and supervising outside projects and contractors

Qualifications:

A level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, followed by professional experience of at least three years in a museum or similar institution.

Candidates must have a very good knowledge of documents commonly produced in a museum environment and of organisational requirements of exhibition projects.

Candidates must have a thorough knowledge of one of the European Union official languages and a very good knowledge of another official language. Knowledge of English or French will be an advantage.

Environment:

Location: Brussels

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

Selection procedure:

Applications, together with a personal statement and a curriculum vitae (a Europass CV), must be sent by email HEHselection@europarl.europa.eu no later than **12 noon**, Brussels time, on **23 April 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 Selection Committee for contract staff with auxiliary tasks. Consequently, a list of suitable candidates will be established.

The European Parliament is offering all the above-mentioned staff a three-year term contract. Employment is subject to the conditions applicable to Function Group III and IV contract staff of the European Communities (classification according to experience).

Recruitment will depend on service needs and budgetary constraints.