

2012 General Graduate “AD 7” Administrators

Every Spring EPSO opens its selection procedure for graduates from a number of backgrounds to work as officials for the EU Institutions and Agencies. We hope that this factsheet gives you the key information to help you to decide to apply in 2012.

We are selecting at two ‘grades’ to help you choose the perfect profile for you:

- AD 5 for final year students and recent graduates (see separate 2012 AD 5 factsheet for more details).
- AD 7 for those with at least 6-7 years experience.

Key Facts

Name	AD 7 ‘ADMINISTRATORS’
EPSO Code	EPSO/AD/231/12
Job Description	‘AD’ stands for ‘Administrator’ which is the graduate level for EU officials. AD 7 - Administrators recruited at this grade may be required to coordinate teams and supervise work as well as undertaking policy formulation, operational delivery, and resource management. Exact duties will depend on the ‘field’ you select (see below)

Fields (And number of successful candidates we are looking for per field)	<ol style="list-style-type: none"> 1. EUROPEAN PUBLIC ADMINISTRATION (38) (this is the ‘generalist’ field where you could end up working on policy development and implementation.) 2. LAW (13) 3. AUDIT (5) 4. COMMUNICATION (14) 5. EXTERNAL RELATIONS (7) <p>(You can only apply for one of these five fields.)</p>
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Eligibility	<p>General</p> <ul style="list-style-type: none"> • You must be a citizen of one of the Member States of the European Union. • You must have fulfilled any obligations imposed by the laws on military service. <p>Languages</p> <p>You will need knowledge of two languages:</p> <ul style="list-style-type: none"> • Your main language (which you have a thorough knowledge of) must be one of the 23 languages of the EU and, • Your second language (which you have a satisfactory knowledge of) must be English, French or German. <p>Academic</p> <ul style="list-style-type: none"> • These vary per field but in general you must have a level of education which corresponds to completed university studies of 3-4 years. • For Law, Audit and Communication your studies should be relevant to the field. <p>Professional experience</p> <p>You must have at least 6-7 years’ graduate-level professional experience relevant to the duties involved.</p>
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Selection Procedure Stage 1	After you have completed an online application form at www.eu-careers.eu you will be asked to sit stage one of the assessment at a centre in your country. We have test centres around Europe and across the world.
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Admission Tests	<p>Stage one will comprise of a series of tests – all multiple-choice questions to assess your competencies in terms of:</p> <table style="margin-left: 20px;"> <tr> <td>- Verbal reasoning</td> <td rowspan="3" style="font-size: 2em; vertical-align: middle;">}</td> <td rowspan="3" style="vertical-align: middle;">50%</td> </tr> <tr> <td>- Numerical reasoning</td> </tr> <tr> <td>- Abstract reasoning</td> </tr> <tr> <td>- Situational judgement</td> <td style="font-size: 2em; vertical-align: middle;">-</td> <td style="vertical-align: middle;">50%</td> </tr> </table> <p>This is all done in your main language apart from the Situational judgement test which will be done in your second language (English, French or German).</p>	- Verbal reasoning	}	50%	- Numerical reasoning	- Abstract reasoning	- Situational judgement	-	50%
- Verbal reasoning	}	50%							
- Numerical reasoning									
- Abstract reasoning									
- Situational judgement	-	50%							

Selection Procedure Stage 2 Competition is tough but if you are one of the top candidates in the first stage then you will be invited to the second stage in Brussels.

Assessment Centre You will be assessed in several key skills needed to tackle an EU Career:

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|---------------------------------------|------------------------------------|
| Analysis and problem solving | Prioritising and organising |
| Communicating | Resilience |
| Delivering quality and results | Working with others |
| Learning and development | Leadership |

These competencies are tested by means of:

- (a) a case study in the chosen field,
- (b) a group exercise,
- (c) an oral presentation,
- (d) a structured interview.

This is carried out in your second language (English, French, or German) and may be held over more than one day.

Selection Procedure Stage 3 If you are one of the top candidates then our expert assessors (our 'Selection board') will place your name on a database which the EU Institutions and agencies use to recruit staff called the 'reserve list'.

"Reserve Lists" Using the information from your assessment the Institutions and agencies will match you to a post and get in touch with you to give full guidance on what working with their specific department could involve to inform you before you commit to a post.

More information www.eu-careers-online.eu/AD57 (from 15 March 2012)

Deadline 17 April 2012 at 12.00 (midday), Brussels time (CET).

Where to apply www.eu-careers.eu (from 15 March 2012)

****REMEMBER:** You should always read the full **Notice of Competition** and **Guide for Candidates** before applying**
 When applying you will be asked to certify that you have read both these documents
The Notice of Competition and Guide for Candidates are the authoritative sources of information and take precedence over information provided from any other source.

Link to Notice of Competition http://europa.eu/epso/apply/today/adm_en.htm (from 15 March 2012)

Link to Guide for Candidates http://europa.eu/epso/apply/how/guidelines/index_en.htm

