

## NOTICE OF OPEN COMPETITIONS

*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 open competitions, based on qualifications and tests, to establish a reserve pool from which to recruit administrators\* (AD 5).

**EPSO/AD/178/10 – Librarianship/Information Science**

**EPSO/AD/179/10 – Audiovisual**

The purpose of these competitions is to draw up reserve lists from which to fill vacant posts in the institutions of the European Union, in particular the European Parliament, the Council, and the Court of Justice.

The European Commission is not associated with these competitions and will not be recruiting anyone from the reserve list.

***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 IX "Additional information" of this competition notice.***

***This guide is an integral part of the competition notice and will help you to understand the rules governing the procedure and how to apply.***

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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</b>	<b>EPSO/AD/178/10 = 19</b> <b>EPSO/AD/179/10 = 9</b>
<b>2. Remarks</b>	<b>EPSO is also publishing the following parallel open competitions:</b> <b>EPSO/AD/180/10 – Information systems security (INFOSEC)</b> <b>EPSO/AD/181/10 – Competition law</b> <b>EPSO/AD/182/10 – Industrial economics</b>  You may not apply for more than one of these 5 competitions. 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.

## 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.

The specific profiles sought are described in the annexes.

*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>	
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.	
<b>2. Specific conditions</b>	
<b>2.1</b>	<b>Qualifications</b> See the annexes.

2.2	<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>  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)</p> <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 these competitions to a small number of official EU languages.</i></p> <p><i>Candidates are therefore informed that the second language options in these competitions 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 these competitions, 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</u> language, 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>

#### 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.

Admission tests will be organised only if the number of candidates applying exceeds a certain limit<sup>1</sup>. In this case you will be informed via your EPSO account.

<b>1. You will be invited to sit the tests:</b>	<b><u>If, when submitting your on-line application,</u></b> you have declared that you fulfil 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 ability as regards:	
<b>Test (a)</b>	Verbal reasoning	Marking: 0–20 Pass mark: 10
<b>Test (b)</b>	Numerical reasoning	Marking: 0–10
<b>Test (c)</b>	Abstract reasoning	Marking: 0–10
		The aggregate pass mark for tests (b) and (c) is 10.
<b>3. Language of the tests</b>	Language 2 (English, French or German)	

#### V. ADMISSION TO THE COMPETITION AND INVITATION TO THE ASSESSMENT CENTRE

##### 1. Admission to the competition

The information given in your on-line application will be checked against the general and specific conditions to identify those applicants who satisfy the eligibility requirements for the competition.

*If admission tests are held.*

Candidates' applications are examined in descending order of marks obtained in the admission tests until the threshold is reached of candidates who:

- obtained the best marks (of those with pass marks) in the admission tests, and
- satisfy the eligibility conditions.

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<sup>1</sup> After the closing date for applications, EPSO, as the appointing authority, will decide whether to organise admission tests if the number of candidates is likely to pose operational difficulties or to lengthen the competition procedure unduly. The threshold number may vary from one competition to another.

The threshold is 6 times the number of successful candidates indicated in the competition notice. Where a number of candidates tie for the last available place, they will all be included in the selection phase based on qualifications. On-line applications of candidates below the threshold will not be examined.

## **2. Invitation to the assessment centre: Selection on the basis of qualifications**

To identify candidates who can be admitted to the assessment centre, the selection board will select candidates on the basis of their qualifications after having established the criteria by which it will assess those qualifications. Candidates will be selected on the basis of the information given in their on-line applications forms. The selection board will select those candidates who satisfy the eligibility conditions and who possess the qualifications (especially diplomas and professional experience) that are most relevant in terms of quality and level to the nature of the duties described in the competition notice (see the selection criteria in the Annex). Selection will be on the basis of the following marking scheme:

- (a) each selection criterion is weighted between 1 and 3, according to how important the board considers it to be;
- (b) the selection board will give a mark of between 1 and 4 for each criterion, depending on the candidate's qualifications;

It will then draw up a list<sup>2</sup> of candidates in the order of the marks awarded.

The number of candidates admitted to the assessment centre will not exceed three times the number of successful candidates indicated in the competition notice and will be published on EPSO's website (<http://blogs.ec.europa.eu/eu-careers.info/>).

## **3. Verification of information given by candidates**

Following the assessment centre session, the information given by candidates in their on-line applications will be verified against the general conditions by EPSO and against the specific conditions and selection criteria by the selection board. If verification shows that the information given is not borne out by the appropriate supporting documents, candidates will be eliminated from the competition.

Applications are verified for candidates with pass marks who obtained the best aggregate marks in tests (d), (e) and (f) in the assessment centre session, in descending order of merit (see section VI). These candidates must also, where applicable, have obtained pass marks in the aptitude tests<sup>3</sup> (a), (b), and (c) (see section VI). Verification will continue until the threshold number of candidates is reached who can be placed on the reserve list and who actually fulfil all the conditions for admission. The files of candidates below this threshold will not be examined.

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<sup>2</sup> Candidates not invited to the assessment centre can obtain a copy of the selection board's evaluation sheet concerning their qualifications by submitting a request within 10 days of being notified of the results.

<sup>3</sup> For operational reasons these tests may be held during the assessment centre session, but they come under the responsibility of EPSO rather than the selection board.

## VI. OPEN COMPETITION

<p><b>1. Invitation to the assessment centre:</b></p>	<p><b>If</b></p> <ul style="list-style-type: none"> <li>➤ you are one of the candidates with the highest marks in the admission tests<sup>4</sup> (if such tests were held, see IV) and at least the pass marks;</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li>➤ the information given in your on-line application shows that you fulfil the general and specific conditions listed in section III.</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li>➤ you obtained one of the highest marks in the selection based on qualifications,</li> </ul> <p>you will be invited</p> <ul style="list-style-type: none"> <li>- to take part in the case study in the chosen field, which will normally be held in Brussels over the course of half a day,</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li>- to take part in the other elements at the assessment centre, which will normally be held in Brussels over the course of a day.</li> </ul>
<p><b>2. Assessment centre</b></p>	<p>You will be assessed on your specific reasoning competencies <b>if they have not already been assessed in admission tests</b>. Assessment will be by means of:</p> <ul style="list-style-type: none"> <li>(a) a verbal reasoning test</li> <li>(b) a numerical reasoning test</li> <li>(c) an abstract reasoning test.</li> </ul> <p>You will be assessed on your specific competencies in the field 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>More information on these competencies can be found in point 1.2 of the guide to open competitions.</p> <p>These competencies are tested by means of:</p> <ul style="list-style-type: none"> <li>(d) a case study in the chosen field<sup>5</sup>,</li> <li>(e) group exercises,</li> <li>(f) a structured interview.</li> </ul>
<p><b>3. Languages for the assessment centre</b></p>	<p>Language 2 (English, French, or German) for tests (a) to (f).</p> <p>Your knowledge of your main language (language1) will also be tested during test (d) (case study).</p>

<sup>4</sup> Where a number of candidates tie for the last available place, they will all be invited to the assessment centre.

<sup>5</sup> The content is validated by the selection board.

<b>4. Marking</b>	<p><b>Reasoning</b> (where applicable)</p> <p>(a) (verbal) 0 – 20 Pass mark: 10</p> <p>(b) (numerical) 0 – 10</p> <p>(c) (abstract) 0 – 10 The aggregate pass mark for tests (b) and (c) is 10.</p> <p>Tests (a), (b), and (c) are eliminatory, but the marks will not be added to the marks for the other assessment centre items.</p> <p><b>Specific competencies</b> Marking: 0 – 100 Pass mark: 50 points</p> <p><b>Knowledge of main language (language 1)</b> Marking: 0 – 10 Pass mark: 8 points</p> <p><b>General competencies</b> Marking: 0 – 80 in total for all general competencies (10 per competency) Pass mark: 3 for each competency <b>and</b> an aggregate of 40 for all 8 general competencies.</p>
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## VII. RESERVE LISTS

<b>1. Candidates placed on the reserve lists</b>	The selection board will place you on the reserve list <sup>6</sup> (see number of successful candidates, section I.1) if you are among the candidates who satisfy all the conditions set out in section V.
<b>2. Classification</b>	The lists will be drawn up by competition and by merit group (maximum of four groups) and names will be listed in alphabetical order within each group.

## VIII. HOW TO APPLY

<b>1. On-line applications</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>	<p><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>7</sup>.</p> <p><b>Procedure:</b> See point 6.1 of the Guide to open competitions.</p>

<sup>6</sup> Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

<sup>7</sup> You will be notified in good time via your EPSO account of the date when you have to attend the assessment centre.

## **IX. 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.

## ANNEX 1

### EPSO/AD/178/10 - ADMINISTRATORS (AD 5) LIBRARIANSHIP/INFORMATION SCIENCE

#### 1. Nature of duties

The general role of administrators in the field of librarianship/information science is to manage and provide professional information services.

Please note that, in this competition, we are not looking for information technologists (IT), archivists or document/records managers.

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

- Management of information services, including managing general and specialist information research services or a library, operating an information service intranet site with licensed commercial online databases and providing information training.
- Management of controlled vocabularies, cataloguing and indexing processes; collection management; professional data management.
- Specialist information research and management of information resources in particular policy areas and/or client groups.
- Professional leadership roles and/or specialism in a particular area of service such as reference, professional standards, client training, copyright, innovation or information technology developments.
- Management of ad hoc working groups and project teams.
- Analysing and summarising policy information, and writing reports and management reviews.
- Answering clients' information requests, selecting information, cataloguing and indexing documents, making presentations and providing training to clients.
- The duties of law librarian (at the Court of Justice of the European Union in Luxembourg).

#### 2. Qualifications

You must have a level of education which corresponds to completed university studies equivalent to at least three years attested by a diploma in information science, documentation, or librarianship (studies in computer science (IT) and archive management do not count),

**OR**

a level of education which corresponds to completed university studies equivalent to at least three years attested by a diploma, followed by at least one year's training attested by a diploma in information science, documentation, or librarianship (studies in computer science (IT) and archive management do not count).

**For the law librarian profile**

You must have a level of education which corresponds to completed university studies equivalent to at least three years attested by a diploma in law and at least two years' training or professional experience in the field of librarianship.

### **3. Selection on the basis of qualifications**

The focus of this job description is on skills with people (clients, staff) and skills with information in all forms. These roles are less concerned with the traditional management of books and documents and much more with bringing precise and relevant information to meet client needs. To achieve this, many types of management skills in a professional information context are required: service management, marketing, quality, human and financial resource management and contract management.

Therefore, when assessing candidates' qualifications, the selection board will take into account, in particular:

- practical knowledge of information service operations and management;
- practical knowledge of client services, quality and marketing, and online information services;
- knowledge of EU affairs, national and/or EU and/or international law;
- knowledge of the following subjects: political science, international relations, economics and science; or strong subject knowledge of any other policy area relevant to the activities of the European institutions;
- excellent knowledge of the information environment and official languages of one or more of the following countries: Austria, Cyprus, Estonia, France, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Slovakia, United Kingdom would be desirable;
- practical Knowledge of cataloguing and indexing;
- for the law librarian profile, the selection board will take particular account of knowledge of librarianship and of EU law, without regard to language preferences.

## ANNEX 2

### EPSO/AD/179/10 – AUDIOVISUAL – ADMINISTRATORS (AD 5) AV ENGINEER/PRODUCER

The EU institutions are seeking engineers and producers in the audiovisual field. They will be employed at the respective institutions in the audiovisual services which are responsible for the coverage of the activities of these EU bodies as well as for making audiovisual productions.

The AV engineers will be responsible for the proper functioning of the technical audiovisual infrastructure.

The audiovisual producers will be responsible for making audiovisual productions and the coverage of institutional activities in general.

Management of internal and external technical staff will be required in both positions.

#### **1. Nature of duties**

- Operating, maintaining, supervising, and adjusting broadcasting and multimedia equipment;
- Analysing and specifying the technical aspects of new equipment in the light of technological developments and user needs;
- Producing and defining the production conditions for audiovisual/multimedia programmes;
- Developing broadcast and multimedia audiovisual production;
- Developing and devising new projects;
- Helping to prepare and draw up specifications.

#### **2. Qualifications**

You must have a level of education which corresponds to completed university studies of at least three years attested by a diploma in broadcast and multimedia audiovisual technologies, electronics, or computer science; broadcast and multimedia audiovisual production.

OR

You must have a level of education which corresponds to completed university studies of at least three years attested by a diploma, followed by at least one year's training attested by a diploma in broadcast and multimedia audiovisual technologies, electronics, or computer science; broadcast and multimedia audiovisual production.

#### **3. Selection on the basis of qualifications**

The selection board will take account of the following:

- Knowledge of electronics and the various technologies relating to television and radio

- Knowledge of information technology (databases, file and operating systems, servers, networks, internet)
- Knowledge of information technology relating to audiovisual broadcasting and multimedia (video and audio compression, transmission, streaming, video-on-demand)
- Practical knowledge of production of broadcast and multimedia audiovisual programmes.