



EUROPEAN COMMISSION
CONSUMERS, HEALTH AND FOOD EXECUTIVE AGENCY

Administration Unit
Human Resources

**CALL FOR EXPRESSION OF INTEREST FOR THE POST OF
LEGAL & INTERNAL CONTROL PROCESS and PROCEDURES
OFFICER (Ref.: CHAFEA/TA/AD/2014/001)**

The Consumers, Health and Food Executive Agency is now organising a call for expressions of interest with a view of establishing a reserve list for Temporary Agents in grade AD 5 for the position of:

Legal & Internal Control Process and Procedures Officer

The purpose of this call is to draw up a reserve list of maximum five (5) candidates. Recruitment will be based on availability of posts and budget.

The registration period will begin on Friday 1 August 2014 and terminate on **Monday 15 September 2014 midnight** (GMT Luxembourg time)

THE CONSUMERS, HEALTH AND FOOD EXECUTIVE AGENCY

The Agency:

The Consumers, Health and Food Executive Agency (hereinafter referred to as "the Chafea" or as the "Agency"), a dynamic and multicultural international body set up by the European Commission, implements the Consumer Programme 2014-2020, the Health Programme 2014-2020 and the Food Safety Training measures (covered by Regulation (EC) No 882/2004 and Directive 2000/29/EC) Also the legacy of these programmes, to know: the Health Programme 2008-2013, the Consumer Programme 2007-2013, the Food Safety Training measures (covered by Regulation (EC) No 882/2004, Directive 2000/29/EC), the management of the agreement with ANEC, the European consumer voice in standardisation, governed by Regulation (EU) No 1025/2012 and the Decision C(2012) 1548 and Regulation (EC) No 1905/2006.

Located in Luxembourg, the Chafea is operational since 2006; its current lifetime runs until 2024, with a possible further extension in time and tasks. The Agency is managed by a Steering Committee composed of European Commission services, in particular DG SANCO. It was previously known as the Executive Agency for Health and Consumers (EAHC).

Additional information is available on the following website:

<http://ec.europa.eu/chafea/>

JOB DESCRIPTION

Overall purpose:

The Job Holder will be responsible for:

- Providing legal advice on the validity and liability related to acts and decisions prepared by the Agency;
- Providing legal advice in relation to Inter-Institutional matters and especially regarding the Agency's cooperation with the European Commission Directorates whose programmes it is executing;
- Providing assistance on the interpretation and application of the Financial Regulation and its Rules of Application especially for the areas of calls for proposals, calls for tenders, grant & procurement management and budget execution;
- Providing legal advice on staff, financial and contractual matters;
- Contributing to the design of the procedures ensuring the effective implementation of the European Commission Internal Control Standards;
- Ensuring compliance of the Agency's processes and operations with the applicable rules and Commission guidelines;
- Contributing to the Agency's (annual) planning and reporting exercises;
- Providing legal advice in the function of the Agency's Data Protection Officer

S/he will report directly to the Chafea Director.

Duties:

Coordinate and supervise contract agents, produce notes, guidelines and procedures in the domain of competence: legal and internal control processes and procedures.

Legal advice:

- Provide advice on interpretation and application of legislative acts and procedures;
- Provide assistance on the interpretation and application of the Financial Regulation and its Rules of Application especially in the areas of calls for proposals, calls for tenders, public procurement and grants;
- Contribute to the preparation of the regular reporting to the Agency's parent Directorate General, of the Agency's Annual Work Programme and Annual Activity Report and ensure consistency with the applicable Commission guidelines;

Internal control:

- Contribute to the design of the procedures ensuring an effective implementation of the European Commission Internal Control Standards and provide assistance and advice on procedural and control issues;
- Co- ordinate the risk management exercise(s) and ensure that results are timely communicated to the Agency's management team;

- Ensure representation of the Agency in inter-service networks that are linked with the design and implementation of procedures ensuring that the Agency meets its internal control objectives.

Data protection:

- Keep and update the inventory of personal data processing operations at the Agency;
- Assist in the preparation of prior check notifications to the European Data Protection Supervisor (EDPS);
- Ensure the liaison with the EDPS and with the Data Protection Officers of other agencies in particular of the executive agencies.

QUALIFICATIONS AND EXPERIENCE REQUIRED

A. Eligibility criteria

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. To be a national of a Member State of the European Union;
2. To be entitled to his or her full rights as a citizen;
3. To have fulfilled any obligations imposed by the applicable laws concerning military service;
4. To meet the character requirements for the duties involved;
5. To be physically fit to perform the duties linked to the post¹.
6. Knowledge of languages:

Main language:

To have a thorough knowledge of one official language of the European Union;

Second language:

To have a satisfactory knowledge of English, French or German (the second language must be different from the main language);

7. A level of education which corresponds to completed University studies in law attested by a diploma when the normal period of University education is four years or more or 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;

¹ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that the Consumers, Health and Food Executive Agency may be satisfied that s/he fulfills the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.

8. In addition to the above, three (3) years of professional experience related to the university studies after the award of the degree or following the acquisition of the professional experience referred to the point (7) above;

B. Selection criteria

Essential

Candidates who meet the above mentioned requirements will be assessed in view of selection for testing and/or interview on the basis of following essential criteria:

1. Good knowledge of law/European law, as obtained through university courses, postgraduate specialization and/or working experience;
2. Good knowledge and experience in legal matters in particular those mentioned in the Job Description;
3. Knowledge on EU and/or other public servants staff regulations, access to documents, personal data protection;
4. Thorough knowledge of the governance structure and operating context of Executive Agencies;
5. Good knowledge of procedures ensuring an effective implementation of the EC internal control system and Internal Control Standards;
6. Experience on planning, internal control and risk management processes and procedures;
7. Ability to explain complex legal issues to non-experts in a service-oriented manner;
8. Good communication and negotiations skills; ability to lead and chair discussions in a multi-cultural environment among participants of various professional backgrounds;
9. Very good command of English (Proficient user C1), strong legal drafting skills in English; ability to prepare independently legal briefs, opinions or legal submissions;

Advantageous

The following will be considered as assets:

1. Post graduate studies in a field related to the profile of the post;
2. Previous working experience in an international public organisation;
3. Experience with the Financial Regulations of the European Union;
4. Professional experience of at least five (5) years in the domain of law and/or internal control;
5. Strong sense of analysis and judgement, interpersonal skills and aptitude for team work;

6. Good command of French language (Independent user B2);

7. Good command of any other EU language (Independent user B2);

Depending of the number of applications received, the Selection Committee may decide to apply stricter requirements within the aforementioned selection criteria.

SELECTION PROCEDURE

The selection process will be organised as follows:

The jobholder will be appointed on the basis of a reserve list established by the Selection Committee². It will be established following an open selection procedure organised in the following steps:

The Selection Committee will check applications against the eligibility criteria;

The Selection Committee will analyse the motivation letter, the CV's of eligible candidates with reference to the required criteria; it will establish a shortlist of candidates matching best the needs of the Chafea;

The Selection Committee will organise written tests for the short listed candidates.

A-Written tests:

a) Test in English comprising a series of multiple-choice questions to assess:

- the candidate's general knowledge about the Agency and related policies;
- the candidate's specific knowledge in the field of the post.

b) A case study in English designed to test:

- the candidate's knowledge in the field of the profile;
- the candidate's ability to understand, analyse and summarise;
- the candidate's drafting ability.

Native English candidates will be tested for their second language skills.

Successful candidates of the written tests will be invited for an oral test.³

B-Oral test:

The interview will be conducted with the Selection Committee in English. Native English candidates will be tested for their second language skills.

It will focus on the competences, knowledge, experience and skills of the candidate with reference to the job description, his/her interpersonal and problem-solving skills; his/her general knowledge about the Agency and related policies; his/her motivation and ability to work as a temporary agent in a

² The names of the Selection Committee members will be published on the Chafea website, <http://ec.europa.eu/chafea/about/vacancies.html>, before the deadline for submission of applications.

³ Detailed information on the written tests and interviews will be provided to the invited candidates.

multicultural environment.

Candidates who succeed in the oral test will be included in the reserve list

From this reserve list, suitable candidates will be recruited upon decision of the Executive Agency's Appointing Authority. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

All the candidates will be informed by the Agency about their individual results in the selection process.

Candidates are reminded that the Selection Committee work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with their members or ask anybody else to do so, on their behalf.

The reserve list will be valid for one (1) year from the date of its establishment. The validity date may be extended if the Executive Agency's Appointing Authority so decides.

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The successful candidate will be recruited as a temporary agent at grade AD 5, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Community. The contract will run for an initial period of three (3) years and may be renewed.

The jobholder will serve a probationary period of nine months.

The place of employment will be Luxembourg where the Agency has its premises.

If the staff member is an official of the European Community, s/he may resign, request leave on personal grounds or ask to be seconded under Article 37(b) and 39 of the Staff Regulations, while other staff members have to resign.

Further information is available on following link:

http://europa.eu/about-eu/working-eu-institutions/index_en.htm

INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

The approximate timetable for the selection procedure is as follows:

<u>Step</u>	<u>When</u>
CV sifting	2 nd half of September 2014
Written tests	2 nd half of October 2014
Interviews	1 st half of November 2014
Results sent to candidates	2 nd half of November 2014

APPLICATION PROCEDURE

Applications not fulfilling the criteria set out in this Call for expression of interest will not be considered. Candidates should note that it is their responsibility to complete the online registration before the deadline for submission of applications. The Agency strongly advises not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to technical problems.

On completion of their online registrations, applicants will receive a confirmation number. This number confirms that the Agency registered the application and should be kept by candidates as it will serve as the application's reference number. Receipt of the confirmation number closes the online application process and confirms that the Agency registered the data entered by the applicant. If you do not receive a number, your application was not registered! You can update your application until the closing date without modifying the data in your e-CV.

Candidates prevented from registering online, should request (by e-mail to CHAFFA-HR@ec.europa.eu referring in the subject to the Call reference) a paper version of the application form. This form should be completed, signed and returned by registered mail before the closing date for applying (postmark date as evidence). Candidates are invited to indicate in their on-line application any special arrangements that may be required if invited to attend the written test.

Deadline for applications: **15 September 2014 midnight (GMT Luxembourg time)**

Supporting documents showing evidence of the information given in the application will be requested at a later stage. No documents will be sent back to the candidates.

If at any stage in the procedure it is established that any of the information a candidate provided is incorrect, the candidate in question will be disqualified.

To continue and apply online please use following two links, one for the **application form** and one for the **applicant screener grid**.

https://ec.europa.eu/dgs/personnel_administration/open_applications/

<http://ec.europa.eu/eusurvey/runner/Chafea-vacancies-screener-form>

Where there is a problem with the above links, candidates should try to copy and paste them into their Web application and try connecting again. For any technical question concerning **EU CV online**, candidates should send an email to DIGIT-CVONLINE-TECH-SUPPORT@ec.europa.eu.

EQUAL OPPORTUNITIES

The European Union institutions and bodies apply a policy of equal opportunities and accept applications without discrimination on the ground 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.

APPEAL PROCEDURE

A candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered by sending, within 10 calendar days of the date on the email notifying the rejection of his/her application, a request for review, quoting the number of the selection procedure concerned to the Chairman of the Selection Committee at the following address: CHAFEA-HR@ec.europa.eu, referring in the subject to the Call reference.

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

Consumers, Health and Food Executive Agency
CHAFEA/TA/AD/2014/001
Drosbach Building
Office DRB A3/041
12, Rue Guillaume Kroll
LU-1882 Luxembourg

The complaint must be lodged within 3 months from the date on the email notifying the results. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

A candidate can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union (ex Art. 236 TEC) and Article 91 of the Staff Regulations of Officials of the European Communities to the:

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

Please note that the Appointing Authority does not have the power to amend the decisions of a Selection Committee. The Civil Service Tribunal has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Civil Service Tribunal unless rules which govern the proceedings of Selection Committees have clearly been infringed.

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: <http://curia.europa.eu/>

COMPLAINT TO THE EUROPEAN OMBUDSMAN

It is possible to complain to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union (ex Art.195 TEC) and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman
1 Avenue du Président Robert Schuman
CS 30403
FR-67001 Strasbourg Cedex
France

<http://www.ombudsman.europa.eu/start.faces>

Please 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, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union (ex Art. 236 TEC). 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 approaches to the institutions and bodies concerned.

DATA PROTECTION

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the Chafea. The personal information requested from candidates will be processed in line with Regulation (EC) N°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. Therefore, the personal data of candidates are processed solely for the purpose of personnel selection and recruitment and will be kept for no longer than necessary.

Candidates have the right to access their personal data and the right for rectification of their inaccurate or incomplete factual personal data on written request. In case of any queries concerning the processing of personal data, candidates may send their written requests to the e-mail address indicated above. For more information please refer to <http://ec.europa.eu/chafea/about/about.html>.

Candidates have the right of recourse at any time to the Data Protection Officer of the Chafea (CHAFEA-DATA-PROTECTION@ec.europa.eu) and to the European Data Protection Supervisor (EDPS@edps.europa.eu) for matters relating to the processing of their personal data.