

**SELECTION OF TEMPORARY STAFF
FOR THE EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)**

The Commission is organising a selection procedure to fill an **Adviser** function in the European Personnel Selection Office (EPSO).

GENERAL CONDITIONS

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Communities¹, which include being a national of a Member State of the European Union.

The European Institutions apply a policy of gender equality and welcome applications without discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

TYPE AND DURATION OF CONTRACT

The successful candidate may be offered a temporary contract under point (a) of Article 2 of the Conditions of Employment of Other Servants of the European Communities and in accordance with the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff². The duration of the contract may not exceed four years, with the possibility of renewal for a maximum of two years.

The maximum duration of the contract will also take account of the relevant provisions in the April 2004 Commission Decision on the maximum duration of recourse to non-permanent staff (six years over a twelve-year period)³.

PLACE OF EMPLOYMENT: Brussels, Belgium.

LEVEL: AD 13 (as an indication, gross basic starting monthly salary of €11.461,32 to €11 942,94⁴).

¹ http://ec.europa.eu/civil_service/docs/toc100_en.pdf

² http://europa.eu/epso/apply/today/pdf_word_temp_staff/decision_new_policy_for_at_en.pdf

³ http://europa.eu/epso/apply/today/pdf_word_temp_staff/regle_des_six_ans_en.pdf

⁴ http://europa.eu/epso/apply/today/pdf_word_temp_staff/decision_on_classification_en.pdf

NATURE OF DUTIES

The Adviser to the Director will work closely with one other Adviser and the assistants to the Director in the following fields:

1. The Adviser will be asked to provide technical advice and expertise for the coordination of EPSO's Assessment Centres during the start-up and early execution phase within the context of the implementation of the root and branch reform of HR selection procedures for the EU Institutions. The Assessment Centres are a key component in the shift to competency-based testing and the professionalization of administrative procedures. He/she will guide the planning of the phases of the project and advise on issues relating to practical implementation of the EDP and will also be responsible for troubleshooting to avoid delays. The EPSO Development Programme (EDP) (http://europa.eu/epso/doc/epso_development_plan.pdf) is designed to ensure that EU Institutions are able to attract and recruit high-calibre individuals from across the EU, enabling them to equip themselves for the major challenges they face in the years ahead. The EDP represents a major modernisation of HR selection practice for the EU Institutions

2. The Adviser will evaluate the project implementation and its contribution to an efficient selection and recruitment policy. On this basis, he will provide advice to the Director to enable EPSO to continue on a programme of constant change and evolution in order to maintain its position on becoming increasingly professionalized. He/she will co-ordinate research activities to assist EPSO in becoming the leading body in public service recruitment. After a 4 year period, he will take stock of the project and help EPSO to draw any lessons from it.

QUALIFICATIONS

Candidates must possess:

(i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more;

or

(ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

Studies in Human Resources Management would be an asset.

EXPERIENCE/COMPETENCIES

- On the closing date for the applications set by this notice, the candidate(s) need to show, in addition to the minimum qualifications required above, a professional experience of at least 15 years, of which at least 10 years in Human Resources selection and management.
- Experience in setting up and/or s running an Assessment Centre, preferably in the public sector dealing with large numbers of candidates
- Excellent communication and presentation skills, including clear and concise drafting, as well as the ability to explain complex issues and analyses in a way understandable to experts and lay audiences alike.

- Excellent knowledge of best practice approaches and technology in the field of public sector recruitment.
- Skills and the knowledge to establish and maintain contacts with EPSO's stakeholders and a good capacity to listen to them.
- Experience in IT Project Management.

LANGUAGES

Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants candidates must have a thorough knowledge of one of the Community languages and a satisfactory knowledge of another of the Community languages.

To meet the needs of the service, a very good knowledge of written and spoken English would be an asset.

PROCEDURE

The procedure will take place in three different and successive steps:

1. Pre-selection

The selection panel, composed in respect with the rules described in article 2c) of the Commission decision on a new policy for the engagement and use of temporary agents of 28 April 2004⁵, will make a pre-selection on the basis of the qualifications and the professional experience described in the application form and in the motivation letter.

2. Admission

The candidates who have been pre-selected will have to provide the following official documents confirming the information in the curriculum vitae:

- copy of a document proving the citizenship (identity card or passport),
- copy of diploma(s) or certificate(s) of education at the required level,
- statements of employment proving the length of the professional experience.

These documents must be able to establish, without any doubt, the start and end date, as well as the continuity, of each professional experience period submitted for extra value. Preferably, candidates should enclose certificates from previous employers as well as from the present employer. If these certificates can not be provided, copies of the following documents will be accepted: employment contracts accompanied by the first and latest salary statement, as well as the last salary statement for each year if the employment contract has been concluded for more than one year, appointment decisions accompanied by the last salary statement, work record book or tax declarations.

Acceptance of the application is subject to presentation of the requisite supporting documents. Unless the requisite supporting documents are received by the deadline stipulated, the application will be deemed void.

⁵ http://europa.eu/epso/apply/today/pdf_word_temp_staff/decision_new_policy_for_at_en.pdf

In case of doubt about the nature or the validity regarding the supporting documents, candidates may contact the secretary of the selection panel using the following mailbox: EPSO-AVIS-VACANCE@ec.europa.eu at least ten working days before the closing date of the submission of applications. This would allow them to prepare a complete and admissible application file in due time.

The successful candidate(s) who will receive an employment offer will have to present later the original of all the required documents for certification purposes.

3. Selection

The candidates who have passed the admission step will be invited for an interview so that the panel could evaluate these candidates objectively and without prejudice on the basis of their qualifications, professional experience and linguistic skills, as listed in the present selection notice.

APPLICATIONS

Candidates should send the completed application form (in English or in French), with a motivation letter of maximum two pages, to the following mailbox:

EPSO-AVIS-VACANCE@ec.europa.eu

Candidates should send their application in one e-mail, under .zip or .pdf format in order to avoid saturation of the functional mailbox. The Commission might apply an informatics rule to reject automatically all messages bigger than 1 MB.

Candidates shall use the same functional mailbox for correspondence with the selection panel or for information requests.

Only in case of problems with the electronic transmission can applications be sent by registered post to the following address (in that case, the postmark will serve as proof of the date of sending):

EPSO
Temporary Agent Selection n° COM/TA/EPSO/01/2010
Ms. Caroline PONSAR
Avenue de Cortenbergh, 25 – Office 7/103
B – 1049 BRUSSELS

The closing date for the submission of applications is 15 October 2010.

For your information, please note that the Commission has launched an internal database to collect spontaneous applications. If you are interested in being considered for other selection processes (including for other types of contracts) you may submit your curriculum vitae via "EU CV Online": http://www.ec.europa.eu/civil_service/job/cvonline/index_en.htm.