

Final 20/6/2005

## CALL FOR EXPRESSION OF INTEREST

The European Personnel Selection Office (EPSO), on behalf of the European Institutions and of the Commission and the Council in particular, is launching this Call for expression of interest to constitute a database of candidates to be recruited as contract agents carrying out various tasks within the European Institutions.

### CONTENTS

- A. CONDITIONS AND ELIGIBILITY
- B. HOW TO APPLY
- C. SUCCESSIVE STAGES OF THE SELECTION
- D. GENERAL INFORMATION

### A. CONDITIONS AND ELIGIBILITY

#### 1. General terms

The Institutions of the European Union and in particular the Commission and the Council, are seeking to recruit contract agents to fill posts that may become available in Brussels and Luxembourg (a limited number of positions may be offered in other European capitals, in the Joint Research Centres of the Commission or in the EU offices outside the EU). The Contract agents' working relationship with the Institutions is regulated by the Conditions of employment of other servants of the European Communities (CEOS). Different types of contracts can be offered to contract agents based on the CEOS. [link to CEOS Art.3]

[Link to: [http://europa.eu.int/comm/dgs/personnel\\_administration/statut/tocen100.pdf](http://europa.eu.int/comm/dgs/personnel_administration/statut/tocen100.pdf) directly to page 128]

+ link to salaries chart from DG ADMIN

Contract agents are classified into four different function groups (Function group I, II, III and IV) corresponding to the duties and responsibilities to be performed and the level of education and professional experience required. Each group is subdivided into grades and steps [link to article 80, page 152 of SR] as set out in the CEOS.

Types of duties within corresponding function groups are: manual and administrative support service tasks within function group I, clerical, secretarial and technical tasks, office management and other equivalent tasks within function group II, executive tasks, drafting, accountancy and other equivalent technical tasks within function group III and administrative, advisory, linguistic and equivalent technical tasks within function group IV. Contract agents perform their duties under the supervision of officials or temporary staff.

## 2. Profiles sought

The purpose of this Call of expression of interest is to recruit staff with the following general competences:

**For function group I:** mail staff, drivers, administrative support, skilled workers.

**For function group II:** crèche (mainly nurses), office managers/ clerks, secretaries, technical staff.

**For function group III:** financial management, informatics/ technical, executive tasks.

**For function group IV:** administrative, communication and advisory tasks, researchers, engineers, linguists, architects. *(Please note that in the second half of 2005, another Call for expression of interest will be launched to constitute a database of highly qualified experts to be recruited as contract agents in function group IV to work in Commission delegations in third countries. Details will be published on the EPSO web site.)*

To see concrete areas where candidates might be employed click [HERE](#). add link to the whole list

## 3. Eligibility criteria and general conditions

To apply for a contract agent position candidates must meet the following eligibility criteria within each function group and the general conditions:

### a) Minimal educational requirements:

#### For function group I:

- successful completion of compulsory education.

#### For function group II:

- a post-secondary education attested by a diploma, **or**
- a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years. The secondary education diploma giving access to post-secondary education may be replaced by a certificate of adequate professional training of not less than three years on condition that there was no similar professional training giving access to higher education at the time it was issued, **or**
- successful completion of intermediate education plus two years' relevant supplementary specialised training plus five years' appropriate professional experience.

#### For function group III:

- a post-secondary education attested by a diploma, **or**
- a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years.

#### For function group IV:

- a level of education which corresponds to completed university studies of at least three years' duration attested by a diploma and appropriate professional experience of at least one year.

*Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.*

#### **b) General conditions**

The European Institutions apply an equal opportunities policy and accept applications without distinction on grounds of 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, sexual orientation, marital status or family situation

Contract staff may be engaged only when fulfilling the following conditions:

- candidates must be a national of one of the member states of the European Union;
- candidates must enjoy full rights as a citizen;
- candidates must have a thorough knowledge of one of the official languages of the European Union (Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Slovakian, Slovenian, Spanish or Swedish) - **main language** (by default, the main language shall be considered that of the candidates nationality or that of the compulsory education) **and**  
 a satisfactory knowledge of English, French or German – **second language** (which must be different from main language) in which they will be sitting the aptitude tests;
- candidates must have fulfilled any obligations imposed on them by the laws of their home country concerning military service;
- candidates must meet the character requirements for the duties involved;
- candidates must be physically fit to perform their duties.

**For more information about each function group click on the function group you are interested in.**

**Function group I    Function group II    Function group III    Function group IV**

[Linking to:]

**Function group I – descriptive text**

#### **Profiles of candidates**

The aim of this Call is to recruit staff within function group I for manual and administrative support service tasks performed under the supervision of officials or temporary staff.

The following types of posts are available:

- mail staff, drivers, administrative support, skilled workers

*To see concrete areas where candidates might be employed click [HERE](#). add link to the list FGI*

### **Minimum qualifications required**

Candidates for positions within function group I must have the following minimal educational requirements:

- successful completion of compulsory education.

### **Grading**

Contract agents recruited within function group I as a result of this Call for expression of interest shall be engaged in grade 1.

## **Function group II - descriptive text**

### **Profiles of candidates**

The aim of this Call is to recruit staff within function group II for clerical and secretarial tasks, office management and other equivalent tasks performed under the supervision of officials or temporary staff.

The following types of posts are available:

- crèche (mainly nurses), office managers/ clerks, secretaries, technical staff *To see concrete areas where candidates might be employed click [HERE](#). add link to the list FGII*

### **Minimum qualifications required**

Candidates for positions within function group II must have the following minimal educational requirements:

- they must have obtained a post-secondary education attested by a diploma, **or**
- a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years. The secondary education diploma giving access to post-secondary education may be replaced by a certificate of adequate professional training of not less than three years on condition that there was no similar professional training giving access to higher education at the time it was issued, **or**
- successful completion of intermediate education plus two years' relevant supplementary specialised training plus five years' appropriate professional experience.

### **Grading**

The grading of contract staff within each function group shall take account of the qualifications and experience of the persons concerned and of the type of contract offered.

### **Function group III - descriptive text**

#### **Profiles of candidates**

The aim of this Call is to recruit staff within function group III for executive tasks, drafting, accountancy and other equivalent technical tasks performed under the supervision of officials or temporary staff.

The following types of posts are available:

- financial management, informatics/ technical, executive tasks

*To see concrete areas where candidates might be employed click [HERE](#). add link to the list FGIII*

#### **Minimum qualifications required**

Candidates for positions within function group III must have the following minimal educational requirements:

- a post-secondary education attested by a diploma, **or**
- a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years.

#### **Grading**

The grading of contract staff within each function group shall take account of the qualifications and experience of the persons concerned and of the type of contract offered.

### **Function group IV - descriptive text**

#### **Profiles of candidates**

The aim of this Call is to recruit staff within function group IV for administrative, advisory, linguistic and equivalent technical task performed under the supervision of officials or temporary staff.

The following types of posts are available:

- administrative, communication and advisory tasks, researchers, engineers, linguists, architects

*To see concrete areas where candidates might be employed click [HERE](#). add link to the list FGIV*

#### **Minimum qualifications required**

Candidates for positions within function group IV must have the following minimal educational requirements:

- a level of education which corresponds to completed university studies of at least three years' duration attested by a diploma and appropriate professional experience of at least one year.

## Grading

The grading of contract staff within each function group shall take account of the qualifications and experience of the persons concerned and of the type of contract offered.

## B. HOW TO APPLY

Please refer to the Application guide which contains detailed instructions on how to submit your application correctly.

**Applications not fulfilling the criteria set out in this Call of expression of interest will not be considered.**

**It is your responsibility** to complete your online registration in time (**no later than 20 July 2005 at 12.00 Brussels time**). We strongly advise you not to wait until the last few days before the deadline, since heavy Internet traffic or a fault with your Internet connection could lead to the online registration being terminated before you have completed it, thereby obliging you to repeat the whole process. You will no longer be able to register your application once the deadline for the submission of registration has passed.

Once you have created your EPSO PORTA you will receive an e-mail from EPSO summarising your login details and providing additional information about the registration procedure.

When submitting your application, after you have selected your function group and identified your areas of interest, you will see on the top of your application your application number (e.g. 2005-6-28), which you should note. This is your reference number to be used when communicating with EPSO.

*If you have a disability that prevents you from registering online, you may request — in writing only:*

*EPSO Info-Recruitment*

*C-80 0/48*

*B-1049 Brussels*

*a paper version of the application form, which you should fill in, sign and return by registered mail, postmarked no later than the closing date for registration. All subsequent communication between yourself and EPSO and you will be by post. You must enclose with your registration form a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in further stages of the selection process.*

**THE CLOSING DATE FOR ON-LINE APPLICATIONS**  
**IS 20 JULY 2005 AT 12.00 (NOON) BRUSSELS TIME.**  
**ON-LINE REGISTRATION WILL NOT BE POSSIBLE AFTER THE DEADLINE.**

## C. SUCCESSIVE STAGES OF THE SELECTION PROCEDURE

After assigning an application number to each successfully submitted application, all applications will be processed. The selection procedure consists of:

- **validation**

- **pre-selection tests**
- **selection for potential recruitment**

### **Validation**

EPSO will prepare a validated database of applicants who fit the competence profiles and qualifications as set out in the Call of expression of interest and submit this database to a Selection committee which, depending on the number of applicants for each function group, may apply stricter objective requirements (e.g. the number of years of relevant professional experience, level and type of education, knowledge of languages, etc.) for the pre-selection within the criteria published. All candidates will find in the course of September 2005 a message in their EPSO PORTA [link to application guide where EPSO PORTA is described] confirming whether or not they have been pre-selected to sit the tests.

### **Pre-selection tests**

Pre-selected candidates matching the requested profiles and qualifications will be invited to:

- sit the aptitude tests in autumn 2005 to assess their general aptitudes and in particular their verbal and non-verbal reasoning capacity and their linguistic ability;

*A Selection committee will evaluate the candidates, on the basis of the above tests, applying objective criteria defined in accordance with the profiles and qualifications and subsequently list them in a database which will have a validity of two years.*

- at the same time candidates will be asked to sit a second test to assess their knowledge of the European integration process and of the Institutions;
- at later stage, candidates will be asked to sit a specific test to ascertain their specific competencies.

Candidates will be asked to sit the tests in their second language (English, French or German) which must be different from their main language (e.g. someone whose main language is French can sit the test only in English or German).

**The concrete timing and modalities of the tests will be communicated to the pre-selected candidates at a later stage via their EPSO PORTA.**

### **Selection for potential recruitment**

Candidates having passed the tests will have their names placed in the final database. Access to this database will be given to the European Institutions who will select and invite for an interview candidates who best fit their requirements.

Please note that candidates interviewed will be asked to provide all relevant supporting documents (diplomas, certificates and other supporting documents proving their working experience and corresponding to the information entered on the application form).

If, at any stage in the procedure it is established that the information in your electronic registration form is incorrect, or that you do not meet all the conditions for admission to the selection procedure, you will be disqualified.

The final database of candidates shall have a validity of three years.

*Please note that it is possible, if the Institutions' needs so justify, to invite for testing during the course of 2006 or 2007, candidates included in the validated database but not originally pre-selected.*

#### **D. GENERAL INFORMATION**

In the interest of clear communication, this Call for expression of interest is published solely in English, French and German and you are requested to fill in the application form in one of these three languages. The language chosen will also be used for all correspondence between the European Institutions and candidates. It is vital for the candidate to have a valid e-mail address throughout the whole selection process.

This Call for expression of interest is designed to identify highly qualified staff for specific posts within specific Function groups and you are requested to **apply for only one of the Function groups** (you will be allowed to indicate up to 3 types of positions in order of your preference within the function group you selected). Multiple applications will not be taken into consideration.

Conditions of employment of contract agents are specified in the Conditions of employment of other servants of the European Communities (CEOS). [Link to: [http://europa.eu.int/comm/dgs/personnel\\_administration/statut/tocen100.pdf](http://europa.eu.int/comm/dgs/personnel_administration/statut/tocen100.pdf) directly to page 128]

**PROCEED HERE WITH YOUR APPLICATION [link to how to apply\_en]**

FUNCTION GROUP I	FUNCTION GROUP II	FUNCTION GROUP III	FUNCTION GROUP IV
<p><b>Canteen/ Restaurant Support Staff</b>  -Cook  -Kitchen staff  -Waiter  <b>Clerical (administrative) service tasks</b>  <b>Driver</b>  <b>Laundry Staff</b>  <b>Mail agent / Messenger</b>  <b>Printing</b>  -Digital operator  -Offset Printer  -Print finisher  <b>Receptionist, conference receptionist</b>  <b>Skilled worker</b>  -Bricklayer  -Building maintenance  -Carpenter  -Electrician  -Fireman  -General labourer  -Painter  -Plumber  -Other  <b>Stock/inventory clerk</b>  <b>Telephonist</b>  <b>Other</b></p>	<p><b>Building management</b>  -Technical drawing  -Other  <b>Communications support</b>  <b>Canteen &amp; restaurant operator</b>  -Head cook  -Head of service  -Maitre d'hotel  <b>Documentation</b>  -Archives  -Information systems  -Library  <b>Electronics technician</b>  <b>Finance</b>  -Budgeting  -Payments  -Purchasing and contracts  <b>Human resources</b>  -Compensation and benefits  -Personnel management  <b>Information technology</b>  -Data processing  -System support  -Web administration  <b>Laboratory attendant</b>  <b>Nursing</b>  -Childcare worker  -Kindergarten trachet  -Nursery educator  -Nursery nurse  -Public health  <b>Office management</b>  -Other clerical tasks  -Secretary  <b>Public relations</b>  -Public relations support  -Public relations conference support  <b>Other</b></p>	<p><b>Admin. Assistant (coordination, drafting)</b>  <b>Assistant auditor</b>  <b>Building projects and procedures assistant</b>  <b>Communication, Press and Media</b>  -Information and communication assistant  <b>Design</b>  -Electrical  -Graphic  -High voltage and air conditioning  -Technical  <b>Documentalist / Archivist</b>  <b>Finance</b>  -Accounting  -Budget management  -Contract management  -Planning &amp; supervision  -Project management  <b>Fishery Inspector</b>  <b>Human resources assistant</b>  <b>Information Techonology</b>  -Development  -Geographical information systems  -Systems administration  <b>Laboratory</b>  -Analyst  -Technician  <b>Management of real estate</b>  <b>Legal assistance</b>  <b>Projects - analysis and management</b>  <b>Safety at work assistant</b>  <b>Other</b></p>	<p><b>Administrative adviser</b>  -Economics  -Human ressources  -Political science  -Sociology / Education Psychology  -Statistics  -Other  <b>Auditor</b>  <b>Architect</b>  <b>Communication, Press and Media</b>  -Press officer  -Political reporter  <b>Engineer</b>  -Civil  -Electrical  -Mechanical  -Plant  -Other  <b>Fishery Inspector Team Leader</b>  <b>Lawyer</b>  -Banking  -Civil  -Competition  -Corporate  -European  -International  -Other  <b>Medical doctor</b>  -Health and safety at work  -General Practitioner  <b>Natural sciences adviser</b>  -Biology  -Biotechnology  -Chemistry  -Food science  -Physics  -Other  <b>Quality assurance adviser</b>  <b>Research</b>  -Accelerator applications  -Agricultural engineering  -Agro-meteorology  -Bioinformatics  -Biometrics  -Construction engineering  -Consumer protection</p>

		<ul style="list-style-type: none"> <li>-Data mining and warehousing</li> <li>-Econometrics</li> <li>-Environmental engineering</li> <li>-Fisheries science</li> <li>-Food safety &amp; security</li> <li>-Geomatics</li> <li>-Material science</li> <li>-Natural hazards</li> <li>-Nuclear technology/engineering</li> <li>-Physics</li> <li>-Remote sensing</li> <li>-Renewable energies</li> <li>-Risk assessment</li> <li>-Risk management</li> <li>-Seismic engineering</li> <li>-Statistics</li> <li>-Toxicology</li> <li>-Veterinary science</li> <li>-Other</li> <li><b>Sustainable development</b></li> <li>-Air</li> <li>-Energy</li> <li>-Forestry</li> <li>-Geographical information systems</li> <li>-Global Change</li> <li>-Modelling</li> <li>-Remote sensing</li> <li>-Soil</li> <li>-Spatial analysis</li> <li>-Statistics</li> <li>-Transport / vehicle emissions</li> <li>-Water</li> <li>-Other</li> <li><b>Translator</b></li> </ul>
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