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.