

## NOTICE OF OPEN COMPETITION

*Are you interested in working for the European institutions?*

*Does your profile meet our criteria?*

*Why not apply?*

*Give yourself a chance to succeed.*

The European Personnel Selection Office (EPSO) is organising admission tests and an open competition, based on tests, to constitute a reserve from which to recruit administrators\*.

### **EPSO/AD/177/10 - ADMINISTRATORS (AD 5)**

**in the following fields:**

- 1. EUROPEAN PUBLIC ADMINISTRATION**
- 2. LAW**
- 3. ECONOMICS**
- 4. AUDIT**
- 5. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

The purpose of this competition is to draw up reserve lists from which to fill vacant posts in the institutions of the European Union.

***Before applying, you should carefully read the guide published in Official Journal C 270 A of 7 September 2012 and on the EPSO website; however, points 6.3 and 6.4 are replaced by the text in Section VIII.***

*This guide, which forms an integral part of the notice of competition, will help you to understand the rules governing the procedure and how to make an application.*

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\* Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.

## I. GENERAL BACKGROUND

<b>1. Number of successful candidates by field</b>	<b>1. = 105</b> <b>2.= 43</b> <b>3.= 39</b> <b>4.= 64</b> <b>5.= 72</b>
<b>2. Remarks</b>	<p>You may not apply for more than one of these five fields.</p> <p>You must make your choice when you apply on-line and you will not be able to change it after you have confirmed and validated your on-line application form.</p>

## II. DUTIES

AD 5 is the grade at which graduates enter an administrator's career in the European institutions. Administrators recruited at this grade can undertake, under supervision, three main types of work in the institutions: policy formulation, operational delivery, and resource management. We are particularly looking for candidates with a potential for career development.

There is a detailed description of the various fields in the annex.

*The general profile of candidates sought by the institutions is described in point 1.2 of the guide to open competitions.*

## III. ELIGIBILITY

**On the closing date for on-line applications**, you must fulfil all the following general and specific conditions:

<b>1. General conditions</b>	
➤	<b>You must be a citizen of one of the Member States of the European Union.</b>
➤	<b>You must enjoy your full rights as a citizen.</b>
➤	<b>You must have fulfilled any obligations imposed on you by the laws on military service.</b>
➤	<b>You must meet the character requirements for the duties involved.</b>
<b>2. Specific conditions</b>	
<b>2.1</b>	<b>Diplomas/Qualifications: see annex</b>
<b>2.2</b>	<b>Professional experience</b>
	No professional experience is required.

2.3	<b>Knowledge of languages</b>																								
<p>(a) Language 1 and (b) Language 2</p>	<p><b>The official languages of the European Union are:</b></p> <table border="0"> <tr> <td>BG (Bulgarian)</td> <td>FI (Finnish)</td> <td>NL (Dutch)</td> </tr> <tr> <td>CS (Czech)</td> <td>FR (French)</td> <td>PL (Polish)</td> </tr> <tr> <td>DA (Danish)</td> <td>GA (Irish)</td> <td>PT (Portuguese)</td> </tr> <tr> <td>DE (German)</td> <td>HU (Hungarian)</td> <td>RO (Romanian)</td> </tr> <tr> <td>EL (Greek)</td> <td>IT (Italian)</td> <td>SK (Slovak)</td> </tr> <tr> <td>EN (English)</td> <td>LT (Lithuanian)</td> <td>SL (Slovenian)</td> </tr> <tr> <td>ES (Spanish)</td> <td>LV (Latvian)</td> <td>SV (Swedish)</td> </tr> <tr> <td>ET (Estonian)</td> <td>MT (Maltese)</td> <td></td> </tr> </table> <p><b>Main language:</b> A thorough knowledge of one of the official languages of the European Union.</p> <p><b>Second language (must be different from language 1):</b> A satisfactory knowledge of English, French or German.</p> <p><i>Following 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 must state the reasons for limiting the choice of the second language in this competition to a small number of official EU languages.</i></p> <p><i>Candidates are therefore informed that the second language options in this competition 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.</i></p> <p><i>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 with cases. Moreover, where candidates for competitions are free to choose their second language, these three are by far the most common choices. This confirms what is currently expected of candidates for European Union 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 fields of this competition, it is legitimate to organise tests in the three languages so as to ensure that all candidates are able to work in at least one of them, whatever their first official language.</i></p> <p><i>To ensure equal treatment for all candidates, everyone – including those whose first official language is one of the three – must take the test in their <u>second language</u>, chosen from among the 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. None of this affects the possibility of later language training to enable staff to work in a third language, as required under Article 45(2) of the Staff Regulations.</i></p>	BG (Bulgarian)	FI (Finnish)	NL (Dutch)	CS (Czech)	FR (French)	PL (Polish)	DA (Danish)	GA (Irish)	PT (Portuguese)	DE (German)	HU (Hungarian)	RO (Romanian)	EL (Greek)	IT (Italian)	SK (Slovak)	EN (English)	LT (Lithuanian)	SL (Slovenian)	ES (Spanish)	LV (Latvian)	SV (Swedish)	ET (Estonian)	MT (Maltese)	
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#### IV. ADMISSION TESTS

The admission tests are organised by EPSO and you will take them on a computer. The selection board decides on the difficulty of the tests and approves their subject matter on the basis of proposals made by EPSO.

<b>1. You will be invited to sit the tests</b>	<b>if, when submitting your on-line application</b> , you have declared that you meet the general and specific conditions listed in section III.	
<b>2. Nature and marking of tests</b>	A series of tests comprising multiple-choice questions to assess your general aptitudes and competencies in terms of:	
<b>Test (a)</b>	Verbal reasoning	Marking: this test will be marked out of 20. Pass mark: 10 points.
<b>Test (b)</b>	Numerical reasoning	Marking: this test will be marked out of 10.
<b>Test (c)</b>	Abstract reasoning	Marking: this test will be marked out of 10.
		Pass mark for tests (b) and (c) combined: 10.
<b>3. Language of the tests</b>	Language 2 (English, French or German)	

#### V. OPEN COMPETITION

<b>1. You will be admitted* to the assessment centre</b>	<p>if you<sup>1</sup> have obtained one of the highest aggregate marks<sup>2</sup> in the admission tests and a pass mark in each <b>and if, in the light of the information given in your online application</b>, you fulfil the general and specific conditions listed in section III.</p> <p style="text-align: center;">*****</p> <p>*<b>Admission</b> will be confirmed subject to subsequent verification of the supporting documents enclosed with your full application form. Supporting documents will be verified for candidates who satisfy the eligibility conditions and who have obtained the highest aggregate marks in the assessment centre session, in descending order, until the number of successful candidates sought in the notice of competition and who meet the eligibility conditions is reached.</p> <p>The files of candidates below this threshold will not be examined.</p>
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<sup>1</sup> Where a number of candidates tie for the last available place, they will all be invited to the assessment centre.

<sup>2</sup> The number of candidates admitted to the assessment centre will be approximately three times the number of successful candidates that is indicated in the competition notice and will be published on EPSO's website (<http://blogs.ec.europa.eu/eu-careers.info/>).

<b>2. Assessment Centre</b>	<p>You will be invited to attend an assessment centre session which will normally take place in Brussels over the course of a day. You will be assessed on your specific competencies in the field you have chosen and the following general competencies:</p> <ul style="list-style-type: none"> <li>➤ <b>Analysis and problem solving</b></li> <li>➤ <b>Communicating</b></li> <li>➤ <b>Delivering quality and results</b></li> <li>➤ <b>Learning and development</b></li> <li>➤ <b>Prioritising and organising</b></li> <li>➤ <b>Resilience</b></li> <li>➤ <b>Working with others</b></li> <li>➤ <b>Leadership</b></li> </ul> <p>Details of how these competencies are defined are set out in point 1.2 of the guide to open competitions.</p> <p><b>These competencies will be tested by means of<sup>3</sup>:</b></p> <ul style="list-style-type: none"> <li>(a) a case study<sup>4</sup> in the chosen field,</li> <li>(b) a group exercise,</li> <li>(c) an oral presentation,</li> <li>(d) a structured interview.</li> </ul>
<b>3. Assessment centre language</b>	<p>Language 2: (English, French, or German)</p> <p>Your knowledge of your main language (language1) will also be tested during the case study (item a).</p>
<b>4. Marking</b>	<p><b>Specific competencies in the field</b>  Marking: 0 – 20  Pass mark: 10 points</p> <p><b>Knowledge of main language (language 1)</b>  Marking: 0 – 10  Pass mark: 8 points</p> <p>Your general competencies will be marked out of 10.  Pass mark:</p> <ul style="list-style-type: none"> <li>➤ 3 for each competency <b>and</b></li> <li>➤ 50 out of 80 for all 8 general competencies.</li> </ul>

## VI. RESERVE LISTS

<b>1. Candidates placed on the reserve lists</b>	<p>If you are one of the candidates<sup>5</sup> with pass marks and the highest aggregate marks in the assessment centre items (see Number of successful candidates, point I.1) <b>and your supporting documents show</b> that you meet all the eligibility requirements, the selection board will place your name on the reserve list.</p>
<b>2. Classification</b>	<p>The list for each field will be drawn up by merit group (maximum of four groups) and names will be listed in alphabetical order within each group.</p>

<sup>3</sup> The content is validated by the selection board.

<sup>4</sup> Depending on organisational constraints, the case study (an integral part of the overall assessment) may be held in test centres in the Member States and in third countries, separately from the other assessment centre tests.

<sup>5</sup> Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

## VII. HOW TO APPLY

<b>1. On-line application</b>	Eligible candidates have received information in their EPSO account with a link to confirm their participation in the new tests. The deadline for confirmation is 23/4/2013.
<b>2. Submission of application files</b>	<b>If you are one of the candidates invited</b> to the assessment centre, you will have to bring with you your full application file (signed online application form and supporting documents) when you come to the assessment centre <sup>6</sup> . <b>Procedure:</b> see point 6.1 of the Guide to open competitions.

## VIII. ADDITIONAL INFORMATION

Without prejudice to the appeals procedures provided for by Articles 90 and 91 of the Staff Regulations, you can request a review if:

- EPSO has failed to observe the provisions governing the competition procedure;
- the selection board has failed to abide by the provisions governing its proceedings.

Note that selection boards enjoy wide powers of discretion in assessing whether and to what extent your answers are correct or incorrect.

EPSO will forward your request to the chair of the selection board if it comes within the board's remit, and you will be sent a reply as swiftly as possible.

Submit your request, stating the grounds on which it is based, within 10 calendar days from the date when the letter from EPSO is sent to you on-line:

- either using the contact form published on the EPSO website;
- or by fax to: (+32) 2-297 96 11.

**Please quote in the subject line of your letter:**

- the competition number,
- your application number,
- one of the following: 'Request for review' or 'demande de réexamen' or 'Antrag auf Überprüfung' (your choice),
- the stage of the competition procedure concerned (for example, the admission tests, non-admission, the assessment centre); indicate the stage concerned in English, French or German only.

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<sup>6</sup> You will be notified in good time via your EPSO account of the date when you have to attend the assessment centre.

# ANNEX

## 1. EUROPEAN PUBLIC ADMINISTRATION

### 1. Duties

The general role of administrators in the field of European Public Administration is to support the decision-makers in fulfilling the mission of their institution or body.

The main duties involved, which may vary from one institution to another, include:

- Design, implementation, follow-up and control of programmes and action plans
- Management of resources including staff, finances and equipment
- Assisting decision-makers by means of written or oral contributions
- Drafting policy analysis briefings
- External communication as well as internal reporting and communication
- Inter-service and inter-institutional coordination and consultation, as well as relations with external stakeholders.

### 2. Diplomas/Qualifications

You must have a level of education which corresponds to completed university studies of at least three years' duration attested by a diploma.

## **2. LAW**

### **1. Duties**

The general role of administrators in the field of law is to support the decision-makers in fulfilling the mission of their institution or body, provide legal counsel and advice to management and/or operational units within their department, ensuring compliance with EU and national law.

The main duties involved, which may vary from one institution to another, include:

- Assisting decision-makers by means of written or oral contributions
- Legal analysis, research, advice and assistance as well as supervision of legal matters
- Drafting of legal documents
- Internal reporting and communication on legal matters
- Coordination with and consultation of other services on legal issues
- Management of resources including staff, finances and equipment
- Design, implementation, follow-up and control of programmes and action plans.

### **2. Diplomas/Qualifications**

You must have a level of education which corresponds to completed university studies of at least three years' duration attested by a diploma in law.

**or**

You must have a level of education which corresponds to completed university studies of at least three years' duration attested by a diploma, and a qualification allowing you to practise as a lawyer.

### **3. ECONOMICS**

#### **1. Duties**

The general role of administrators in the field of economics is to support the decision-makers in fulfilling the mission of their institution or body, provide economic and/or statistical analysis required for the initiation, development, management and/or evaluation of EU policies.

The main duties involved, which may vary from one institution to another, include:

- Assisting decision-makers by means of written or oral contributions
- Strategic policy analysis as well as defining and running policy analysis methods and studies, including in particular empirical methods in the field of economy
- External communication relating to policy as well as internal reporting and communication
- Relations with other EU institutions and other internal departments as well as relations with external stakeholders
- Coordination with and consultation of other departments regarding policy
- Impact and risk assessment
- Design, implementation, follow-up and control of programmes and action plans
- Management of resources including staff, finances, equipment.

#### **2. Diplomas/Qualifications**

You must have a level of education which corresponds to completed university studies of at least three years' duration attested by a diploma in economics.

**or**

You must have a level of education which corresponds to completed university studies of at least three years' duration attested by a diploma and a post-graduate qualification in economics.

## 4. AUDIT

### 1. Duties

The general role of administrators in the field of audit is to support the decision-makers in fulfilling the mission of their institution or body.

At this grade, they work in areas such as financial, performance and internal audit. Auditors provide assurance and advisory services in all operational fields of the European Communities with the aim of improving governance and management. This might involve operations in the 27 Member States and also in third countries.

**The main duties involved, which may vary from one institution to another, include:**

- External audit, both financial audits and examinations of sound financial management including implementation and reporting
- External control and inspections, improvement of control systems
- Internal audit, methodological support, advice and training
- Inter-service coordination and consultation on audit issues
- Information and advice on audit issues.

### 2. Diplomas/Qualifications

You must have a level of education which corresponds to completed university studies of at least three years' duration attested by a diploma relevant to the duties, or professional training/a professional qualification of an equivalent level relevant to those duties.

Please note that you may be required to provide formal proof of the subjects studied so as to make it easier for the selection board to assess whether your qualifications are relevant.

## **5. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

### **1. Duties**

The general role of administrators in the field of Information and Communication Technology is to support the decision-makers in fulfilling the mission of their institution or body. In particular, they define, implement, follow-up and manage ICT strategy, policies, procedures, systems/infrastructures and projects. They also provide expertise for IT support and contract management.

The main duties involved, which may vary from one institution to another, include:

- Project and process management
- Monitoring, analysing and managing ICT products and processes, in close co-operation with internal and external parties
- Technical analysis and advice, including assistance to project staff
- Inter-service coordination and consultation
- Contract management and budget implementation
- Management of resources including staff, finances, equipment.

### **2. Diplomas/Qualifications**

You must have a level of education which corresponds to completed university studies of at least three years' duration attested by a diploma in Information and Communication Technology.

**or**

You must have a level of education which corresponds to completed university studies of at least three years' duration attested by a diploma, and a post-graduate qualification in Information and Communication Technology.