


CALL FOR EXPRESSION OF INTEREST - EPSO/CAST RELEX/External Service/2008


INFORMACIÓN IMPORTANTE: Una versión no interactiva en español de este texto oficial se encuentra disponible [aquí](#) 

The on-line application for the call for expression of interest (CAST RELEX 2008) is closed.

The European Personnel Selection Office (EPSO), on behalf of the European Institutions, and in particular the Commission, 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 Delegations and Offices of the Commission in third countries and the Delegations to the international organisations.


A. CONDITIONS AND ELIGIBILITY

1. General terms

1.1. The Commission is seeking to set up a database of suitable candidates with a view to recruit contract agents to fill advisory, technical and administrative positions in its Delegations to third countries and the Delegations to International Organisations. (For a brief description of the mission of the Delegations and some specific information related to these positions, as well as [a complete list of Delegations](#) ). These posts, henceforth called External Service / Delegations in short, may become available from September 2008 onwards.

The Delegations and offices forming the Commission's External Service, present in more than 130 countries throughout the world, are hierarchically part of the Commission structure and serve the European Union interests as a whole by publicising, explaining and implementing EU policies, analysing the policies of the countries to which they are accredited and conducting negotiations in accordance with the mandate they have been given. Delegations also play a key role in development assistance, accelerated by the transfer of operational tasks from Headquarters to the field in recent years. They are thus not only closely involved in programming, but manage projects directly from start to finish. The External Service comprises at present more than 5000 staff. More than 800 posts are Contract Agent posts.

IMPORTANT: Candidates are asked to note that they may apply for only one of the function groups and within it for only one of the profiles/positions listed below and that multiple applications shall not be considered

1.2 Candidates who are successful at the end of the procedures described in this Call may be offered posts as Contract Agents. The Contract Agents' working relationship with the Institutions is regulated by [the Conditions of employment of other servants of the European Communities \(CEOS\)](#) .

To consult the salaries chart for these posts [click here](#) .

Salary information on posts in the Delegations/External Service can be found [here](#) .

Contract Agents employed in Delegations are classified into two different function groups (Function group 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 as set out on page 148 in the CEOS. Types of duties within corresponding function groups are: executive tasks, drafting, accountancy and other equivalent technical tasks within function group III and administrative, advisory 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 for expression of interest is to recruit staff with the following general competences:

For function group III: financial management, information and computer technology (ICT)/technical, executive tasks.

For function group IV: financial management, administrative, communication and advisory tasks.

To see concrete areas where candidates might be employed click below:

For more information click on the function group you are interested in.	
Function Group III	Function Group IV
External Service/Delegations: Officer - Operational Section - info Finances/Contracts/Audit Officer - info Regional Security Officer - info Administrative Officer - info ICT (Information and Communications Technology) Officer - info	External Service/Delegations Operations Adviser - Infrastructures - info Operations Adviser - Rural Development, Food Security and Environment - info Operations Adviser - Economic, Private Sector and Trade Development - info Operations Adviser - Social and Cultural Issues - info Operations Adviser - Good Governance and Security - info

	<p>Finances/Contracts/Audit Adviser - info</p> <p>Economics/Commercial Adviser - info</p> <p>Political Matters Adviser - info</p> <p>Press/ - information Adviser - info</p> <p>Regional Security Adviser - info</p>
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The list is exhaustive and provides information on the nature of duties. The profiles mentioned in this Call are simplified versions of the generic profiles that will be used when establishing contracts. These simplified versions are mentioned for information purposes and have no legal value.

3. Eligibility criteria and general conditions

To apply for a Contract Agent position candidates must meet on the closing date for application (25/04/2008) the following eligibility criteria within each function group as well as the general conditions.

a) Minimal educational requirements:

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 at least 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, followed by at least one year of professional experience at graduate level.

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 or sexual orientation.

Contract Agents in the Commission Delegations might be subject to the mobility policy of the European Commission applicable to persons having stayed for several years in their post and linked to a general policy of career development for Contract Agents in Delegations.

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

- candidates must be a citizen 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 (Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish or Swedish) - main language (by default, the main language shall be considered to be that of the candidate's nationality or that of the compulsory education) and a satisfactory knowledge of English, French or German – second language (which must be different from the main language) in which they will sit the aptitude tests; additionally, and as an exception to this general rule, candidates may sit the test in Spanish if this is their second language (and will hence be considered for positions in Spanish speaking countries); in this case however, they must also have an adequate knowledge of English or French.
- 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.
- Moreover:
 - candidates must be willing to accept a posting in a Delegation in a country classified as “difficult” or “very difficult” on the attached list . Candidates who are successful in the tests will be required to select a number of countries/places (minimum of four, maximum of eight) where they would be willing to work. Each candidate will be obliged to select at least two places belonging to group 2 (difficult countries) and two places belonging to group 3 (very difficult countries). Please take note that there will be no link between your possible future choice of countries and a possible future rotation exercise;
 - in selecting the countries/places, candidates will need to fulfill the following conditions of recruitment: non-nationality of the possible future country of employment (including second nationalities) and non-permanent residency in that country. This requirement is necessary for the selected candidates and the members of their families to be able to obtain protection by the Vienna Convention on Diplomatic Relations. This condition does not apply to candidates residing in a country/place of choice and having obtained protection by this Convention prior to taking up their residence there;

- candidates should be ready to assume varied tasks according to the Delegation's needs;
- in accordance with a general policy of the European Commission for its staff in Delegations, any selected candidate will have to agree to a security clearance procedure carried out by the security authority of the country of the candidate's nationality; a negative result might result in the termination or non-extension of the contract.

B. HOW TO APPLY

Please refer to the "Guide for Applicants" which contain 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 25/04/2008 at 12.00 noon Brussels time). You are strongly advised 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 not be able to register or modify your application once the deadline for registration has passed. Application forms should be filled in carefully, as the information they contain will be preserved and, in case of success in the tests, will be visible to potential recruiters – After the deadline, it will not be possible to change the information given. Disabled candidates should tick the relevant box and complete the information requested; documentary proof of their disability should be addressed to EPSO immediately thereafter.

Once you have created your EPSO PROFILE 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 profile, you will see your application number (e.g. 1234567) on the top of your application, which you should note down. 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 to:

EPSO Info-Recruitment
C-80 4/11
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 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. Any such requests must be sent to EPSO by registered mail, postmarked no later than the closing date for on-line applications.

THE CLOSING DATE FOR ON-LINE APPLICATIONS IS 25/04/2008 AT 12.00 (NOON) BRUSSELS TIME.

REGISTRATION WILL NOT BE POSSIBLE AFTER THIS 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
- tests, communication to candidates, submitting a full CV
- selection for potential recruitment

Validation

EPSO will prepare a validated database of applicants who, according to their declarations, fit the competence profiles and qualifications as set out in the Call for expression of interest. At this stage EPSO will exclude from further procedures any applicant having submitted multiple applications, or having filled in the application form wrongly or incompletely.


Submission of a full CV, tests, communication to candidates


a. CV

From 1 June to 18 July 2008, a special section will be available in candidates' EPSO PROFILE that will enable them to complete an online CV. For the reasons explained above relating to possible heavy traffic or faulty internet connections, it is strongly recommended not to wait until the last few days before filling in the online CV. After the deadline, no more CV's will be accepted and no modifications to existing CV's will be possible, save for new information that can be posted in the "Additional information" section of the CV.

b. Tests

Candidates who meet the conditions set out in the Call for expression of interest will be invited to sit tests on 18 July 2008 to assess their general aptitudes and in particular their Verbal and Numerical reasoning capacity, their knowledge of European affairs and their competence in the field chosen. Candidates will prove their linguistic ability as they will sit the tests in their second language (English, French, German or Spanish). All tests will be given in a classic "pen & paper

format" and will be composed of Multiple Choice Questions. For specific information on test format and scoring please [click here](#) .

The tests will be held in the 27 member states of the European Union. Candidates are requested to choose the test centre of their choice at the time of application. For a complete provisional list of tests centres please [click here](#) .

(Please note that the list could undergo some modifications: confirmation of the exact location will be given in the invitation letter). EPSO will consider requests for a change of centre only before 31 May 2008; no change of centre will be possible after this date.

Candidates will be required to sit the tests in their second language (to be chosen between English, French, German or Spanish). If their main language is one of these four, candidates must choose between the other three, e.g. someone whose main language is French can sit the tests only in English, German or Spanish.

c. Communication to applicants

The following communications will be made to the candidates via their EPSO PROFILE:

- Around mid-June 2008, the candidates will receive their convening letter for the tests, which will be held on 18 July 2008
- The final results of the tests will be communicated to all candidates during the month of September 2008

Candidates should note that all personal and specific information will be provided to them via their EPSO PROFILE. However, information of a general nature will be found in the EPSO website either under Latest News (regularly updated) or under the Frequently Asked Questions – FAQ's section of this Call.

Selection for potential recruitment


Candidates who pass the tests will have their names placed in the final database. Access to this database will be given to the Commission which 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/CV).

If, at any stage in the procedure it is established that the information in your application 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 will be valid for three years starting from the notification of the final results.

D. GENERAL INFORMATION

In the interest of clear communication, this Call for expression of interest is published solely in English, French and German ([a non-interactive Spanish version is also available](#) ) 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 with the 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 and within it only for one profile. Multiple applications will not be taken into consideration.

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