

Frequently Asked Questions on the competitions for the Assistants in the building sector (m/f)

EPSO/AST/130/14

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Conditions for application

What are the duties of an Assistant (buildings sector) in the EU Institutions?

The duties for each field are listed in the [notice of competition](#) under section II, 'Duties'.

Which diplomas and how many years of professional experience do I need to participate?

You will need a post-secondary education attested by a diploma relevant to the nature of the duties, followed by at least **three years'** professional experience relevant to the nature of the duties.

OR

Secondary education attested by a diploma giving access to higher education, followed by at least **six years'** professional experience relevant to the nature of the duties.

For each profile there are specific professional requirements. You can find all details on the general and specific eligibility criteria in the Notice of Competition.

An overview of diplomas is available at http://europa.eu/epso/doc/diplomes-fortheweb_en.pdf

If you have a diploma gained outside the EU, you can participate in the competition, but you should check that your diploma is recognised by one of the EU member states' authorities (<http://www.enic-naric.net/>) as this is required to be recruited.

Can I still participate if I don't meet all the conditions?

You must meet all the conditions and we strongly advise you not to apply if you do not meet them. The selection board will only admit candidates who meet all eligibility requirements.

Can I apply for several profiles?

No, you can only apply for one profile. You must choose before you start your application and you cannot change your choice after the validation of your competition.

How many EU languages do I need to speak?

You need at least 2 languages: your first (or main) language which is normally your mother tongue and must be one of the 24 EU languages; and a second language that must be English, French or German (this second language must be different from your first language). You must have thorough knowledge of your first language and a satisfactory knowledge of your second language.

The assessment centre tests will be in your second language.

To give you an idea of the required knowledge, you can check the following web site: <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp>.

I'm not a citizen of one of the 28 EU Member States. Can I apply?

No, you must be a citizen of one of the Member States of the European Union to apply.

How many places are there on the reserve list?

We are looking for the following number of successful candidates per competition and field. These numbers are based on the needs the EU Institutions expressed prior to publication of the competition. The reserve lists constitute a pool of potential recruits which is valid, in general, initially for about one year. The validity of reserve lists may be prolonged by EPSO according to the needs of the Institutions. Being on a reserve list does not guarantee your recruitment by the Institutions.

Field	EPSO/AST/130/14 Places
Air conditioning	18
Electromechanical and electrical engineering	15
Architecture and interior design	15
Project Management	18
Health and Safety/Hygiene	17
Security	18

What is the salary range for these posts?

You will find basic salary grids in the following document:

<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:338:0001:0006:EN:PDF>

Where will I be working?

Posts will be based mainly in Brussels and Luxembourg on the basis of departments' needs.

My online application

How to apply?

Before starting your application, you should very carefully read the following documents: the notice of competitions, the General Rules applicable to open competitions and the online manual (links available at <http://blogs.ec.europa.eu/eu-careers.info/assistants/assistants-2014/assistants-in-the-building-sector/>)

The application process might take some time. Don't start late as we do not accept any applications that are not validated before the deadline. 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, which you will not be able to do once the deadline has passed.

Please also note that you cannot duplicate a former application. Start your application at http://europa.eu/epso/apply/jobs/perm/2014/building/index_en.htm by clicking on the relevant "Apply now" button. You must log out from your account before starting the application; you cannot launch the application from your EPSCO account.

Can I modify the content of my application once it has been validated?

You can no longer edit your application, as EPSCO immediately processes data once it's validated.

Where can I apply?

After reading the documents published there, you can start the online application at http://europa.eu/epso/apply/jobs/perm/2014/building/index_en.htm

Your application must be validated by 1st April 2014 midday (Brussels time) at the latest. The application process may take some time and we strongly advise you not to wait until the last moment before applying.

I have some difficulties with filling in the application form.

Please check the online manual "[How to apply?](#)" or our [video](#). You will find there many tips to help you register your application.

Do I need to send you my diplomas and other documents relating to my professional experience?

You will be invited at a later stage via your EPSO account to submit your supporting documents

Can I fill in the application form in my mother tongue?

The application form must be completed in English, French or German.

Do I need to send you my diplomas and other documents relating to my professional experience?

You will be invited at a later stage via your EPSO account to submit your supporting documents.

Competition planning and other practical information

Where can I find further information on the tests?

For some of the tests we have samples available at http://europa.eu/epso/apply/sample_test/index_en.htm#chapter3

EPSO does not itself publish any books/leaflets/brochures which contain questions for preparation, tips for passing the exam, etc. apart from the information which is available on this web-site. Some Member States organise courses for training EU nationals for the European Institutions' open competitions. To find out more, please check the following information:

http://europa.eu/epso/apply/info_sessions/index_en.htm

What is an admission test?

Where competitions require it, EPSO organises tests for admission to open competitions as described in the competition notice. The tests, which involve a series of multiple-choice questions, are done on a computer in centres specialising in this kind of test.

The admission tests will be organised only if the number of candidates exceeds a certain threshold. The threshold will be determined by the Director of EPSO, as the appointing authority, after the deadline for applications. This threshold can vary from one field to another and you will be informed of the precise details via your EPSO account.

When do I receive the invitation to book the computer-based tests?

After the application period, we will inform candidates if admission tests are organised. The booking of the tests would in that case be planned for April 2014. and the invitation is published in the EPSO-Account.

Is the travel to the computer based exam centre reimbursed?

No, there is no reimbursement when travelling for computer based tests.

When do the assessment centre tests take place?

The planning of the Assessment centre will be published as soon as possible at: http://europa.eu/epso/doc/epso_planning_en.pdf

Is travel to Brussels for the assessment centre reimbursed?

You may get a contribution to your travel and subsistence costs according to the rules at: http://europa.eu/epso/apply/on_going_compet/reimburse/index_en.htm

When will I find out if I have got to the reserve list?

Reserve lists are planned to be available at the beginning of January 2015. The following indicative planning will be updated regularly to keep you updated: http://europa.eu/epso/doc/epso_planning_en.pdf

Further questions?

Please regularly check the competition specific information published and consider subscribing for e-mail alerts at www.eu-careers.info.