

CALL FOR EXPRESSIONS OF INTEREST – CONTRACT STAFF

FUNCTION GROUP I – DRIVERS (M/W)

EPSO/CAST/S/8/2014

I. INTRODUCTION

At the request of the European Union institutions, the European Personnel Selection Office (EPSO) is launching a selection procedure to set up a database of successful candidates from which to recruit **Drivers (M/W)** as contract staff.

The institutions of the European Union (EU) recruit contract staff to provide additional capacity in specialised fields. Contract staffs are employed in accordance with the conditions given 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. The full conditions can be found at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>.¹

The database will be used by the European Commission, the European Parliament, the Court of Justice, the Court of Auditors, the General Secretariat of the Council, the European External Action Service and the Economic and Social Committee. **Posts will be based mainly in Brussels and Luxembourg on the basis of departments' needs. There may also be a limited number of contracts on offer in departments located in the capital cities of the European Union and in some of the EU delegations to international institutions.**

Selection procedures for contract staff usually attract a large number of highly qualified candidates who are successful in the selection procedure. Candidates should therefore be aware that the number of candidates in the database may well be greater than the needs of the institutions.

The table below shows the institutions' estimated needs for contract staff in this field for a particular period of time taking staff rotation into account.

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

Institution	Number
Commission	60
Parliament	8
Court of Auditors	3
Court of Justice	12
Council	6
European External Action Service	2
European Economic and Social Committee	2
Total	93

¹ The general provisions for implementing the Conditions of Employment for contract staff employed by the European Commission and the European Parliament can be found on EPSO's website at http://europa.eu/epso/index_en.htm.

II. NATURE OF DUTIES

Under the supervision of an official or a member of the temporary staff, the contract staff member will take on driver duties. By way of example, the duties may be summarised as follows:

- Driving senior figures and officials or other staff of the European institutions, mainly in Brussels, Luxembourg and Strasbourg, as well as in other Member States and non-EU countries.
- Driving visitors from the diplomatic corps and VIPs.
- Transporting goods/documents.
- Transporting post.
- Ensuring proper use of the vehicle, particularly as regards maintenance and the vehicle's technological tools.
- Ensuring the safety of passengers and goods during transport in compliance with the country's highway code.
- Where necessary, seeing to the loading and unloading of vehicles.
- Where necessary, carrying out administrative work and/or providing logistical support.

III. INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

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

PHASES	Indicative dates
Applications	March 2014
Sifting of CVs	May-June 2014
Competency test	September - October 2014
Results of the competency test	December 2014

IV. ELIGIBILITY

The European institutions apply an equal opportunities policy and accept 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.

Recruitment as a member of the contract staff is possible only where the following conditions are met 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	
<u>Minimum qualifications required</u>	
Candidates must have successfully completed compulsory schooling. Candidates must hold a valid category B driving licence (at least).	
<u>Professional experience</u>	
By the deadline for this call for expressions of interest, the candidate must have provided evidence of at least three years' professional experience as a passenger driver or goods delivery driver (including packages, post, etc.).	
C. Knowledge of languages	
a) Language 1 (L1) and	Main language: thorough knowledge (level C1) of one of the 24 official languages of the European Union ²
b) Language 2 (L2)	<p>A satisfactory knowledge (level B2³) of English, French or German; language 2 must be different from language 1 above.</p> <p>In the light of the judgment given by the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, <i>Italy v Commission</i>, the EU institutions are required to state the reasons for limiting the choice of the second language in this selection to a small number of official EU languages.</p> <p>Candidates are informed that the second language options in this selection 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.</p> <p>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</p>

² 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), Irish (GA), Hungarian (HU), Italian (IT), Latvian (LV), Lithuanian (LT), Maltese (MT), Polish (PL), Portuguese (PT), Romanian (RO), Slovak (SK), Slovenian (SL), Spanish (ES), Swedish (SV).

³ See the reference grid on the Europass website at the following address:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

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 EOS.

For service reasons, recruitment of candidates to a European Commission Representation in an EU Member State requires knowledge of the language of the Member State in question, since travel and dealings with certain bodies will be carried out exclusively in that Member State.

You may choose only one of the 24 official languages 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.

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.

V. HOW TO APPLY AND DEADLINE FOR APPLYING

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, which you will not be able to do 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):

25 March 2014 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:

•	At least two years' professional experience as a driver in the field of passenger transport during the past five years
•	At least one year's professional experience as a driver in the field of VIP transport (for example: diplomatic corps, VIP, limousine driving, etc.)
•	Professional experience in driving armoured vehicles
•	Training and/or additional experience in the field of close protection (for example: close protection school, self-defence, etc.)
•	Knowledge of office/IT tools (MS Word, Excel, Outlook, etc.)
•	Holding another category of driving licence (for example category C or D)
•	Additional training in vehicle driving (defensive and convoy driving, etc.)
•	Experience/training in first aid
•	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
•	For service reasons, a satisfactory knowledge (level B2 ⁵) of one or more EU languages other than your Languages 1 and 2 and other than English or French.

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 these questions is weighted between 1 and 3, according to how important the corresponding criterion is.
- The selection panel will examine candidates' answers and will award 0 to 4 points for each one; 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 institutions). 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 their Language 2 in order to assess their knowledge and their driving ability (right-hand drive). It will comprise a theory test and several practical tests as follows:

Type of test	Content	Pass mark
Highway code knowledge	Multiple choice test	18/30
Simulator test	Simulation of accidents and energy-efficient driving	18/30
Circuit test	VIP transport, vehicle control, handling, taking evasive action and braking.	36/60

In order to pass and be included on the list of successful candidates, you will need to obtain the pass mark in each of the three tests.

⁴ See the reference grid on the Europass website at this address:
http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en_EN

⁵ See the reference grid on the Europass website at this address:
http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en_EN

Candidates will take the test at the '**Centre de Maîtrise de la Route/Centrum voor Wegbeheersing**' in Nivelles (40km from Brussels).

EPSO will pay an allowance for travel expenses in line with the relevant rules on reimbursement, which can be found on EPSO's website at 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 a database and will not be made public in any other form. The European Commission, the European Parliament, the Court of Justice, the General Secretariat of the Council, the European External Action Service and the Economic and Social Committee 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, institutions will search the database and invite those candidates who best match the job requirements for an interview; depending on the outcome, they may then make a formal job offer. Your knowledge of your main language will also be assessed during this interview. Candidates who do not already possess a Personnel Security Clearance (PSC) agree to submit a formal request to obtain it immediately after recruitment. The candidate selected will be offered a CA 3A contract⁶ in accordance with the table below.

Contract	Place of employment
CA 3A (can lead to an indefinite contract)	For the Commission: 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 in the world. European Parliament, General Secretariat of the Council, the European External Action Service and the Economic and Social Committee

X. REVIEW/APPEAL PROCEDURES

X. 1. APPEALS

If at any stage of this selection procedure you consider that a mistake has been made or that EPSO has acted unfairly or has failed to comply with the rules governing this selection procedure, and that your interests have been prejudiced as a result, the following appeal procedures can be undertaken in the order mentioned in the table below:

Procedure	Contact point	Deadline ⁷
1. Request a review	Via the contact page on EPSO's website	10 calendar days

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.

⁷ From the date of publication of the decision in candidates' EPSO account.

2. Lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union ⁸ .	Either by post to: European Personnel Selection Office (EPSO) C-25, 1049 Brussels, Belgium or via the contact page on EPSO's website	3 months
After completion of step 2 above (step 1 is optional) you can do the following:		
3. If your complaint is rejected explicitly or tacitly, submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations ⁹	European Union Civil Service Tribunal Boulevard Konrad Adenauer 2925 Luxembourg	3 months

Like all citizens of the European Union, you can lodge a complaint with the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman —
CS 30403
67001 Strasbourg Cedex
FRANCE¹⁰

X.2. REQUESTS FOR CORRECTIVE MEASURES

Requests for corrective measures or reviews must be made within **10 calendar days of the date of your test** via the online form on the EPSO website.

In your request, you **must** provide your candidate number and the information necessary to identify the question(s) that you believe contained errors (for example by describing what the question was about and/or mentioning the question number), and explain as clearly as possible the nature of the alleged error.

Requests received after the deadline or which are not clear enough to help identify the question(s) contested will not be taken into account.

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.

Please go to the [contact page](#) for any correspondence with EPSO.

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.

⁸ Please state in the subject line of your letter: the reference number of the selection procedure, your candidate number and 'Complaint under Article 90(2)'.
⁹ For details on how to submit an appeal and how to determine the deadlines, please consult the website of the European Union Civil Service Tribunal at: http://curia.europa.eu/jcms/jcms/T5_5230.

¹⁰ Please note that complaints lodged with the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Please also note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must have been preceded by the appropriate administrative approaches to the institutions and bodies concerned. For full details of the procedure, consult the website at: <http://www.ombudsman.europa.eu/media/en/default.htm>.

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, 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 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

(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.
2.	Send the relevant documents 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