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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION EPSO/AD/98/07

(2007/C 171 A/01)

The European Personnel Selection Office (EPSO) is organising the following admission tests and open competition, based on tests, to constitute a reserve pool from which to recruit

SENIOR AUDIT OFFICERS (*) (AD9)

of Bulgarian, Czech, Estonian, Lithuanian, Maltese, Romanian, Slovenian and Slovakian citizenship

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(*) The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

I. DUTIES AND ELIGIBILITY

Open competition EPSO/AD/98/07 is being held to recruit senior audit officers at grade AD9.

The purpose of this competition is to draw up a reserve list from which to fill vacant posts in the European Court of Auditors in Luxembourg. The Court is seeking to recruit auditors with proven experience in the field of financial auditing and/or auditing of sound financial management/performance auditing.

Number of successful candidates by citizenship:

BG	3
CZ	3
EE	3
LT	3
MT	3
RO	3
SI	3
SK	3

A. DUTIES

Like other institutions that audit public finances, the European Court of Auditors performs two types of audit: financier audits and audits of sound financial management/performance audits.

The audit activities of the European Court of Auditors cover a range of fields and consist essentially of:

- recurrent audit tasks which the Court is required to perform each year under the terms of the Treaty. These involve auditing the financial statements of the European Union, of the European Development Funds and of all the other bodies and agencies established by the Union,
- selective audit tasks, in which the Court chooses certain budgetary or management areas of particular interest and performs an in-depth audit of them.

This may involve:

- checking whether resources are used efficiently and economically,
- checking operations to assess whether the results match the objectives and whether activities are carried out as planned,
- analysing and managing the risks relating to Community funds allocated or collected by European institutions and bodies, their partners, intermediaries and final beneficiaries or creditors,
- evaluating and testing the effectiveness of the internal control systems in the institutions and bodies that manage or receive Community financing or that establish and collect Community resources,
- checking the reliability and completeness of information systems,
- checking the means used to ensure the security of assets,

- performing the necessary financial controls to ensure the relevance of declared expenditure and the sound financial management of Community aid and of projects receiving Community funding,
- checking the legality and regularity of budgetary and financial operations,
- checking the reliability of the financial statements,
- assessing the systems for directing and supervising the activities of the bodies concerned.

The European Union institutions, including the Court of Auditors, place particular importance on the ability of applicants to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively, both orally and in writing. You will have to show initiative and imagination and be highly motivated. You should be able to work frequently under pressure, both on your own and in a team, and adjust to a multicultural working environment. You will also be expected to develop your professional skills throughout your career.

B. ELIGIBILITY

(a) General conditions

You must:

- be a citizen of one of the following Member States of the European Union: Bulgaria, Estonia, Lithuania, Malta, Czech Republic, Romania, Slovenia, Slovakia,
- enjoy full rights as a citizen,
- have fulfilled any military service obligations imposed on you by law,
- meet the character requirements for the duties involved.

The competition notice does not set any age limit, but please note the information in Section IV.7 concerning the retirement age.

(b) Special conditions

1. Qualifications

You must:

- (i) have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more;

or

- (ii) have a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;

or

- (iii) have professional training of an equivalent level.

The selection board will allow for differences between education systems. For examples of the minimum qualifications required, see the tables annexed to the Guide for Applicants (http://europa.eu/epso/on-line-applications/guide_en.htm) for each category. Note that these are examples only — more stringent requirements may be set in the competition notice.

Where necessary, candidates are themselves responsible for checking the level of their qualifications with the competent national authorities.

2. *Professional experience*

You must have at least **10 years'** professional experience, with at least eight years' experience relevant to the duties in question and **three years** in a management role, i.e. managing teams of auditors (or similar teams). This experience must have been acquired after obtaining the four-year degree required under (i), or the three-year degree plus one year's appropriate professional experience required under (ii), or the professional training of an equivalent level required under (iii).

3. *Knowledge of languages*

(i) **main language (language 1)**

You must have a thorough knowledge of one of the following official languages of the European Union: Bulgarian, Czech, Estonian, Lithuanian, Maltese, Romanian, Slovene or Slovak.

(ii) **second language (language 2)**

You must have a satisfactory knowledge of one of the following official languages: English, French or German.

Under Article 45(2) of the Staff Regulations, officials must prove their ability to work in a third language before their first promotion after recruitment.

To ensure that all general texts relating to the competition and all communication between you and EPSO are clearly understood on both sides, this notice of competition is published in English, French and German only. These three languages will also be used for the invitations to the various tests and correspondence between you and EPSO.

The language you choose as your second language will be the language used for communicating with you.

You must specify the language you choose for the oral test in your online registration⁽¹⁾ and in your application form for the competition (you should print it out from the website no later than the deadline for online registration by 12.00 noon). This choice may not be changed after the deadline for online registration (**20 September 2007**).

Please note that any alteration before the closing date must be entered both online and in your application form. If there is any difference between the information given in your online registration and that given in your application form on paper, EPSO will consider the latter information as definitive.

You may send any questions to EPSO by e-mail (EPSO-AD-98-07@ec.europa.eu), but please check first that the information you want is not in the competition notice, the Guide for Applicants or the EPSO website (<http://europa.eu/epso>).

⁽¹⁾ For practical reasons this form is available in English, French or German only.

II. OPEN COMPETITION

1. Admission to the competition

- (a) The appointing authority will draw up a list of the candidates who meet the criteria set out at I.B.(a) above and send it to the chair of the selection board together with their application files.
- (b) After examining the candidates' files, the selection board will draw up a list of those who meet the criteria set out at I.B.(b) and who are therefore admitted to the competition.

2. Selection on the basis of qualifications

After setting the criteria for assessing candidates' qualifications, the selection board will examine their qualifications and select the candidates who will be admitted to the oral test from among those admitted to the competition.

Number of candidates who will be admitted to the oral test by citizenship:

BG	12
CZ	12
EE	12
LT	12
MT	12
RO	12
SI	12
SK	12

The selection board will make its selection both on the basis of the supporting documents provided by candidates by the closing date for the submission of applications (20 September 2007) and on the basis of the information contained in their *curricula vitae* (see Section III.2).

You must include in your application file a copy of all the supporting documents necessary to enable the selection board to make this selection.

TEST PROCEDURES

3. Oral test — Marking

- (i) Before your interview with the selection board, you will be asked to take tests in an assessment centre. The tests will be held in English, French or German only (language 2). For organisational reasons, the tests and the interview will be held in Luxembourg, normally on consecutive days. The report on the tests will be communicated to the selection board as a specialist aid and technical contribution to the decision-making process.

The tests will comprise in particular:

- an exercise to assess your ability to manage a team and organise work,
- an exercise to assess your ability to comprehend, analyse, summarise and draft,
- an interview with a human resources expert to assess your skills profile.

- (ii) The day following the tests in the assessment centre, you will be invited to an interview (in language 2) with the selection board to enable it to complete its assessment of:
- your professional experience,
 - your ability to perform the duties described in Section I.A, including organising and coordinating the work of an audit team, your ability to take decisions and, more generally to perform management tasks, and your ability to adapt to work in the multicultural environment of the European civil service,
 - your general knowledge of the European Union, its institutions and its policies.

Your knowledge of your main language (language 1) will also be examined.

This test is marked out of **100** (pass mark: **60**).

NOTE: The report produced by the assessment centre is not covered by the rules on secrecy governing the selection board's deliberations and will be given to you at the end of the oral test.

4. Reserve list

Following the competition, the selection board will draw up a reserve list by citizenship, comprising the names of **the candidates** (see Section I, Number of successful candidates) with the highest marks and at least a pass mark ⁽²⁾.

The reserve list and its expiry date will be published in the Official Journal of the European Union and on the EPSO website (<http://europa.eu/epso>) ⁽³⁾.

⁽²⁾ Where a number of candidates tie for the last available place, they will all be included *ex aequo*.

⁽³⁾ A successful candidate may explicitly request that his/her name not be published. Any such request must reach EPSO no later than two weeks after being notified of the results.

III. HOW TO APPLY

Please also consult the Guide for Applicants (http://europa.eu/epso/on-line-applications/guide_en.htm), which can be found on the EPSO website (<http://europa.eu/epso>). It contains detailed instructions to help you submit your application correctly.

Applications are admissible only if the following two conditions are met within the prescribed time limits:

— online registration,

AND

— sending the completed application form by registered post.

The closing date for online registration is **20 September 2007**, with a deadline of 12.00 (noon) Brussels time on that day.

1. Creating an EPSO profile/online registration

Before registering, you should carefully check whether you meet all the eligibility criteria.

If you want to apply, you must register via the Internet by going to the EPSO website and following the instructions there concerning the various stages of the procedure.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will not be able to register.

On completion of your online registration, you will receive on screen a registration number which you must note — this will be your reference number in all matters concerning your application. Once you receive this number, the registration process is finished — it is the confirmation that we have registered the data you entered.

If you do not receive a number, your application has not been registered!

Please note that you must have an e-mail address. This will be used to identify you. The information you must enter in your registration includes your choice of languages and details of the qualifications required for admission to the competition (qualification, name of issuing establishment and date obtained).

Once you have registered online, you can follow the progress of the competition by going to the EPSO website (<http://europa.eu/epso>) and clicking on 'Ongoing competitions'.

*If you have a disability that prevents you from registering online, you may request — **preferably by fax** — a paper version of the form ⁽⁴⁾, which you should fill in, sign and return by registered mail, postmarked no later than the closing date for registration. All subsequent communication between EPSO and you will be by post.*

You must enclose with your application form a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the tests.

⁽⁴⁾ EPSO — Info-recruitment, Avenue de Cortenbergh 80 — 4/11, B-1049 Brussels; Fax: (32-2) 295 74 88.

2. Sending your completed application form by registered post

As well as registering online, you should print and fill out the application form on the EPSO website (<http://europa.eu/epso>) and send it in by the closing date ⁽⁵⁾.

Documents to enclose

In your application form you must give details of your citizenship, studies, professional experience and languages. You must enclose with it the following documents:

- a detailed *curriculum vitae*,
- a copy of a document proving your citizenship (e.g. your passport, identity card or any other official document specifying your citizenship, which must have been obtained no later than the closing date for online registration),
- a copy of the diploma(s) attesting successful completion of your studies,
- employers' references clearly indicating the starting and finishing dates and the level and exact nature of the duties carried out,
- copy of all documents which will help the Selection Board's evaluation of your profile,
- on a separate sheet, a numbered index of these documents.

All documents not in English, French or German must be accompanied by a translation into one of those languages, which you may do yourself.

A CURRICULUM VITAE DOES NOT CONSTITUTE A VALID SUPPORTING DOCUMENT.

You should only send uncertified photocopies of these documents. Paper copies of web pages and/or references to websites do not constitute supporting documents for these purposes.

When completing your application form, you may not refer to any previous application forms submitted or any other documents enclosed with such applications. None of the documents submitted with your application will be returned.

Signing and sending the form

It is your responsibility to make sure that your application form, duly completed, SIGNED and accompanied by all the supporting documents, is sent by registered post to the address below by the closing date ⁽⁵⁾:

European Personnel Selection Office (EPSO)

C-80

Open competition EPSO/AD/98/07

B-1049 Brussels

You will be disqualified if, by the closing date for online registration and for sending the completed application form (20.9.2007):

- you do not complete your online registration by the deadline,
- you post your application after the closing date,

⁽⁵⁾ It must be postmarked no later than 20.9.2007.

- you do not complete and/or sign the application form (original signature required),
- you do not meet all the eligibility criteria,
- you do not send all the required supporting documents.

3. **Invitations to the oral test**

Details of when and where to attend the oral test will be available **only** on the EPSO website. You can access this information by entering the user name and password you specified when registering online. You are responsible for updating your EPSO profile to reflect any change in your postal or email address.

You are also responsible for consulting your EPSO profile to keep track of the progress of the competition and to check the information relevant to your application at every stage. If you find that you cannot do this, you must notify EPSO immediately by e-mail (EPSO-AD-98-07@ec.europa.eu).

4. **Reserve list**

The names of the successful candidates (see Section II.4) will be included on the reserve list.

5. If, at any stage in the procedure, it is established that the information in your online registration or official application form is incorrect, you will be disqualified from the competition.

6. To simplify administration of the competition, please quote in all correspondence YOUR FULL NAME AS GIVEN IN YOUR APPLICATION FORM, THE NUMBER OF THE COMPETITION, AND THE REFERENCE NUMBER YOU RECEIVED WHEN YOUR ONLINE REGISTRATION WAS ACCEPTED.

IV. GENERAL INFORMATION

1. Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

2. Selection board

A selection board is appointed for each competition. Its members are designated by the institutions and their staff committees in equal numbers. The chair and members are then appointed by EPSO's appointing authority. Their names will be published on the EPSO website after candidates have been notified whether or not they have been admitted to the competition.

The European Personnel Selection Office (EPSO) is responsible for all communication with you until the competition is completed. **You are strictly forbidden to make any contact with the members of the selection board, either directly or indirectly. Any infringement of this rule will disqualify you from the competition.**

3. Approximate timetable

Depending on the total number of candidates, the selection procedure will take approximately nine months starting from the closing date for online registration.

Full details will be available on the EPSO website.

4. Requests from candidates for access to information concerning them

Candidates involved in selection procedures have the specific right of access to certain information concerning them directly and individually, as described below. EPSO may therefore supply supplementary information on candidates' participation in the competition at their request. Candidates must send such requests in writing to EPSO within a month of being notified of their results in the competition. EPSO will reply within a month of receiving the request. Requests will be dealt with taking account of the confidential nature of selection board proceedings provided for by the Staff Regulations (Annex III, Article 6) and in compliance with the rules on the protection of individuals with regard to the processing of personal data. Examples of the type of information which may be supplied are given in the Guide for Applicants, Section III.3.

5. Requests for review — Appeal procedures — Complaints to the European Ombudsman

See Annex.

6. Recruitment

If you are placed on the reserve list, you will be eligible for appointment as a probationary official as and when required by the European institutions, in Brussels, Luxembourg or any other place of activity.

If you are on the reserve list and are offered a post, you will be asked to produce the originals of all the requisite documents, in particular your qualifications, so that copies can be authenticated.

Recruitment will depend on posts and funds becoming available.

Depending on the nature of a post, successful candidates on the reserve list may initially be offered a temporary contract; in this case, their names will remain on the reserve list.

Article 29(1)(b) of the Staff Regulations refers to the possibility for officials to request a transfer to another institution or agency. However, in the interests of the service, during their first three years of service newly recruited officials are transferred only in exceptional and duly justified cases. Any such transfer is subject to the agreement of both the institution or agency that originally recruited the official and the institution or agency receiving the transfer request.

7. **Retirement**

You should note that the rules on the retirement age of staff laid down in the Staff Regulations are as follows:

Officials are retired:

- either automatically at the age of 65 years,
- or, at their own request, at the age of 63 years or where they are between 55 and 63 years of age and satisfy the requirements for immediate payment of a pension,
- exceptionally, at their own request and where it is considered to be in the interest of the service, at not later than the age of 67.

8. **Grade**

Senior Audit Officers will be recruited from the reserve list to grade AD9.

9. **Remuneration**

Basic monthly salary as at **1 January 2007**:

grade **AD9**, first step: **EUR 6 574,76**

10. **Protection of personal data**

As the body responsible for organising the competition, EPSO ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data ⁽⁶⁾. This applies in particular to the confidentiality and security of such data.

⁽⁶⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX

REQUESTS FOR REVIEW — APPEAL PROCEDURES — COMPLAINT TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to both the admission test phase and the competition, please note that all the proceedings of the selection board are covered by the confidentiality requirement laid down in Annex III of the Staff Regulations. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:

— Request for review

Within 20 days of the letter informing you of the decision being posted online, send a letter stating your case to:

European Personnel Selection Office (EPSO)
C-80
Open competition EPSO/AD/98/07
B-1049 Brussels

EPSO will forward your request to the chair of the selection board where it comes within the board's remit. You will be sent a reply as soon as possible.

— Appeal

— You can bring a case before:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
L-2925 Luxembourg

under Article 236 of the EC Treaty and Article 91 of the Staff Regulations of Officials of the European Communities,

— or you can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities, at the following address:

European Personnel Selection Office (EPSO)
C-80
Open competition EPSO/AD/98/07
B-1049 Brussels

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 (OJ L 124, 27.4.2004, p. 1)— <http://eur-lex.europa.eu>) start to run from the time you are notified of the act allegedly prejudicing your interests.

You should note that the appointing authority does not have the power to amend the decisions of a selection board. The Court has consistently held that the wide discretion enjoyed by selection boards is not subject to review by the Court unless rules which govern the proceedings of selection boards have clearly been infringed.

— Complaint to the European Ombudsman

Like all citizens of the European Union, you can make a complaint to:

European Ombudsman
1 avenue du Président Robert Schuman — BP 403
F-67001 Strasbourg Cedex

under Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision 94/262/CECA, EC, Euratom, of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994, p. 15).

You should note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging appeals with the Civil Service Tribunal under Article 236 of the Treaty establishing the European Community. Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative actions in place at the bodies concerned.
