

CALL FOR EXPRESSIONS OF INTEREST – CONTRACT STAFF
FUNCTION GROUP II– PRINCIPAL BUILDING MANAGER (M/F)

EPSO/CAST/S/11/2015

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 in the field of building management.

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 according to departments' needs.

Selection procedures for contract staff usually attract a large number of highly qualified candidates, and the number who pass is generally high. You should therefore be aware that the number of candidates in the database is likely to be greater than the institutions' requirements.

The table below shows the institutions' estimated needs for contract staff in this field over a given period, taking staff rotation into account.

Approximate size of the reserve pool of successful candidates required over the three-year period 2015-2017:

Function group	Title	Number
FG II	Principal building manager	40

II. NATURE OF DUTIES

Under the supervision of an official or a member of temporary staff, the contract staff member will be responsible for supervising and ensuring the smooth day-to-day running of a group of buildings, or a complex or sensitive building, and all the building facilities.

To ensure coordination and collaboration between building managers in a group of buildings, a principal building manager may be required to take on the role of site coordinator for the group of buildings.

This role requires administrative and technical management skills. Broadly speaking, the duties involved can be summarised as follows:

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.

- Ensuring the building is maintained in good repair, in coordination and collaboration with the other technical services concerned, including requesting any works and intervention necessary (technical incidents, repairs, replacement or renovation, checking storage areas, etc.).
- Taking all the necessary steps to maintain the services provided for the building's occupants. Following up complaints from the building's occupants and acting as the relay to the services concerned.
- Taking all emergency or precautionary measures necessary to keep the building operational, in close collaboration with the building's technical and health & safety services and the security services.
- Checking that work and services performed by contractors in the building are properly carried out and are of the required quality.
- Monitoring activity and facilities in a building as regards space usage (offices, archives etc.) and the state of reception infrastructure (reception desks, seating and tables for visitors, flags, green spaces, etc.).
- Helping to ensure the sound management of parking spaces in the building.
- Managing storage of lost property found in the building.
- Helping to supervise the monthly tests of the fire alarms.
- Performing the critical tasks assigned to building managers under the Business Continuity Plan in the event of an emergency/crisis.

III. INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

The selection procedure will be administered by EPSO with the assistance of a selection panel comprised of representatives from various Commission departments. The indicative timetable is as follows:

PHASES	INDICATIVE DATES
Applications	January-February 2015
Sifting of CVs	March-April 2015
Competency test	June 2015
Results of the competency test	July-August 2015

IV. ELIGIBILITY

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 the online application:

A. General conditions
(a) You must be a citizen of one of the Member States of the European Union.
(b) You must enjoy your full rights as a citizen.
(c) You must have fulfilled any obligations imposed on you by the laws on military service.
(d) You must meet the character requirements for the duties involved.
(e) You must meet the physical fitness requirements for the post.
B. Minimum specific conditions - Education/experience
1. Post-secondary education, attested by a diploma, in a technical field relevant for the duties described in point II
or
2. Upper secondary education attested by a diploma giving access to post-secondary education and 3 years' professional experience relevant for the duties described in point II

or

3. After completion of compulsory schooling, attested by a certificate, a total of 8 years of:

- relevant professional training and/or
- professional experience corresponding to the duties described in point II.

In this context, professional training cannot be taken into account unless it consists of at least one academic year of full-time training after completion of compulsory education and is attested by a certificate recognised by a Member State of the European Union,

or

4. After completion of compulsory education, a total of 10 years as a member of staff of the European Union, and completion of training provided by the institution in a field relevant for the duties described in point II.

C. Knowledge of languages

(a) Language 1 (L1)
and

Main language thorough knowledge (at least level C1²) of one of the 24 official languages of the European Union³

(b) Language 2 (L2)

A satisfactory knowledge (level B2) of English, French or German; language 2 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 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 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. To ensure equal treatment for all candidates, everyone — including those whose first official language is one of the three — must take some tests 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. None of this affects the possibility of later language training to enable staff to work in a third language, as required under Article 85(3) of the CEOS.

² See the reference grid on the Europass website at the following address:

<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), German (DE), Greek (EL), English (EN), Estonian (ET), Finnish (FI), French (FR), Hungarian (HU), Irish (GA), Italian (IT), Latvian (LV), Lithuanian (LT), Maltese (MT), Polish (PL), Portuguese (PT), Romanian (RO), Slovak (SK), Slovenian (SL), Spanish (ES), and Swedish (SV).

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):

24 February 2015 at 12.00 (midday), Brussels time.

VI. SELECTION PHASES

SELECTION BASED ON QUALIFICATIONS

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 (CV sifting).

Criteria for selection based on qualifications:

1.	At least three years' professional experience of being involved in the technical management of a building during the last 5 years.
2.	A technical diploma relating to the field of buildings.
3.	Any other additional professional experience relevant for the duties described in point II, besides that indicated in response to question 1.
4.	Professional experience of performing acceptance and verification checks on work and services carried out in relation to buildings.
5.	Training and/or experience in the field of health and safety, first aid, cleaning techniques, emergency response, preventive advice.
6.	Professional experience of customer service in direct contact with clients.
7.	At least one year's professional experience in an international organisation or working abroad.
8.	Knowledge of office IT tools (MS Word, Excel, Outlook, database software, etc.).
9.	For service reasons, a satisfactory knowledge (level B2 ⁴) of English and/or French, even if one of these languages is your Language 1 or 2
10.	For service reasons, a satisfactory knowledge (at least level B2 ⁵) of one or more EU languages other than English or French.

⁴ See the reference grid on the Europass website at the following address:

<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en> EN

Note: If you are invited to an interview, you will have to submit all supporting documents. 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.

Selection on the basis of qualifications 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 number of points will be invited to the competency test (the number of candidates invited will be about two and a half 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.

COMPETENCY TEST

Candidates will sit a competency test in order to assess their knowledge relating to the profile of principal building manager, 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	13

The test will be either on paper, in which case it will be held in Brussels for all candidates, or on computer, in which case it will be held in test centres across the Member States. Candidates will be informed of the details in good time.

If the test is on paper (i.e. in Brussels for all candidates), EPSO will pay an allowance for travel expenses in line with the applicable rules on reimbursement, which can be found on EPSO's website: http://europa.eu/epso/apply/on_going_compet/reimburse/index_en.htm.

VII. RESULTS

The results of the CV sifting 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

⁵ See the reference grid on the Europass website at the following address:

http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en_EN

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 this interview. Candidates who do not already possess Personnel Security Clearance (PSC) will agree to submit a formal request to obtain it if necessary. The candidate selected will be offered a CA 3A contract, as shown below.⁶

Contract	Place of employment
CA 3A (can lead to an indefinite contract)	The two Offices for Infrastructure and Logistics (in Brussels and Luxembourg) and the Paymaster Office (PMO); the European Personnel Selection Office (EPSO) and the European School of Administration (EUSA), European agencies and Commission Representations in the Member States, and European Union Delegations across the world.

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

⁶ 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.

	<p>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</p>
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(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