

CALL FOR EXPRESSIONS OF INTEREST – CONTRACT STAFF
FUNCTION GROUP II - NURSERY NURSES/CHILDCARE WORKERS
FOR CHILDREN AGED 0-3 IN CRECHES (M/F)

EPSO/CAST/S/13/2015

I. INTRODUCTION

At the request of the European Commission, 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 to work as Nursery Nurses/Childcare Workers for children aged 0-3 in crèches.

The European Commission recruits contract staff to provide additional capacity in technical fields. Contract staff are recruited as specified in Section IX of this Call for Expressions of Interest.

Working conditions in the European institutions are governed by the Conditions of Employment of Other Servants of the European Union (CEOS). The full conditions can be found at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>¹.

The database of candidates will be used by the European Commission. Posts will be based mainly in **Brussels** and **Ispra** according to the Commission's needs.

Candidates should be aware that Calls for Expressions of Interest for contract staff usually attract a large number of highly qualified candidates. It is therefore likely that the number of successful candidates included in the database will exceed the number of contract agent posts available at the Commission for this job profile.

Approximate size of the reserve pool of successful candidates required over the three-year period 2016-2019:

Function group	Title	Number
FG II	Nursery Nurses/Childcare Workers for children aged 0-3 in crèches	130

II. JOB DESCRIPTION

Under the supervision of an official, Contract Staff will:

- Look after and educate a group of children aged 0-3 at the European Commission's

¹ The general implementing provisions governing the conditions of employment of contract staff employed by the European Commission can be found on the EPSO website: http://europa.eu/epso/index_en.htm. We would also draw your attention to the fact that these general implementing provisions are in the process of being revised.

crèches (in Brussels or Ispra) in accordance with the educational programme used as a frame of reference, so as to enable the children to develop their own identity, autonomy and skills.

- Provide a calm and safe environment that is conducive to their well-being and development.
- Give each child the individual attention they need, especially at times involving close contact (meals and physical care).
- Establish and maintain courteous relations with parents to further the integration and development of their children in partnership with them.
- Take an active role in the various training activities to enhance their own professional skills and ensure the consistency of the educational approach being taken.
- Work flexibly as part of a team and stand in for other team members if required.
- If necessary, prepare babies' bottles in accordance with stringent hygiene and safety rules.

III. APPROXIMATE TIMETABLE OF THE SELECTION PROCEDURE

The selection procedure will be administered by EPSO with the assistance of a selection panel comprising Commission representatives. The **approximate** timetable is as follows:

STEP	INDICATIVE DATES
Applications	July 2015
Selection based on the talent screener	August 2015
Competency tests	September-October 2015
Results of the competency tests	November 2015

IV. ELIGIBILITY REQUIREMENTS

The European Commission applies an equal opportunities policy and accepts applications without distinction on grounds of racial or ethnic origin, political, philosophical or religious belief, age or disability, sex or sexual orientation, marital status or family situation.

To be recruited as a member of the contract staff, you must meet the following conditions by the deadline for online applications.

A. General conditions

You must:

- be a citizen of one of the Member States of the European Union.
- enjoy your full rights as a citizen.
- have fulfilled any obligations imposed on you by the laws of your home country concerning military service.
- meet the character requirements for the duties involved.
- meet the physical fitness requirements for the post.

B. Minimum specific conditions - Education/experience

Nursery Nurses/Childcare Workers for children aged 0-3 in crèches (M/F)

- A level of post-secondary education in the field of nursery care and education, attested by a diploma, or

- A level of post-secondary education, attested by a diploma, in a field other than that of nursery care and education, followed by professional experience of at least two years directly related to the duties described in point II, or
- A level of upper-secondary education in the field of nursery care and education, attested by a diploma giving access to higher education, followed by professional experience of at least three years, one year of which must be directly related to the duties described in point II, or
- A level of upper-secondary education in a field other than that of nursery care and education, attested by a diploma giving access to higher education, followed by professional experience of at least three years directly related to the duties described in point II, or
- Completion of compulsory education and a total of eight years of:
 - relevant professional training as a nursery nurse/childcare worker caring for children between the ages of 0 and 3, and/or
 - professional experience as a nursery nurse/childcare worker caring for children between the ages of 0 and 3.

N.B. 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.

C. Knowledge of languages

a) **Language 1** and **Main language:** A thorough knowledge of one of the official languages (level C1 or above²) of the European Union³

b) **Language 2** A satisfactory knowledge (level B2) of English, French or German (this language must be different from language 1 above).

In the light of the judgment given by the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, *Italy v Commission*, the EU institutions are required to state the reasons for limiting the choice of second language in this selection procedure to a small number of official EU languages.

The second language options for this selection procedure have been defined in line with the interests of the service, which require new recruits to be immediately operational and capable of communicating effectively in their daily work. Otherwise the efficient functioning of the institutions could be severely impaired.

It has long been the practice to use mainly English, French and German for internal communication in the EU institutions and these are also the languages most often needed when communicating with the outside world and dealing

² See the reference grid on the Europass website. Candidates can view it using the following link: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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

with cases. Moreover, English, French and German are by far the most common choices where candidates for selection procedures are free to choose their second language. This confirms what is currently expected of candidates for European institution posts in terms of their level of education and professional skills, namely that they have a command of at least one of these languages.

Consequently, in balancing the interests and needs of the service and the abilities of candidates, and given the particular field of this selection procedure, it is legitimate to organise tests in these three languages so as to ensure that all candidates are able to work in at least one of them, whatever their first official language. To ensure equal treatment for all candidates, everyone — including those whose first official language is one of the three — must take this test in their second language, chosen from among these three. Assessing specific competencies in this way allows the institutions to evaluate candidates' ability to be immediately operational 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. 85(3) of the CEOS.

You may choose only one of the 24 official languages of the European Union as your main language (L1) when applying. 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 APPLICATIONS

You must apply online, following the instructions on the EPSO website, (http://europa.eu/epso/apply/jobs/index_en.htm), and particularly in the [online application manual](#). You must fill in the application form in English, French or German.

The responsibility for completing your online application before the deadline is entirely yours. We would advise you not to wait until the last minute before applying, since exceptional web traffic or technical failure may mean that you have to start the whole online application process over again, and you will not be able to do this once the deadline has passed.

Once you have validated your application, you will no longer be able to make any changes; the data entered are immediately processed by EPSO with a view to organising the selection procedure.

DEADLINE FOR APPLICATIONS (including validation):

23 July 2015 at 12.00 (midday), Brussels time.

VI. SELECTION PHASES

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

STEP 1	TALENT SCREENER
STEP 2	COMPETENCY TEST

STEP 1: TALENT SCREENER

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 table below. The candidates whose profile best matches the duties and selection criteria will be invited to sit the competency test.

A selection panel will be appointed to assist EPSO at this stage of the selection procedure, specifically to carry out the selection based on qualifications. The information supplied by candidates will be evaluated against the criteria specified below.

Evaluation criteria

1.	At least one year of professional experience in the field of nursery care in a group setting
2.	A post-secondary or upper-secondary diploma in the field of nursery care and education
3.	A diploma in the field of childhood studies (in addition to the diploma listed under criterion 2)
4.	Training related to nursery education and care for children between the ages of 0 and 3 (three days minimum and provided by a professional body)
5.	A satisfactory knowledge (level B2 ⁴) of one or more of the following languages: Italian, French or English (even if you have them as languages 1 and/or 2)
6.	Professional experience of teaching using 'active learning' methods
7.	Recent professional experience or training (both within the last three years) in first aid and/or paediatric cardiopulmonary resuscitation
8.	Professional experience or training with children with special needs
9.	Professional experience or training in one of the following fields: children's literature/storytelling, music, art workshops

Selection is carried out **solely** using the information provided in the 'Talent Screener' tab of the application form:

- Each of the questions is weighted between 1 and 3, according to how important the corresponding criterion is considered to be.
- The selection panel will examine 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 scores will be invited to the competency test (the number of candidates invited will be about three times the number of candidates sought by the European Commission). Where a number of candidates tie for the last available place, they will all be invited to the competency test.

⁴ See the reference grid on the Europass website:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

If you are invited to attend an interview you will need to provide supporting documents for all the declarations made in the talent screener section. If you are found to have provided incorrect information, you will be excluded from the selection procedure and your name will be removed from the database.

STEP 2: COMPETENCY TEST

Candidates will sit a competency test in order to assess their knowledge in the light of the profile of Nursery Nurse/Childcare Worker for children aged 0-3 in crèches, as described in point II.

All the candidates who pass the test will be entered in the database.

Type of test	Time allowed	Language of the test	Maximum mark	Pass mark
Multiple choice	50 minutes	Language 2 (L2)	25	16

The test will be carried out on a computer and will be held in test centres in various Member States. Candidates will be informed of the details in good time.

VII. RESULTS

The results of the Talent Screener selection and competency test will be published in the candidates' EPSO accounts.

VIII. INCLUSION IN THE DATABASE

The names of candidates who pass the competency test will be entered in the database and will not be made public in any other form. The European Commission will be given access to the database. Other European institutions/agencies may also obtain access should they have a need for staff with this profile. 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 does not guarantee that you will be offered a job. As vacancies arise, the Commission will consult the database and invite the candidates who best match the job requirements for an interview. Depending on the outcome, you may then receive a formal job offer. Your knowledge of your main language will also be assessed during the interview. Candidates selected will be offered a CA 3A contract,⁵ as shown below.

Contract	Place of employment
CA 3A (can lead to an indefinite contract)	European Commission [Offices for Infrastructure and Logistics (OIB) in Brussels and Ispra]

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

X. REVIEW/APPEAL PROCEDURES

The rules on review procedures are available on the EPSO website:

http://europa.eu/epso/apply/how_apply/importantdocuments/index_en.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 because of a technical problem that is attributable to EPSO, you must notify EPSO immediately.

For any correspondence with EPSO, please go to the [contact page](#) or eu-careers.info.

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

EPSO takes great care to see that the principle of equal treatment is observed. Consequently, if at any stage in the procedure EPSO finds that you have created more than one EPSO account or made more than one application for this selection procedure, or that you have made any false declarations, you will be disqualified.

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

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. You must also quote the number of the selection procedure and your application number.
2.	Send either a medical certificate or a certificate attesting your disability issued by a recognised body (whichever is appropriate) as soon as possible after validating your online application. These 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 deemed to be reasonable. Requests and supporting documents should be sent 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 Brussels BELGIUM

b) Condition developing after application

1.	If a condition of the kind 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 and send in the documents certifying your condition.
2.	You must send them: 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 Brussels BELGIUM