

**CALL FOR EXPRESSIONS OF INTEREST  
FOR CONTRACT STAFF**

**EDUCATIONAL PSYCHOLOGISTS**

**Function group IV**

**EPSO/CAST/S/6/2013**

**I. INTRODUCTION**

At the request of the European Commission, the European Personnel Selection Office (ESPO) is launching a selection procedure to set up a database of successful candidates from which to recruit contract staff as educational psychologists.

The European Commission recruits contract staff to provide capacity in specific fields. Contract staff are employed according to the terms mentioned under Title IX of the present call for expression of interest.

The working relationship with the European Institutions is governed by the Conditions of Employment of Other Servants of the European Union<sup>1</sup>. The full details of the working conditions can be found at this address: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF> (Title IV, page 170).

The database of successful candidates will be used by the European Commission and in particular the Office for Infrastructure and Logistics. **The majority of positions will be in Brussels, but there will also be positions in Ispra and Luxembourg.**

Taking into account such factors as the temporary nature of contracts and staff turnover it has been estimated that a pool of **12** educational psychologists will be necessary to cover the required needs over the three-year period 2013–2015.

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<sup>1</sup> The specific rules applicable to the European Commission are available on EPSO's website.

## II. DUTIES<sup>2</sup>

### FGIV - EDUCATIONAL PSYCHOLOGISTS

Under the supervision of an official or a member of the temporary staff, the **contract staff member will** develop the educational role of the Early Childhood Centre by ensuring the existence and application of an educational mission statement, ensuring that the educational staff (nursery nurses, kindergarten staff and/or teachers) have high-quality people skills, and working to strengthen the Centre's professionalism. By way of example, duties may include:

- Providing expertise in the field of educational psychology to the day nursery and/or the after-school centre and helping prepare certain files related to this role.
- Following closely the work of the nursery nurses, kindergarten staff and/or teachers to provide support for their educational work.
- Contributing to ongoing training on educational matters in order to strengthen the professionalism of the educational staff.
- Observing and following the general development of the children to assure optimal conditions for their well-being at the day nursery or after-school centre.
- Informing parents, at meetings organised for this purpose, of their child's activities to maintain a relationship with them based on trust and partnership.
- Remaining in permanent contact, either collectively or on an individual basis with the nursery nurses, kindergarten staff and/or teachers.
- Developing proposals for planning the different aspects of the general organisation, including the selection and acquisition of materials, to influence in a positive way the quality of life of the children and the service provided to the parents.
- Ensuring the educational mission statement is implemented appropriately.
- Participating, if necessary, in coordination efforts between day nurseries and after-school centres.

## III. INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

The **approximate** timetable for the selection procedure is as follows:

Phase	Date
CV screening	April 2013
Competency test	June 2013
Results of competency test sent to candidates	July 2013

<sup>2</sup> The profile described in this Call is a simplified version of the generic profile that will be used when drawing up contracts. This simplified version is provided for information purposes and is not legally binding.

## IV. ELIGIBILITY REQUIREMENTS

On the closing date for online applications you must fulfil the following conditions:

### **A. General conditions**

- (a) Be a citizen of one of the Member States of the European Union.
- (b) Enjoy your full rights as a citizen.
- (c) Have fulfilled any obligations imposed on you by the laws of your home country concerning military service.
- (d) Meet the character requirements for the duties involved.

### **B. Minimum specific conditions - Education/experience**

Educational psychologist, Function Group IV:

- A completed university course of at least three years leading to a degree in either psychology or education;
- OR
- If in a Member State of the European Union access to a profession at the level of Function Group IV is gained by State examination, professional training or any other equivalent procedure (related to the nature of the duties), this can be accepted as being equivalent to a university degree.

AND

- At least one year's experience as an educational psychologist.

### **C. Knowledge of languages**

- a) **Language 1**     **Main language:** A thorough knowledge of one of the official languages of the European Union<sup>3</sup>.

<sup>3</sup> The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish),

and

b) **Language 2** A satisfactory knowledge of English, French or German (must be different from language 1).

The judgment delivered by the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, Italian Republic v Commission, requires the EU institutions to state the reasons for limiting the choice of the second language in this competition to a small number of official EU languages.

Candidates are therefore informed that the second language options in the present competition have been defined in the interests of the service, which requires that newly recruited colleagues are immediately operational and able to communicate efficiently in their daily work. Otherwise the effective functioning of the institutions would be severely impaired.

On the basis of long-standing practice in the EU institutions as regards the languages used for internal communication and taking into account the needs of their services regarding external communication and handling of files, English, French and German are the most widely used languages. Moreover, where candidates for competitions have a free choice of second language, English, French and German are by far the most common choices. This confirms the educational attainments and professional abilities that can be expected of candidates for European Union posts at present, namely that they master at least one of these languages. Therefore, when balancing the interests of the service, requirements, and candidates' abilities having regard to the particular field of this competition, it is legitimate to organise tests in these three languages so as to ensure that, whatever their first official language, all candidates master at least one of these three official languages at working level. Moreover, with a view to equal treatment of all candidates, everyone, including those whose first official language is one of these three, is required to take the test in their second language, chosen from among these three. Assessment of specific competences in this way allows the institutions to evaluate the candidates' ability to operate immediately in an environment that closely matches the reality they would face on the job. This is without prejudice to later language training so as to acquire a capacity to work in a third language in accordance with Art. 45(2) of the Staff Regulations.

**You will not be able to change your choice of languages once you have validated your online application form.**

## **V. HOW TO APPLY AND DEADLINE FOR APPLYING**

You must apply online via the link provided on the EPSO Website ([http://europa.eu/epso/apply/jobs/index\\_en.htm](http://europa.eu/epso/apply/jobs/index_en.htm)). Follow the instructions on the website and particularly in the application manual.

Responsibility for completing your on-line application before the deadline is entirely yours. You must fill in the application form in English, French or German. Once you have validated your application, you will no longer be able to edit it.

**DEADLINE FOR APPLICATIONS (including validation):**

**12 March 2013, 12:00 (midday) Brussels time**

**VI. SELECTION PHASES**

The selection process will consist of two phases as outlined below:

Phase A	Selection based on qualifications – CV screening - to select the candidates who will be invited to sit the competency test
Phase B	Competency test

**SELECTION BASED ON QUALIFICATIONS - CV-SCREENING**

Candidates will be selected on the basis of their qualifications, particularly in terms of their diplomas and professional experience, using the criteria set out in the tables below. The candidates whose academic and professional background best match the duties described in the job description will be invited to the competency test (approximately three times the number of candidates required for the database). Please note that the CV screening criteria are not compulsory requirements.

A selection board comprising representatives from the European Commission will be appointed to assist EPSO at this stage of the selection procedure, specifically to check whether the eligibility requirements have been fulfilled and to perform the selection based on qualifications (CV screening).

Criteria for CV screening:

<b>1.</b>	Professional experience in <u>educational psychology of longer than the minimum length required in IV B.</u>
<b>2.</b>	Professional experience (other than that in 1) of supporting the educational work of nursery nurses and/or kindergarten staff and/or teachers.
<b>3.</b>	Professional experience (other than that in 1 and 2) of at least one year related to childhood (e.g. at a day nursery, school or holiday camp, etc.).
<b>4.</b>	Another diploma relating to educational psychology, education or psychology, or further training related to one of these fields.
<b>5.</b>	For service reasons and depending on the place of activity (Brussels, Luxembourg or Ispra), a satisfactory knowledge (level B2 <sup>4</sup> ) of French or Italian, even if one of these languages is your Language 1 or 2.
<b>6.</b>	Professional experience (or studies) in a foreign country (not your country of origin) of longer than six consecutive months.
<b>7.</b>	Professional experience of, or training on, the subject of designing an educational mission statement / integration in a group.
<b>8.</b>	Professional experience as a trainer, or training, on the subject of designing training on educational matters.
<b>9.</b>	Professional experience of children with special needs.

This selection phase is carried out **solely** on the basis of the information provided by the candidate in the Talent Screener section of the application form and consists of two phases:

- First phase: An initial selection based on qualifications will be made on the basis of the answers (yes/no) ticked by the candidate and the weighting assigned to each question, which will be on a scale of 1 to 3 according to the importance attached to the corresponding criterion. The candidates who obtain the highest number of points will go through to the second selection phase (about nine times the pool of successful candidates required).
- Second phase: The selection board will scrutinize candidates' answers and will award 0 to 4 points for each answer; the points will then be multiplied by the weighting assigned to the corresponding criterion.

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<sup>4</sup> See the reference grid on the Europass website at the following address:

[http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en\\_EN](http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en_EN)

The candidates who obtain the highest number of points will be invited to the competency test (about three times the number of candidates to be included in the database of successful candidates).

At this stage, the eligibility criteria (point IV) will also be checked against the declarations made on the application form. Candidates who, on the basis of the declarations made on the form, do not fulfil the eligibility criteria will be excluded from the selection procedure at this stage.

**N.B. If you are called for interview you will be asked to provide the relevant supporting documents to bear out the declarations made on your application form. If it is established that the information you have provided is false, you will be disqualified (your name will be removed from the database).**

### **COMPETENCY TEST**

Candidates will be required to sit a competency test to assess their specific knowledge relating to the chosen profile.

<b>Test format</b>	<b>Time allowed for test</b>	<b>Language of the test</b>	<b>Maximum score possible</b>	<b>Minimum score required</b>
Multiple-choice questions on paper	50 minutes	Language 2	<b>25</b>	16 points

The test will be held in Brussels. EPSO will make a partial contribution to candidates' travel expenses in accordance with the relevant reimbursement rules which you can find on the website: [http://europa.eu/epso/apply/on\\_going\\_compet/reimburse/index\\_en.htm](http://europa.eu/epso/apply/on_going_compet/reimburse/index_en.htm) .

## **VII. TEST RESULTS**

The results of CV-screening and the competency test will be published in the candidates' EPSO accounts.

## VIII. INCLUSION IN THE DATABASE

The names of candidates who obtain the pass mark in the competency test will be entered in a database and will not be made public in any other form. The European Commission will have access to the database. Other institutions and agencies looking for candidates with this profile will also be granted access. The database will remain valid for a period of three years from the date candidates are notified of their results. **The validity of the database may be extended if necessary.**

## IX. SELECTION FOR POTENTIAL RECRUITMENT

Inclusion in the database is not a guarantee that you will be offered a contract. As vacancies arise, the recruiting services concerned will look at the database and invite candidates whose profile best matches the requirements of the position in question to an interview before a selection board. Your knowledge of your main language will also be assessed during this interview. Depending on the outcome of the interview, you may receive a formal job offer. It will be a CA 3A contract<sup>5</sup> if the employer is an Office of the European Commission as shown in the table below.

Commission [Office for Infrastructure and Logistics in Brussels (OIB), Ispra (OIB) and Luxembourg (OIL)]	CA 3A contract, which can lead to a contract for an indefinite period <sup>6</sup>
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## X. REVIEW/APPEAL PROCEDURES

If, at any stage of this selection procedure, you consider that a mistake has been made or that EPSO has acted unfairly or has failed to comply with the rules governing this selection procedure, and that your interests have been prejudiced as a result, the following appeal procedures can be undertaken in the order mentioned in the table below:

<sup>5</sup> Pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Union (CEOS) and the conditions laid down by the CEOS and the General Implementing Provisions of the institution, agency or office.

<sup>6</sup> Pursuant to Article 85(3) of the Conditions of Employment of Other Servants of the European Union (CEOS), a contract for an indefinite period for contract staff in function group IV following two initial contracts for a fixed period (of two and one years respectively) requires evidence of the ability to work in a third official language of the European Union.



<b>Procedure</b>	<b>Contact</b>	<b>Time limit<sup>7</sup></b>
1. Request a review	Via the contact page on EPSO's website	10 calendar days
2. Lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union <sup>8</sup>	Either by post to:  European Personnel Selection Office (EPSO)  C-25, 1049 Brussels, Belgium  or via the contact page on EPSO's website	3 months
After completion of step 2 above (step 1 is optional) you have the following option:		
3. If your complaint is rejected explicitly or tacitly, submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations <sup>9</sup>	European Union Civil Service Tribunal  Boulevard Konrad Adenauer  2925 Luxembourg	3 months

Like all citizens of the European Union, you can make a complaint to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman -  
CS 30403  
67001 Strasbourg Cedex  
France<sup>10</sup>

<sup>7</sup> From the date of publication of the decision in the candidate's EPSO account.

<sup>8</sup> Please quote the following in the subject line of your letter: 'EPSO/CAST/S/6/2013', your candidate number, and 'Complaint under Article 90(2)'.

<sup>9</sup> For details of how to submit an appeal and the time limits, please consult the website of the European Union Civil Service Tribunal at: [http://curia.europa.eu/jcms/jcms/Jo1\\_5230/](http://curia.europa.eu/jcms/jcms/Jo1_5230/).

<sup>10</sup> Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. For full details of the procedure, consult the website at: <http://www.ombudsman.europa.eu/media/en/default.htm>.

## **XI. COMMUNICATION**

EPSO will contact you via your EPSO account. It is up to you to consult your EPSO account at regular intervals — at least twice a week — to keep track of the progress of the procedure and to check the information relevant to your application. If you are prevented from doing so by a technical problem that is attributable to EPSO, you must notify EPSO immediately.

For all correspondence with EPSO, please use the contact form on the EPSO website at: <http://blogs.ec.europa.eu/eu-careers.info/cast/>.

To ensure that all general texts and all communication between you and EPSO are clearly understood by both parties, only English, French, or German will be used for the invitations to the test and correspondence between you and EPSO.

## **XII. GROUNDS FOR DISQUALIFICATION LINKED TO THE APPLICATION PROCESS**

Great care is taken to ensure that the principle of equal treatment is observed. Consequently, if at any stage in the procedure it is found that you created more than one EPSO account, you have made more than one application or you have made any false declarations, you will be disqualified from the selection procedure.

Fraud or attempted fraud may render you liable to penalty. We should point out that anyone recruited by the institutions must show themselves to be of the highest possible integrity.

## **XIII. SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES**

### (a) Condition existing at time of application

1.	If you have a disability or a condition that might pose difficulties for you when taking the tests, tick the corresponding box on the online application form and indicate what arrangements you consider necessary to make it easier for you to take the test, quoting the number of the selection procedure and your application number (be sure
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	not to omit these).
2.	<p>Send either a medical certificate or a certificate attesting your disability issued by a recognised body (as appropriate) as soon as possible after validating your online application. The supporting documents will be examined so that special arrangements to suit each case can be made in order to satisfy requests that are judged to be reasonable. These documents must be sent :</p> <p>either by e-mail to: EPSO-accessibility@ec.europa.eu,</p> <p>by fax to: +32 22998081, addressed to 'EPSO accessibility',</p> <p>or by post to:</p> <p>European Personnel Selection Office (EPSO)  'EPSO accessibility'  C-25  1049 Bruxelles/Brussel  Belgium</p>

(b) Condition developing after application

1.	If a condition such as those described above develops after the deadline for online applications, you must inform EPSO as soon as possible. Please state in writing what arrangements you consider necessary.
2.	<p>Send the relevant documents</p> <p>either by e-mail to: EPSO-accessibility@ec.europa.eu,</p> <p>by fax to: +32 22998081, addressed to 'EPSO accessibility',</p> <p>or by post to:</p> <p>European Personnel Selection Office (EPSO)  'EPSO accessibility'  C-25  1049 Bruxelles/Brussel  BELGIUM</p>