

CALL FOR EXPRESSIONS OF INTEREST FOR CONTRACT AGENTS

CHILDCARE STAFF

- A. NURSERY NURSES/CHILDCARE WORKERS (M/F)
- B. KINDERGARTEN TEACHERS (M/F)
- C. EDUCATIONAL ASSISTANT/CHILDMINDERS FOR AFTER-SCHOOL FACILITIES (M/F)

Function Group II

EPSO/CAST/S/2/2012

I. INTRODUCTION

At the request of the European Institutions, the European Personnel Selection Office (EPSO) is launching a selection procedure to set up a database of successful candidates from which to recruit contract staff as Nursery Nurses/Childcare Workers (M/F), Kindergarten Teachers (M/F), and Educational Assistants/Childminders for after-school facilities (M/F).

The European Union Institutions recruit contract staff to provide additional capacity in specialised fields. Contract staff is 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 Union¹. Please go to this address to read all the working conditions: <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 principally by the European Commission and the European Parliament. **The majority of positions will be based in Brussels, Ispra and Luxembourg.** In the case of the Educational assistant/Childminder profiles, for the Brussels, Luxembourg and Ispra sites, the contracts will be part-time contracts ranging as a rule from 60% to 80%.

Taking into account the temporary nature of contracts and staff turnover it has been estimated that a pool of 75 Nursery Nurses, 95 Kindergarten teachers and 140 Educational assistants/Childminders for after-school facilities will be necessary to fill the required needs over the three year period 2012-2014.

Candidates may apply for only one of the profiles published in this Call.

Candidates who make more than one application will be disqualified.

¹ The specific rules for the European Commission and the European Parliament are published on EPSO's website.

II. JOB DESCRIPTION²

A) NURSERY NURSES/CHILDCARE WORKERS (M/F) (children aged 0-3 or 0-6 years old³)

- Care for and educate children in accordance with the educational programme developed as a frame of reference, so as to enable each child to develop its own identity, autonomy and skills.
- Provide an atmosphere conducive to the well-being of the children so that they can develop in a calm and safe environment.
- Establish and maintain courteous relations with parents to further the integration and development of their children in partnership with them.
- Take part in the various ongoing training activities to enhance professional skills and ensure the consistency of the educational approach being taken.
- Work as part of the team of "floating" childcare workers to ensure continuity of service.
- Operate the bottle-preparation service in a way that ensures that the children's specific nutritional needs are met while respecting rules related to hygiene and security.
- Give each child the individual attention he/she needs especially at moments involving particular closeness (meals and physical care).

B) KINDERGARTEN TEACHERS (M/F) (children aged 3-6 or 4-5 years old³)

- Care for and educate children enrolled in the kindergarten in accordance with the established educational programme, so that they can develop their motor skills, social behaviour, intelligence and language.
- Provide an atmosphere conducive to the well-being of the children so that they can develop in a calm and safe environment.
- Establish and maintain courteous relations with parents to further the integration and development of their children in partnership with them.
- Work as part of the team of "floating" childcare workers to ensure continuity of service.
- Propose and lead different activities to enhance the children's motor skills and intellectual development and implement the centre's pedagogical programme on a daily basis.
- Accompany and look after the safety of the children on trips (short and long excursions, swimming pool etc.).
- Take part in the various ongoing training activities to enhance your professional skills and ensure the consistency of the educational approach being taken.
- Give each child the individual attention he/she needs especially at moments involving particular closeness (meals and physical care).

² The profiles described in this Call are simplified versions of the generic profiles that will be used when drawing up contracts. These simplified versions are provided for information purposes and are not legally binding.

³ Age range may vary according to location.

C) EDUCATIONAL ASSISTANTS/CHILDMINDERS (M/F) (children aged 4-12 or 6 – 14 years old⁴)

- Care for children in accordance with the established educational programme.
- Provide an atmosphere conducive to the well-being of the children so that they can develop in a calm and safe environment.
- Provide an atmosphere of study conducive to concentration.
- Supervise and assist the children in the completion (but not the correction) of the homework set by the School.
- Establish and maintain courteous relations with parents to further the integration and development of their children in partnership with them.
- Participate actively in meetings to discuss and monitor the educational programmes of the outdoor childcare facility and the after school child-minding service to improve reception conditions for the children.
- Work as part of the team of "floating" childcare workers to ensure continuity of service.
- Take part in the various ongoing training activities to enhance your professional skills and ensure the consistency of the educational approach being taken.
- Where necessary, work with external playworkers (students and trainees in varying numbers) to ensure that the activities of the outdoor childcare centre run smoothly.

III. INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

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

Step	Date
Sifting of CVs	April 2012
Competency tests	May 2012
Results of competency tests sent to candidates	June 2012

⁴ Age range may vary according to location.

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 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

Nursery nurse/childcare worker profile

- a level of post-secondary education in the field of nursery care, or equivalent, attested by a diploma, or
- a level of secondary education in the field of nursery care or equivalent, attested by a diploma giving access to higher education, followed by professional experience of at least three years, one year of which must be in relation with the nature of the duties , or
- a level of post-secondary education, attested by a diploma, in a field other than that of nursery care, and professional experience of at least two years in relation with the nature of duties, or
- a level of secondary education in a field other than that of nursery care, attested by a diploma giving access to higher education, followed by professional experience of at least three years in relation with the nature of the duties, or
- successful completion of compulsory education and a total of eight years of:
 - appropriate professional training as childcare worker⁵/ nursery nurse and/or
 - professional experience as childcare worker and/or nursery nurse

⁵ In this context, professional training cannot be taken into account unless it consists of at least one academic year of full-time training following compulsory education and is attested by a certificate recognised by a Member State of the European Union.

Kindergarten teacher profile

- a level of post-secondary education in the field of pre-school teaching/kindergarten teaching or primary school teaching or equivalent, attested by a diploma, or
- a level of secondary education, attested by a diploma giving access to higher education, in the field of pre-school, kindergarten or primary school teaching, followed by professional experience of at least three years, one year of which must be in relation to the nature of the duties, or
- a level of post-secondary education, attested by a diploma, in a field other than those mentioned above, and professional experience of at least two years as a pre-school/kindergarten teacher, or
- a level of secondary education in a field other than that of kindergarten care, attested by a diploma giving access to higher education, followed by professional experience of at least three years in relation with the nature of duties, or
- successful completion of compulsory education and a total of eight years of:
 - appropriate professional training as a kindergarten teacher⁶ and/or
 - professional experience as a kindergarten teacher

Educational assistant/childminder profile

- a level of post-secondary education, attested by an educational assistant's diploma or equivalent, or
- a level of secondary education, attested by an educational assistant's diploma or equivalent giving access to higher education, followed by professional experience of at least three years, one year of which must be in the field of childcare, or
- a level of post-secondary education, attested by a diploma in the field of childcare (excluding an educational assistant's diploma), and professional experience of at least one year in the field of childcare, or
- a level of post-secondary education, attested by a diploma, in a field other than childcare, and professional experience of at least two years in the field of childcare or similar, or
- a level of secondary education in a field other than childcare, attested by a diploma giving access to higher education, followed by professional experience of at least three years in the field of childcare, or
- successful completion of compulsory education and a total of eight years of:
 - appropriate professional training as educational assistant and/or
 - professional experience as educational assistant

C. Knowledge of languages

- (a) **Language 1** **Main language:** a thorough knowledge of one of the official languages of the European Union⁷.
and
- (b) **Language 2** A satisfactory knowledge of English, French or German (must be different from language 1).

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

⁶ In this context, professional training cannot be taken into account unless it consists of at least one academic year of full-time training following compulsory education and is attested by a certificate recognised by a Member State of the European Union.

⁷ 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 (Slovakian), SL (Slovenian), SV (Swedish).

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

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/today/contract_en.htm). Follow the instructions on the website and particularly in the application manual.

DEADLINE FOR APPLICATIONS (including validation):

21/03/2012 at 12:00 (midday) Brussels time

The responsibility for completing your online application before the deadline is entirely yours. Your application form should be completed in either English, French or German. Once you have validated your application, you will no longer be able to make any changes.

VI. SELECTION PHASES

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

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

SELECTION BASED ON QUALIFICATIONS - CV-SIFTING

Candidates will be screened 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 tests (approximately twice the required pool of successful candidates). Please note that the CV sifting criteria are not compulsory requirements.

A selection panel comprised of representatives from the European Commission and the European Parliament 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 carry out the selection based on qualifications (CV-sifting).

Criteria for CV sifting:

A) Nursery nurses/childcare workers

1.	Professional experience of at least one year in the field of nursery care
2.	Professional experience of at least one year in a field other than nursery care (as referred to in criterion 1) but related to early childhood
3.	An additional diploma or training courses in the field of childcare
4.	A satisfactory knowledge (Level B2 ⁸) of one or more official languages of the European Union other than your language 1 and language 2 for this selection procedure
5.	Professional experience in a foreign country (not your country of origin) of at least six consecutive months
6.	Professional experience or training in conflict management
7.	Professional experience or training in first aid/resuscitation
8.	Professional experience with children with special needs
9.	Professional experience or training in evacuating a building
10.	Professional experience or training in specific activities such as motor skills development, storytelling, music, creative activities, etc.
11.	Professional experience of bottle-preparation for a childcare facility

B) Kindergarten teachers

1.	Professional experience of at least one year as a pre-school teacher or kindergarten teacher
2.	Professional experience of at least one year in a field other than pre-school or kindergarten teaching (as referred to in criterion 1) but related to early childhood
3.	An additional diploma or training courses in the field of childcare
4.	A satisfactory knowledge (Level B2 ⁸) of one or more official languages of the European Union other than your language 1 and language 2 for this selection procedure
5.	Professional experience in a foreign country (not your country of origin) of at least six consecutive months
6.	Professional experience or training in conflict management
7.	Professional experience or training in first aid/resuscitation
8.	Professional experience with children with special needs
9.	Professional experience or training in evacuating a building
10.	Professional experience or training in specific activities such as motor skills development, storytelling, music, creative activities, etc.

⁸ Please refer to the frame of reference on the Europass website at the following link:
http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en_EN

C) Educational assistants/Childminders for after school/study centres

1.	Professional experience of at least one year with the 6-14 age group
2.	Professional experience of at least one year in the field of childcare, other than as referred to in criterion 1
3.	An additional diploma or training courses in the field of childcare
4.	A satisfactory knowledge (Level B2 ⁹) of one or more official languages of the European Union other than your language 1 and language 2 for this selection procedure
5.	Professional experience in a foreign country (not your country of origin) of at least six consecutive months
6.	Professional experience or training in conflict management
7.	Professional experience or training in first aid/resuscitation
8.	Professional experience with children with special needs
9.	Professional experience or training in evacuating a building
10.	Professional experience or training in organising activities, for example in the sporting, musical or creative arts fields.

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

This selection is carried out **solely** on the basis of the information provided by the candidate in the 'Talent Screener' section of the application form and takes place in two stages:

- First stage: 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 stage (about six times the required pool of successful candidates for each profile).
- Second stage: The selection panel will scrutinize candidates' answers and will award 0 to 4 points for each answer; the points are then multiplied by the weighting assigned to the corresponding criterion.

The candidates who obtain the highest number of points will be invited to the competency test (about twice the required pool of successful candidates for each profile).

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

COMPETENCY TEST

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

⁹ Please refer to the frame of reference on the Europass website at the following link:
http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en_EN

Test Format	Time allowed for test	Language of the test	Maximum number of points	Minimum score required
Pen and Paper Multiple-choice	50 minutes	Language 2	25	16 points

The test will be held in Brussels. EPSO will make a partial contribution to candidates' travel expenses in line with the applicable reimbursement rules which you will find on this webpage http://europa.eu/epso/apply/on_going_compet/reimburse/index_en.htm

VII. TEST RESULTS

The results of CV-sifting 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. Access to the database will be granted to the European Commission and the European Parliament. Other European Institutions/Agencies may also obtain access should they have a need for these profiles. The database will remain valid for a period of three years from the date when candidates are notified of their results.

IX. SELECTION FOR POTENTIAL RECRUITMENT

Inclusion in the database is not a guarantee that you will be offered a job. As vacancies arise, the recruiting service concerned will search the database and invite for an interview before a selection committee those candidates who best match the job requirements in question. 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. The type of contract offered will be either a CA 3A¹⁰ or a CA 3B¹¹ contract, depending on the employer making the job offer, as indicated below.

Commission (Offices of Infrastructure and Logistics in Brussels (OIB), in Ispra (OIB) and in Luxembourg (OIL))	Typically a CA 3A contract – can lead to an indeterminate contract
European Parliament	Typically a CA 3B contract – fixed term for a maximum of three years

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:

¹⁰ Under Article 3a of the Conditions of Employment of Other Servants of the European Union (CEOS) and under the conditions laid down by the CEOS and the General Implementing Provisions of the institution, agency or office.

¹¹ Under Article 3b of the Conditions of Employment of Other Servants of the European Union (CEOS) and under the conditions laid down by the CEOS and the General Implementing Provisions of the institution, agency or office.

Procedure	Contact point	Time limit¹²
1. Request a review ¹³	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 ¹⁴	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 possibility to:		
3.a) If your complaint is rejected explicitly or by silence, submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations ¹⁵	European Union Civil Service Tribunal Boulevard Konrad Adenauer 2925 Luxembourg	3 months
OR ¹⁶		
3.b) Submit a complaint to the European Ombudsman ¹⁷	European Ombudsman 1 avenue du Président Robert Schuman — CS 30403 67001 Strasbourg Cedex FRANCE	2 years

XI. COMMUNICATIONS

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 because of 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: <https://europa.eu/epso/application/passport/webform.cfm?usertype=1&lang=en>.

To ensure that all general texts and all communication between you and EPSO are clearly understood on both sides, only English, French, or German will be used for the invitations to the various tests 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.

¹² From the date of publication of the decision in the candidate's EPSO Account.

¹³ Stating the grounds for the request.

¹⁴ Please quote the following in the subject line of your letter: the selection procedure reference number; your application number; and 'Complaint under Article 90(2)'.

¹⁵ For details of how to submit an appeal and calculation of the time limits, please consult the website of the European Union Civil Service Tribunal at: http://curia.europa.eu/jcms/jcms/T5_5230.

¹⁶ Important: if you lodge a judicial complaint (step 3a) above, you may not submit a complaint to the Ombudsman (step 3b) above).

¹⁷ 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/en/home>.

Fraud or attempted fraud may render you liable to penalty. We would 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 tests, quoting the number of the selection procedure and your application number (be sure not to omit these).
2.	Send either a medical certificate or a certificate attesting your disability issued by a recognised body (as the case may be) 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 (as far as possible) requests that are judged to be reasonable. — either by e-mail to: EPSO-accessibility@ec.europa.eu, — or by fax to: +32 22998081, addressed to 'EPSO accessibility', — or by post to: European Personnel Selection Office (EPSO) 'EPSO accessibility' C-25 1049 Bruxelles/Brussels BELGIQUE/BELGIË

b) Condition developing after application

1.	If the condition referred to 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.	Send the relevant documents — either by e-mail to: EPSO-accessibility@ec.europa.eu, — or by fax to: +32 22998081, addressed to 'EPSO accessibility', — or by post to: European Personnel Selection Office (EPSO) 'EPSO accessibility' C-25 1049 Bruxelles/Brussel BELGIQUE/BELGIË