

V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION

(2007/C 243 A/01)

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

ASSISTANTS (*) (AST3)

EPSO/AST/43/07 of Bulgarian citizenship	EPSO/AST/44/07 of Romanian citizenship
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in the following fields:

1. EUROPEAN PUBLIC ADMINISTRATION/HUMAN RESOURCES
2. FINANCIAL MANAGEMENT

CONTENTS

- I. DUTIES AND ELIGIBILITY
 - A. DUTIES
 - B. ELIGIBILITY
- II. ADMISSION TESTS
TEST PROCEDURES
- III. OPEN COMPETITION
TEST PROCEDURES
- IV. HOW TO APPLY
- V. GENERAL INFORMATION

ANNEX: Requests for review — Appeal procedures — Complaints to the European Ombudsman

(*) 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 competitions EPSO/AST/43/07 and EPSO/AST/44/07 are being organised to recruit assistants (AST3) of Bulgarian and Romanian citizenship in the fields of European public administration/human resources and financial management.

The purpose of these competitions is to draw up reserve lists from which to fill vacant posts in the institutions of the European Union.

Number of successful candidates per competition and field:

	Field 1 EUROPEAN PUBLIC ADMINISTRATION/HUMAN RESOURCES	Field 2 FINANCIAL MANAGEMENT
EPSO/AST/43/07 — BG	50	40
EPSO/AST/44/07 — RO	75	65

A. DUTIES

Field 1 — European public administration/Human resources

Official responsible, under the authority of a head of unit or an administrator, for assistance and support duties, using IT tools, relating in particular to personnel policy management in areas such as recruitment, careers, training, and equal opportunities. The duties may also involve:

- managing and following up matters relating to personnel policy management, in particular recruitment, careers, professional training, equal opportunities, individual and financial rights,
- drafting notes and/or correspondence, drawing up administrative reports relating to the fields indicated above,
- managing and following up technical and administrative matters; this may include drawing up technical reports, managing contracts concluded with outside firms, drawing up specifications, monitoring contract performance and acceptance of works, or administrative and management work relating to the purchase of products (equipment, supplies and goods),
- managing and following up the work of Parliament bodies,
- preparing, organising and following up meetings,
- coordinating and planning work in the department,
- managing projects,
- managing a team,
- analysing and developing working methods.

The duties require good drafting skills (notes, reports, etc.), a keen sense of human relations and the ability to listen.

Field 2 — Financial management

In the context of a variety of budgetary and financial activities, the official will be responsible, on the basis of precise instructions and using specific IT tools (computerised accounting system), for implementing tasks such as:

- assisting with the implementation of accounting and financial systems,
- organising and keeping accounts and accounting systems,

- assisting with the closure of the accounts and the presentation of financial statements,
- handling cash management and bank reconciliation,
- managing imprest accounts,
- monitoring financial procedures (commitment, checking invoices and payments),
- monitoring receivables,
- performing controls on the accounting treatment and financial management of revenue,
- participating in drawing up the budget estimates and drawing up the annual accounts.

The European Union institutions 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. 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.

These competitions cover two fields in each, but you may apply for only one competition and one field within that competition chosen. You must choose the competition and field when you register online and you will not be able to change your choice after the deadline for registration.

B. ELIGIBILITY

(a) General conditions

You must:

- be a citizen of one of the following Member States of the European Union: Bulgaria or Romania,
- 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 V.7 concerning the retirement age.

(b) Special conditions

1. Qualifications

You must:

- (i) have a level of post-secondary education attested by a diploma relevant to your chosen field

OR

- (ii) have a level of general or vocational secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

NB: The minimum of three years' professional experience required under (ii) above counts as an integral part of the above qualification and cannot be included in the professional experience required under 2 below.

2. *Professional experience*

You must have acquired at least five years' professional experience relevant to the duties:

- since obtaining the qualification required under (i) above

OR

- since obtaining the qualification and professional experience required under (ii) above.

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.

To make it easier for the selection board to assess whether your qualifications are appropriate for the duties in question, you should note that you may be required to provide formal proof of the subjects studied.

3. *Knowledge of languages*

You must have:

- **main language (language 1)**

a thorough knowledge of Bulgarian or Romanian;

and

- **second language (language 2 — must be different from your main language)**

a satisfactory knowledge of 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.

You must specify the language you choose for the admission tests and the competition tests in your online registration ⁽¹⁾. This choice may not be changed after the deadline for online registration (**20 November 2007**).

To ensure that all general texts relating to the competition 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.

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

You may send any questions to EPSO by e-mail (EPSO-AST-...-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. ADMISSION TESTS

The appointing authority will admit those candidates to the admission tests whose online registration shows that they meet the general and specific requirements in I.B. **on the closing date for online registration (20 November 2007)**:

Test procedures

EPSO will organise computer-based admission tests for all these candidates. The tests will be held in the European Union in one or more centres specialised in this type of test, depending on availability.

You will be informed of the procedure for attending these tests via your EPSO profile.

You will take the admission tests in English, French or German (language 2).

- (a) A test comprising a series of multiple-choice questions to assess your knowledge of the European Union, its institutions and its policies.

This test will be marked out of 10 (pass mark: 5)

- (b) A test comprising a series of multiple-choice questions to assess your general verbal and numerical reasoning ability and skills.

This test will be marked out of 20 (pass mark: 10)

Wrong answers in these tests will not be penalised.

The candidates with the highest aggregate marks ⁽²⁾ in the admission tests and a pass mark in each will be invited to submit a full application for admission to the open competition

	Field 1 EUROPEAN PUBLIC ADMINISTRATION/HUMAN RESOURCES	Field 2 FINANCIAL MANAGEMENT
EPSO/AST/43/07 — BG	190	150
EPSO/AST/44/07 — RO	275	250

⁽²⁾ Where a number of candidates tie for the last available place, they will all be admitted to the next stage of the competition.

III. OPEN COMPETITION

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.

You will be admitted to the written tests by the selection board if you are among the candidates with the highest aggregate marks ⁽²⁾ in tests (a) and (b) (see table above) and meet the special conditions set out in Section I.B(b).

Test procedures

1. Written tests — marking

You will take written tests (a) and (b) in English, French or German (language 2 — the second language you chose when registering online).

- (a) A test comprising a series of multiple-choice questions to assess your specific knowledge in the field in question.

This test will be marked out of 40 (pass mark: 20).

Time allowed (approximate indication): 1 hour.

- (b) A test on a subject of your choice in the field in question, designed to test:

- your knowledge,
- your ability to understand, analyse and summarise, and
- your drafting ability.

This test will be marked out of 40 (pass mark: 20).

Time allowed (approximate indication): 2 hours.

- (c) Drafting a brief memo in your main language setting out the arguments and conclusions of test (b). This test is designed to test your command of your main language in terms of both drafting and presentation.

This test will be marked out of 10 (pass mark: 8).

Time allowed (approximate indication): 30 minutes.

These written tests will be held simultaneously at one or more centres in the European Union. The date of the written tests scheduled by EPSO cannot be changed at your request. You will be notified of this date when you receive your invitation to the tests (via your EPSO profile).

2. Oral test — marking

Once the written tests have been marked, the candidates with the highest aggregate marks ⁽²⁾ in those tests (see table below) and at least a pass mark in each will be admitted to the oral test.

	Field 1 EUROPEAN PUBLIC ADMINISTRATION/HUMAN RESOURCES	Field 2 FINANCIAL MANAGEMENT
EPSO/AST/43/07 — BG	75	60
EPSO/AST/44/07 — RO	110	100

- (d) Interview with the selection board in English, French or German (language 2), to enable it to complete its assessment of:
- your suitability to perform the duties described at I.A above,
 - your specialist knowledge in the field in question,
 - your knowledge of the European Union, its institutions and its policies,
 - your motivation and your ability to adjust to working as a European civil servant in a multicultural environment.

Your knowledge of your main language will also be examined.

This test will be marked out of 50 (pass mark: 25).

The oral test will normally be held in Brussels.

3. Reserve list

The selection board will place on the reserve list the names of **the candidates** (see Section I) with the highest aggregate marks ⁽²⁾ in the written and oral tests and a pass mark in each.

The list will be drawn up by merit group (maximum of four groups) and the names of the successful candidates will be given in alphabetical order within each group.

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⁾.

⁽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.

IV. 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.

The closing date for online registration is 20 November 2007, with a deadline of 12.00 (midday) 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).

No documents are required at this stage. Candidates will subsequently be invited to send a full application (see Section IV.3).

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.

2. Invitations

Details of when and where to attend the admission tests and other tests will be available **only** on the EPSO website (<http://europa.eu/epso>). 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.

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

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-AST-../07@ec.europa.eu).

Wherever possible, you will be asked to sit the admission tests in the city you chose when registering online. **For organisational reasons you will not be able to switch to another venue unless you can prove that you have changed residence and unless you have informed EPSO of this no later than three weeks before the planned date of the admission tests.**

3. Full application

The candidates with the highest marks, as specified in Section II, will be asked to print out and complete the full application form which they will find in their EPSO profile on the website. It must be sent in by the required closing date.⁽⁵⁾

Documents to enclose

Your application must give details of your citizenship, studies, and any professional experience. You must enclose with it the following documents:

- a copy of a document proving your citizenship (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,
- where applicable, employers' references clearly indicating the starting and finishing dates and the level and exact nature of the duties carried out; you will be given more detailed instructions, via your EPSO profile, on how to present your professional experience.

A numbered index of these documents should be annexed to the above on a separate sheet of paper.

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

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⁾ (the postmark will serve as proof of the date of sending):

European Personnel Selection Office (EPSO)

C-80

Open competition EPSO/AST-../07 (indicate the number of the competition chosen)

B-1049 Brussels

⁽⁵⁾ The closing date will be indicated in good time in your EPSO profile.

Scrutiny of applications

The selection board will examine the files of the candidates with the highest aggregate marks in the admission tests and a pass mark in each to determine whether they meet the criteria laid down in Section I.B of this notice. The candidates who meet all the criteria will be invited to the written tests.

You will be disqualified if:

- you do not complete your online registration by the deadline (20 November 2007),
- you do not complete and/or sign the application form (original signature required),
- you do not meet all the eligibility criteria,
- you post your application after the closing date ⁽⁵⁾,
- you do not send all the required supporting documents.

4. Reserve list

The names of the successful candidates (see Section III.3) 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 **GIVE YOUR FULL NAME AS ENTERED ON YOUR APPLICATION AND QUOTE THE NUMBER OF THE COMPETITION AND THE REFERENCE NUMBER YOU RECEIVED WHEN YOUR ONLINE REGISTRATION WAS ACCEPTED** in all correspondence.

V. 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 all 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. It is up to the selection board to decide whether candidates infringing this rule are to be disqualified.**

3. Approximate timetable

Depending on the total number of candidates, the selection procedure will take approximately one year altogether 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 provision 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 the official's own request, at the age of 63 years or where the official is between 55 and 63 years of age and satisfies the requirements for immediate payment of a pension,
- exceptionally, at the official's 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

Assistants will be recruited from the reserve list to grade AST3.

9. Remuneration

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

grade **AST3**, first step: **EUR 3 134,02**

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. This applies in particular to the confidentiality and security of such data.

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/AST/./07 (indicate the number of the competition chosen)
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/AST/./07 (indicate the number of the competition chosen)
B-1049 Brussels

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation (EC, Euratom) No 723/2004 (OJ L 124 of 27 April 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 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.
