



**CALL FOR EXPRESSION OF INTEREST**  
**(Ref.: CHAFEA/TA/AD/2018/028)**

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

**LEGAL OFFICER-PROGRAMME COORDINATOR – CONSUMERS  
PROGRAMME**

The purpose of this call is to draw up a reserve list of a maximum of four laureates. Recruitment will be based on availability of posts and budget.

The working relationship with the European Institutions is governed by the Conditions of Employment of Other Servants of the European Union<sup>1</sup>.

The registration period will begin on **Friday 21 September 2018** and terminate on **Monday 15 October 2018 23:00** (Luxembourg time)

**THE CONSUMERS, HEALTH, AGRICULTURE AND FOOD  
EXECUTIVE AGENCY**

The Consumers, Health, Agriculture and Food Executive Agency (hereinafter referred to as "Chafea" or as "the Agency") is a dynamic and multicultural body set up by the European Commission (EC), which implements the Consumer Programme 2014-2020, the Health Programme 2014-2020, the information provision and promotion measures concerning agricultural products implemented in the internal market and in third countries (covered by Regulation (EU) No 1144/2014) as well as the Food Safety Training measures (covered by Regulation (EC) No 882/2004 and Directive 2000/29/EC). Chafea is also involved in the process of carrying out the legacy of the following programmes: 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, Chafea has been operational since 2006; its current lifetime runs until 2024, with a possible extension in time and tasks.

<sup>1</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF>. (Title II, page 149)

The Agency is composed of four units, works very closely with the services of the European Commission and it is supervised by a Steering Committee composed by representatives of the parent DGs: DG SANTE, DG JUST, DG GROW and DG AGRI).

The vacant post is in Chafea Consumers Unit that is responsible for the implementation of the Consumer Programme under DG JUST, its parent DG.

The working language of the Agency is English.

Additional information is available on the following website:

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

## **JOB DESCRIPTION**

### **Overall purpose:**

The Legal Officer - Team Coordinator will report to the Head of Consumers unit and will be the reference person for all legal aspects related to the Consumers programme.

S/he will assist the Head of the Consumers Unit in managing all phases in the lifetime of projects for the Consumers Programme, from publication of calls to the final payments and dissemination of results, and in general assist the Head of Unit in ensuring an effective planning and management of the Unit activities.

S/he will contribute to ensuring a sound legal environment for the unit overall functioning, in particular by providing legal advice and support on various legal aspects regarding Consumers Programme operations.

### **Duties:**

- Advise the Head of unit and the Director of the Agency on:
  - European Union law, notably in relation to the Consumers Policy, General Financial Regulation, institutional arrangements, etc.;
  - Compliance with European Union and Chafea rules and regulations;
  - Preparation and implementation of the Consumers programme and actions;
- Ensure the management of call for tenders and functionally supervise the team members to ensure the adequate management of call of proposals and call for tenders;
- Contribute to the production of manuals, vade-mecum, internal procedures;
- Establish strong relations with the parent DG, DG JUST and the corporate services of the European Commission in particular the Legal Service, DG BUDG, DG HR, DG RTD as well as the Research Executive Agency;
- Evaluate any risk of litigation and contributing to find solutions to avoid litigation;
- Act as support to the Chafea Data Protection Officer;

- Replace the Head of Unit when required in representing the Unit vis-à-vis the other units, the European Commission and stakeholders outside the Commission on issues of relevance to the work of the Unit;
- Execute any other tasks corresponding to the profile and grade, as deemed necessary in the interest of the service and in support of the Head of Consumers Unit.

## QUALIFICATIONS AND EXPERIENCE REQUIRED

### Eligibility criteria

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

1. To be a national of one of the Member States of the European Union;
2. To enjoy 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 post<sup>2</sup>;
6. To produce evidence of knowledge of languages:

#### Language 1:

Main language: To have a thorough<sup>3</sup> knowledge of one of the languages of the EU;

#### Language 2:

A satisfactory<sup>4</sup> knowledge of another EU language to the extent necessary for the performance of the duties).

7. To have a level of education which corresponds to completed university degree in law attested by a diploma<sup>5</sup> when the normal period of university education is four (4) years or more;

or

a level of education which corresponds to completed university degree in law attested by a diploma<sup>5</sup> and at least one year's professional experience when the normal period of university education is at least three (3) years.

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<sup>2</sup> Before being appointed to the post, the successful candidate shall be medically examined by one of the institutions' medical officers, so that the Consumers, Health, Agriculture and Food Executive Agency can be informed that s/he fulfills the requirement of article 28(e) of the Staff Regulations of the Officials of the European Union.

<sup>3</sup> CEFR level C2(<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

<sup>4</sup> CEFR level C1(<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

<sup>5</sup> Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

8. At the closing date for applications candidates must have a total of professional experience<sup>6</sup> of at least three (3) years since obtaining the qualifications required under point 7.

## SELECTION CRITERIA

### Essential criteria

Candidates who meet the above mentioned requirements will be assessed in order to be selected to participate in written tests and an oral test on the basis of following essential criteria:

1. To have a very good knowledge and experience of financial and budget management and the related financial and budgetary procedures and tools;
2. Excellent ability to coordinate, work under pressure, handle many simultaneous tasks, prioritize, and manage responsibilities and expectations
3. Excellent planning and organization skills;
4. Good interpersonal, communication and problem solving skills;
5. Experience of coordination across different services;
6. Proven experience in leading a team;
7. Customer service experience;
8. Have an eye for detail, accuracy, numeracy;
9. Have a high sense of discretion and confidentiality;
10. Excellent knowledge of written and spoken English;

English is the vehicle language for the performance of the duties of the Team Coordinator in dealing with a portfolio of projects involving consortia of beneficiaries from different countries. A good command of English is deemed to be essential for analyzing the situation of the beneficiaries on the basis of documents such as proposals, reports, grant agreements and financial statements. All formal and informal communication, such as writing reports, answering information requests, making presentations, holding

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<sup>6</sup> Only professional experience acquired after achieving the minimum qualifications referred to under point 7 will be considered. It is therefore essential to provide information on the qualification giving access to the profile, in particular the date of award, even if the candidates have subsequently obtained higher level qualifications. Only duly documented professional activity (i.e. remunerated employment or self-employment) will be taken into account.

- Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification referred to under point 7 will be taken into consideration. Professional activity pursued part-time will be calculated pro rata, on the basis of full-time hours worked.
- Periods of education or training and unremunerated traineeships will not be considered as professional experience. In the case of post-graduate studies, duly documented periods of employment or self-employment will be taken into account, but not periods during which the applicant was in receipt of a study grant, as they will be considered as education rather than professional experience.
- Statutory maternity leave is considered as professional activity, but unpaid leave is not counted. Any given period is counted only once, (e.g. if a candidate had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

discussions and attending conferences are performed in English. Therefore, successful candidates are required to have a CEFR level C2 in English.

### **Advantageous criteria**

1. Prior experience as legal/ call -coordinator and/or in project management;
2. Solid knowledge of legal /financial rules and/or budget experience;
3. Satisfactory knowledge<sup>7</sup> of another official EU language.

## **SELECTION PROCEDURE**

The jobholder will be appointed on the basis of a reserve list established by the Selection Committee<sup>8</sup>. It will be established following an open selection procedure consisting of the following steps:

The relevance of the eligible candidates' applications will be assessed on the basis of their CV, talent screener and motivation letter.

For the next phase of the selection, the Selection Committee will evaluate the eligible applications based on the essential and advantageous selection criteria listed above. The Selection Committee will use the information present within the CV, the talent screener and the motivation letter to assess the selection criteria. Each essential selection criteria will be scored between 0 and 4, the advantageous criteria will be scored between 0 and 2. The candidates (up to 12) receiving the highest total scores will be invited for the written and oral (interview) tests. These tests will be organized by the Selection Committee and will take place in Luxembourg, whenever possible, on the same day.

### **A-Written test:**

#### **Nature and marking:**

(a) A test 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.

Test (a) will be marked out of 10 points.

(b) A series of open questions 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.

Test (b) will be marked out of 30 points.

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<sup>7</sup> CEFR level B2 (<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

<sup>8</sup> 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.

The written tests will be marked out of a total of 40, pass mark 24.

The written tests will be taken in English and will last approx. 60 minutes.

#### B-Oral test:

##### Nature and marking:

An interview, designed to enable the Selection Committee to complete the assessment of the candidate's

- motivation, interpersonal and problem-solving skills (10 points)
- competences, skills and knowledge with reference to the job description (25 points)
- general knowledge about the Agency and related policies(10 points)
- capacity of expression in the working language of the Agency (5 points)

The oral test will be marked out of a total of 50, pass mark 30.

The oral test will be conducted mainly in English and will last approx. 30 minutes.

The four candidates with the highest aggregated marks in the written and oral test will be included in the reserve list.

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 decides so.

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.

#### **Verification of original documents and eligibility:**

Candidates invited to the written and oral tests shall be required to provide following documents in original format (or certified true copies). Candidates must also bring a photocopy of each of these documents:

- A document proving the candidate's citizenship (e.g. passport, identity card), which must have been obtained not later than the closing date for the submission of applications;
- A document proving that the candidate has fulfilled obligations concerning compulsory military or civilian service
- Diplomas attesting a successful completion of the required level of education
- Certificates and other relevant documents proving professional work experience clearly indicating starting and finishing dates and the nature of the duties carried out

The candidate's application will be checked against the original documents and certificates in order to confirm the accuracy and eligibility of the application. After that, the original documents will be returned to the candidate whereas the photocopies will be retained by the Agency.

Paper copies of web pages and/or references to websites do not constitute supporting documents for these purposes.

Please note that the Agency may request at any moment to the candidate evidence of all information declared in the motivation letter, the CV and the applicant's talent screener.

Chafea has the right to disqualify applicants who fails to submit all the required documents.

### **INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE**

The approximate timetable for the selection procedure is as follows:

| Step                         | When               |
|------------------------------|--------------------|
| CV sifting                   | Week 42 - 43/2018  |
| Written tests and interviews | Week 46 - 47 /2018 |
| Results sent to candidates   | Week 48 - 49/2018  |

### **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 Union. According to the length of their professional experience of selected candidate, the recruitment will take place either in Step 1 or Step 2 with the basic salary (1/07/2017) of

- Step 1: €4.707,34
- Step 2: €4.905,14

The European institutions have their own social security and pension scheme. In addition to the basic salary, staff members may be entitled to various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants<sup>9</sup>.

The initial duration of the employment contract is two years and may be renewed for a further period of one (1) year. If renewed for a second time, the contract

<sup>9</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20180101&from=FR>

becomes a contract for an indefinite period, subject to any limitations on the Executive Agency's life time.

The jobholder will serve a probationary period of nine months

For reasons related to the Agency's operational requirements, the laureate shall be required to be available at short notice.

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

If the staff member is an Official of the European Union, s/he may 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](http://europa.eu/about-eu/working-eu-institutions/index_en.htm)

## **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. They are only disclosed to persons involved in the selection and/or recruitment. 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.

Time-limits for storing the data

For recruited candidates, personal data are kept for 10 years after termination of employment. For non-recruited candidates, personal data are kept for 2 years after expiry of the list.

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 Chafea ([CHAFEA-DATA-PROTECTION@ec.europa.eu](mailto:CHAFEA-DATA-PROTECTION@ec.europa.eu)) and to the European Data Protection Supervisor ([EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)) for matters relating to the processing of their personal data.



## 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.

## REQUEST FOR REVIEW AND 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 the information necessary to identify the nature of the alleged error and the reasons why s/he believes that a review is necessary to the Chairman of the Selection Committee at the following address:

[CHAFEA-TA-AD-2018-028@ec.europa.eu](mailto:CHAFEA-TA-AD-2018-028@ec.europa.eu), referring to the call reference in the subject.

If at any stage of the competition, the candidate considers that his/her interests have been prejudiced by a particular decision, s/he can take the following actions:

Candidates can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of employment of other servants of the European Union, at the following address:

Consumers, Health, Agriculture and Food Executive Agency  
Ref.: CHAFEA/TA/AD/2018/028  
DRB A3/041  
LU-2920 Luxembourg

If the complaint is rejected explicitly or tacitly (after expiration of a period of 4 months from the date on which the complaint under Article 90(2) was lodged), the candidate may submit a judicial appeal to the European Union Civil Service Tribunal 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 Union to the:

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

Candidates shall indicate the number of the selection procedure concerned. The maximum period for engaging the two procedures mentioned above (complaint under Article 90 (2) and appeal under Article 270) is three months from the date of notification of the act adversely affecting the candidate (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>).

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 on how to submit judicial 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>

Before the candidate submits a complaint to the Ombudsman, s/he must first make the appropriate administrative approaches to the institutions and bodies concerned (see "Request for review and appeal procedure" above).

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.

## APPLICATION PROCEDURE

Applications not fulfilling the criteria set out in this call for expression of interest will not be considered.

The following link must be used for the **online application**:

[https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/](https://ec.europa.eu/dgs/personnel_administration/open_applications/)

The candidates need to complete their registration online, including

- A detailed **Curriculum Vitae (CV)** in the European CV format<sup>10</sup>. The CV must imperatively refer to the job requirements as listed in the present vacancy notice and reflect how, in the candidate's view, s/he holds the skills and competences mentioned therein.
- A **letter of motivation** letter (1page maximum) explaining why the candidate is interested in the post and what her/his added value would be if selected, in relation to the job requirements listed in the present vacancy notice.
- **Talent screener**: To allow the Selection Committee to carry out an objective assessment of the comparative merits of all candidates in a structured way, all candidates must answer the set of questions in the talent screener. The selection based on qualifications will be carried out using the information present in the talent screener and in the curriculum vitae. The template for this mandatory talent screener can be downloaded from the above web site address.

On completion of this online registration, the applicants will receive a registration number<sup>11</sup> confirming that the online application process is closed. If the applicant does not receive a number, his/her application was not submitted.

There is no obligation to submit applications in English; however documents sent in English will facilitate the work of the Selection Committee.

Deadline for applications: **Monday 15 October 2018 23:00 (Luxembourg time). (Please check the time zones)**

Candidates should take into account that it is their responsibility to complete the online registration described above 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.

Candidates prevented from registering online, should request (by e-mail to [CHAFEA-TA-AD-2018-028@ec.europa.eu](mailto:CHAFEA-TA-AD-2018-028@ec.europa.eu) referring in the subject to the Call reference) a paper version of the application form and the self-assessment grid. These forms should be completed, signed and returned by registered mail before

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<sup>10</sup> English CV template and guidelines available at the following link:  
<http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

<sup>11</sup> The confirmation number needs to be kept by the candidates as it will serve as the application's reference number.

the closing date for applying (postmark date as evidence) to the following address:

European Commission  
Chafea-HR  
Reference: CHAFEA/TA/AD/2018/028  
DRB A3/033  
LU-2920 LUXEMBOURG

These candidates will also receive an acknowledgement of receipt including a registration number.

The above mentioned e-mail address should be used for any further communication.

Candidates will be disqualified if:

- Their application was not received by the deadline.
- Their submitted application is incomplete (a complete application should contain a CV, a motivation letter and a talent screener).
- All the eligibility criteria are not met.
- At any stage of the procedure, it is established that any of the information provided in the application has been falsified.
- Cheat during the test
- Attempt to contact a member of the Selection Committees in an unauthorized manner;
- Fail to inform Chafea of a possible conflict of interest with a Selection Committees member;
- Sign or write a distinctive mark on anonymously marked written tests.

Candidates are invited to indicate in their application any special arrangements that may be required if invited to attend the tests.

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.