



European Schools  
Office of the Secretary-General

General Secretariat

Brussels, 12 February 2007

FOR THE ATTENTION OF THE  
HEADS OF DELEGATION ON  
THE BOARD OF GOVERNORS  
OF THE EUROPEAN  
SCHOOLS

Ref.: 2007-LD-82 MR/JG

Subject: Bursar of the European School, Brussels I

Dear Sir,  
Dear Madam,

The present Bursar of the European School, Brussels I will be leaving his post on 31 August 2007.

The required profile and the job description for the post of bursar to be filled at the European School, Brussels I appear in Annex 1.

The implementing arrangements adopted by the Board of Governors for secondment of a bursar are set out in Annex 2.

The terms and conditions of service of seconded bursars are governed by the provisions of the Regulations for Members of the Seconded Staff of the European Schools. As far as remuneration is concerned, the salary scales and steps in Annex III to the Staff Regulations are applicable (see Annex 3). The Brussels I School has more than 3,000 pupils on roll.

If you intend to submit a candidature for this post, kindly publish details of the vacancy in your country of origin and send me the names of the candidates and precise information about their qualifications, experience and skills **by 16.00 on 13 April 2007 at the latest**.

Shortlisted candidates will subsequently be invited to attend for interview by the Selection Committee, which will convene in Brussels on 2 May 2007.

You will see that it should be possible for you to arrange for this member of staff to be seconded.

Please note that applications should be sent to me at the following address:  
European Commission, European Schools, Rue Joseph II, 30 – Office 2/124,  
1049 Brussels.

Yours faithfully,

Michael RYAN  
Secretary-General

## POST OF ADMINISTRATOR-BURSAR OF THE EUROPEAN SCHOOL, BRUSSELS I

### PROFILE AND JOB DESCRIPTION

#### Profile

The following are the main features of the profile of the Administrator-Bursar:

- Knowledge of legislation in general and of financial and human resource management in particular.
- Knowledge of languages: Dutch and French are essential, as is one of the vehicular languages of the European Schools (preferably English). Knowledge of other languages, particularly German, is an asset which will also be taken into consideration.
- Experience of the running and management of schools in general or of institutions characterised by a degree of complexity.
- Experience of working in an international environment.
- Knowledge of the education system of the European Schools and of the countries of the European Union (knowledge of the education system would be an asset to be considered favourably), with particular reference to the administrative, statutory and regulatory aspects as far as the staff are concerned, etc.

#### Job description – duties and responsibilities

##### A. Responsibility under the Financial Regulation

In accordance with Article 24 of the Financial Regulation, the administrator-bursar is the accounting officer of the school and is responsible, with the support of any assistant accounting officers appointed by the Administrative Board, for the duties specified in the Financial Regulation, including in particular:

- the collection of revenue due to the school and the payment of expenditure;
- the management and safe-keeping of monies and other assets; and
- the preparation of financial statements (reports and forecasts on budget implementation, and the revenue and expenditure account).

The administrator-bursar is liable to disciplinary action and payment of compensation in accordance with Article 81 of the Financial Regulation.

## **B. General administrative and financial responsibilities**

Under the hierarchical authority of the Director, the administrator-bursar is responsible for the general administration of the school, in particular:

- organisation and supervision of the work of the administrative and ancillary staff;
- determination of salaries and allowances for seconded staff in accordance with the Staff Regulations, for approval by the Director; preparation and maintenance of personnel files; contacts as necessary with the competent seconding authorities;
- preparation of contracts of employment and the determination of salaries for locally-recruited teaching, administrative and ancillary staff, for approval by the Director; preparation and maintenance of personnel files; application of national employment legislation;
- determination and collection of school fees, and preparation of decisions on exemption from fees, for approval by the Director;
- preparation of contracts for the purchase of goods and services; determination of requirements; supervision of contract procedures; competitive tendering; placing orders; reception of goods; contacts with suppliers;
- maintenance and management of insurance policies for the school, staff and pupils;
- management of the inventory of the School's property (number and value of items) and incorporation of the amount into the balance sheet;
- cleaning, maintenance and repair of buildings, installations, furniture and equipment and maintenance of the school grounds made available by the Belgian State;
- management of staff missions (meetings and in-service training courses), and determination of the amounts to be reimbursed to Inspectors and to Bac Examiners;
- preparation of the information necessary for the establishment of the draft budget;
- preparation of documents on administrative and financial questions for the Administrative Board and participation at its meetings; attendance at the budget meeting of the Administrative and Financial Committee;
- contacts with local authorities (administration, police, etc.);
- supervision of the use of school premises (evening, weekend activities etc.);
- the administrator-bursar is the safety and security officer and in that capacity is responsible for coordination with the school's safety committee, the fire brigade, local and regional authorities, etc.

**C. Other responsibilities**

As required, the Director may call on the bursar-administrator to participate in the management of other activities (as treasurer or in some other capacity), for example the organisation of school transport, the canteen and extra-curricular activities.

## **DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

### **RESPONSIBILITY UNDER THE FINANCIAL REGULATION**

In accordance with Article 24 of the Financial Regulation, the administrator-bursar is the accounting officer of the school and is responsible, with the support of any assistant accounting officers appointed by the Administration Board, for the duties specified in the Financial Regulation, including in particular:

- collection of revenue due to the school and the payment of expenditure;
- management and safekeeping of monies and other assets; and
- preparation of financial statements (reports and forecasts on budget implementation, and the revenue and expenditure account).

The administrator-bursar is liable to disciplinary action and payment of compensation in accordance with Article 66 of the Financial Regulation.

81.

### **GENERAL ADMINISTRATIVE AND FINANCIAL RESPONSIBILITIES**

Under the hierarchical authority of the Director, the administrator-bursar is responsible for the general administration of the school, including in particular:

- organisation and supervision of the administrative and manual support staff;
- determination of the salaries and allowances of seconded staff in accordance with the Staff Regulations; preparation and maintenance of personnel files; contacts as necessary with the competent seconding authorities;
- preparation of contracts of employment and determination of salaries for locally recruited teaching, administrative and manual support staff; application of national employment legislation;
- determination and collection of school fees and preparation of decisions on exemption from fees;
- preparation of contracts for the purchase of goods and services: determination of requirements, supervision of contract procedures; competitive tendering; placing orders; reception of goods; contacts with suppliers; insurance; maintenance of the inventory;
- cleaning, maintenance and repair of buildings, furniture and equipment; maintenance of the school grounds; contacts with the competent national and regional authorities, architects and contractors;
- preparation of the information necessary for the establishment of the draft budget;
- preparation of documents on administrative and financial matters for the Administration Board and participation at its meetings; attendance at the budget meeting of the Administrative and Financial Committee;
- contacts with the local authorities (administration, police, etc.);
- management of extra curricular activities involving the use of the school premises (evening, week-end activities etc.);

- the administrator-bursar is the safety and security officer and in that capacity is responsible for co-ordination with the school's safety committee, the fire brigade, local and regional authorities, etc.

### **OTHER RESPONSIBILITES**

Where necessary, the Director may call on the administrator-bursar to participate in the management of other activities (as treasurer or in some other capacity), for example the organisation of school transport, the canteen and extra-curricular activities.

A.3.

## A. TRAITEMENTS ET ALLOCATIONS DU PERSONNEL DETACHE DES ECOLES EUROPEENNES

### Barèmes des rémunérations à partir du 1.07.2006

Barèmes des rémunérations	1er échelon	2e échelon	3e échelon	4e échelon	5e échelon	6e échelon	7e échelon	8e échelon	9e échelon	10e échelon	11e échelon	12e échelon
Barème 1 284,09	5.602,15	5.886,24	6.170,33	6.454,42	6.738,51	7.022,60	7.306,69	7.590,78	7.874,87	8.158,96	8.443,05	8.727,14
Barème 2 284,09	5.033,87	5.317,96	5.602,05	5.886,14	6.170,23	6.454,32	6.738,41	7.022,50	7.306,59	7.590,68	7.874,77	8.158,86
Barème 3 284,09	4.465,62	4.749,71	5.033,80	5.317,89	5.601,98	5.886,07	6.170,16	6.454,25	6.738,34	7.022,43	7.306,52	7.590,61
Barème 4 230,21	4.228,71	4.458,92	4.689,13	4.919,34	5.149,55	5.379,76	5.609,97	5.840,18	6.070,39	6.300,60	6.530,81	6.761,02
Barème 5 250,22	4.103,91	4.354,13	4.604,35	4.854,57	5.104,79	5.355,01	5.605,23	5.855,45	6.105,67	6.355,89	6.606,11	6.856,33
Barème 6 223,85	3.715,41	3.939,26	4.163,11	4.386,96	4.610,81	4.834,66	5.058,51	5.282,36	5.506,21	5.730,06	5.953,91	6.177,76
Barème 7 210,41	3.414,23	3.624,64	3.835,05	4.045,46	4.255,87	4.466,28	4.676,69	4.887,10	5.097,51	5.307,92	5.518,33	5.728,74
Barème 8 177,52	3.169,77	3.347,29	3.524,81	3.702,33	3.879,85	4.057,37	4.234,89	4.412,41	4.589,93	4.767,45	4.944,97	5.122,49
Barème 9 125,00	2.972,43	3.097,43	3.222,43	3.347,43	3.472,43	3.597,43	3.722,43	3.847,43	3.972,43	4.097,43	4.222,43	4.347,43