

CALL FOR EXPRESSIONS OF INTEREST FOR CONTRACT STAFF IN GENERALIST PROFILES

FUNCTION GROUP II: COM/1/2013/GFII FUNCTION GROUP III COM/2/2013/GFIII FUNCTION GROUP IV: COM/3/2013/GFIV

I. INTRODUCTION

The European Commission¹ (hereinafter "The Commission") is launching a call for expressions of interest for contract staff to set up a pool of candidates from which to engage contract staff in general fields of activity within the European Commission. The Commission reserves the right to close the present call at any time. Candidates will then be informed of the closing date at least one month in advance by means of publishing the information on the [Europa](#) and [EPSO](#) websites. Therefore, candidates are strongly advised to check both websites on a regular basis.

Candidates apply through the [EU CV online](#) database. The Commission will identify candidates to be invited for competency interviews. The majority of contracts will be offered in the main places of employment of the Commission: Brussels (Belgium), Luxembourg (Luxembourg) and Ispra (Italy). Some contracts may be offered in other places of employment of the Commission: Geel (Belgium), Karlsruhe (Germany), Petten (The Netherlands) and Seville (Spain).

The Commission engages contract staff to provide additional capacity in various fields. The working relationship with the Commission² is governed by the Conditions of Employment of Other Servants of the European Union (CEOS) and the Commission Decision on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b of the said Conditions (hereinafter "CA GIPS")³

The selected candidates will be offered a fixed-term contract under Article 3b of the CEOS of a maximum duration of three years⁴.

Contract staff are divided into four function groups (Function groups I, II, III and IV) corresponding to the duties to be performed (Article 80 CEOS). Each group is subdivided into grades and steps (Articles 80 and 93 of the CEOS). The present call only concerns function groups II, III and IV.

Calls for expressions of interest for contract staff usually attract a large number of highly qualified candidates. Therefore, candidates should be aware that it is likely that the number of candidates in the database will be greater than the number of contract agent jobs available in the Commission.

¹This call only concerns the European Commission's Directorates-General, the European Anti-Fraud Office and the Publications Office of the European Union.

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF> (chapter IV, page 215).

³ Commission Decision C(2011)1264 of 2 March 2011, http://ec.europa.eu/civil_service/docs/ca_rules_en.pdf.

⁴ The European Commission has proposed an amendment of the Staff Regulations for Officials and the Conditions of Employment of Other Servants of the European Union. This proposal has been amended by vote by the European Parliament in plenary session and has been approved by the Committee of the Permanent Representatives. As at August 2013, the Council still has to approve it. The amended Staff Regulations, if adopted, will impact the conditions of employment and the careers of officials and other servants. Selected candidates may receive a job offer based on the new provisions of the Staff Regulations once they have been adopted by the legislator without prejudice to other consequences of a legal or financial nature.

II. NATURE OF DUTIES

Contract staff perform their duties under the supervision of an official or a member of the temporary staff.

The table below shows a list of profiles⁵ sought per function group.

Function Group	Profile
FGII	Finance/budget/accounting clerk Administrative clerk Information Systems Support agent Secretary
FGIII	Administrative assistant Audit assistant Economic assistant Finance/budget/accounting assistant Information and communication assistant Information Systems Support assistant Legal assistant Project/program assistant Statistical assistant Webmaster / web editor
FGIV	Auditor Communication/press and media officer Economist Finance/budget/accounting officer IT project/product officer Legal officer Linguist Policy officer ⁶ Project/program officer Statistician

The types of duties per function group may include:

Function group II:

- technical, clerical and secretarial tasks, office management and other equivalent tasks.

Among other things, these duties require the ability to perform administrative and technical tasks and a thorough knowledge of office software.

Function group III:

- executive tasks, drafting, accountancy and other equivalent technical tasks.

Among other things, these duties require the ability to coordinate both administrative and financial matters in addition to a thorough knowledge of office software.

Function group IV

- administrative, advisory, linguistic and other equivalent technical tasks

⁵ The profiles described in this Call for expressions of interest are simplified versions of the profiles that will be used when drawing up contracts. These simplified versions are provided for information purposes and are not legally binding.

⁶ Policy officers deal with policy files in the fields of activity of the Commission.

Among other things, these duties require an aptitude for administrative management and financial monitoring in addition to a good working knowledge of office software.

III. ELIGIBILITY REQUIREMENTS

On the date of application⁷, candidates must fulfil all the following conditions:

A. General conditions

The Commission applies an equal opportunities policy and accepts applications without distinction on 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.

To be engaged as Contract staff, candidates shall

- (a) be a citizen of one of the Member States of the European Union;
- (b) enjoy full rights as a citizen;
- (c) have fulfilled any obligations imposed on them by the laws concerning military service;
- (d) produce the appropriate character references as to their suitability for the performance of the duties; and
- (e) be physically fit to perform the duties.

B. Minimum specific conditions - Education/experience

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. In the latter case, the Commission reserves the right to request proof of such equivalence.

Function Group II:

A. a level of post-secondary education attested by a diploma, or

B. a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of three years. In this context professional experience is considered to be appropriate if it has been obtained in one of the areas of activity of the Commission following the award of the diploma giving access to this function group, or

C. following completion of compulsory education, a total of eight years of:

- appropriate professional training and/or
- professional experience of an equivalent level involving tasks similar to those that the member of the contract staff will be required to perform.

In this context, professional training cannot be taken into account unless it consists of at least one academic year of full-time training following compulsory education and is attested by a certificate recognised by a Member State of the European Union, or,

D. following completion of compulsory education, a total of ten years as a member of staff of the European Union and including training provided by the institution in a field relevant to the duties to be carried out.

Function Group III:

A. a level of post-secondary education attested by a diploma, or

B. a level of secondary education attested by a diploma giving access to postsecondary education, and appropriate professional experience of three years. In this context professional

⁷ The Commission will take into account the date of the latest updated application to assess the eligibility prior to engagement

experience is considered to be appropriate if it has been obtained in one of the areas of activity of the Commission following the award of the diploma giving access to this function group.

Function Group IV:

A. completed university studies of at least three years attested by a diploma, or

B. when in a Member State of the European Union access to a profession of an equivalent level to function group IV is by State examination, professional training or any other equivalent procedure (e.g. chartered accountant and auditor, or professions in the armed forces or police), the authority authorised to conclude contracts of employment may agree to recognise this qualification as being equivalent to a university degree.

C. Knowledge of languages

Main language (Language 1): a thorough knowledge of one of the 24 official languages⁸ of the European Union (level C1⁹).

Second language (must be different from language 1): a satisfactory knowledge of English, French or German (level B2)

Following the judgement of the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, Italian Republic v Commission, the EU institutions must state the reasons for limiting the choice of the second language in these competitions to a small number of official EU languages.

Candidates are therefore informed that the second language options in this call for expressions of interest have been defined in line with the interests of the service, which require new recruits to be immediately operational and capable of communicating effectively in their daily work. Otherwise the efficient functioning of the institution could be severely impaired.

It has long been the practice in the Commission to use mainly English, French and German for internal communication. These are also the languages most often needed when communicating with the outside world and handling cases.

Moreover, English, French and German are by far the most widely used second languages in the European Union. This confirms what is currently expected of candidates for Commission jobs in terms of their level of education and professional skills, namely that they should be proficient in at least one of these languages

Consequently, in balancing the interests and needs of the service and the abilities of candidates, it is legitimate to test candidates in one of these three languages during the interviews so as to ensure their proficiency for the purposes of work, whatever their first official language. Assessing specific competencies in this way allows the Commission to evaluate candidates' ability to be immediately operational in an environment that as far as possible matches the reality of working life.

For the same reasons, it is required to limit the languages used for communicating with candidates and for filling in applications. This ensures that the comparison and control of candidates' applications is consistent.

IV. APPLICATION PROCEDURE

Candidates may apply for one or several function groups, provided they fulfil the eligibility requirements for the corresponding function group, as set out in section III of the present call.

In each function group candidates may choose one or several profiles and places of employment.

⁸ The official languages of the European Union are: BG (Bulgarian), HR (Croat), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovakian), SL (Slovenian), SV (Swedish).

⁹ There is a self-assessment grid on the EUROPASS website to help candidates evaluate their skills: <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp>.

Candidates may apply online by following the instructions on the [EU CV online](#) application. Candidates must fill in the application form in English, French or German.

To be able to apply online via the EU CV online database, candidates must first create an account or sign in to an existing account. If not done already, candidates must first fill in the electronic CV. Once the CV is completed, candidates may choose and apply to the call of the corresponding function group. Candidates are advised to fill out all (relevant) fields of the application. All technical questions concerning EU CV online must be sent through the Contact page of EU CV online.

On completion of their online registrations, candidates will receive a confirmation number by email. This number confirms that the Commission has registered the application. It 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 Commission has registered the data entered by the candidate. Please note that if candidates do not receive a confirmation number, the application has not been registered! Candidates can update, withdraw and replace their applications at any time until the closure of the present call.

Candidates are invited to mention in their applications if they have succeeded in selection tests for contract staff organised by the European Personnel Selection Office (EPSO) or if they have successfully passed selection procedures laid down in Annex III of the CA GIPS. This information is to be taken into account with other relevant elements of the electronic CV to assess the candidates' applications.

Applications remain valid until the closure of the present call (see Section I.), assuming that a candidate's application remains up-to-date. The application has to be updated every 6 months – irrespective of any on-going calls or applications. Any applications that are not updated are deactivated without prior information and removed from the system after 12 months.

To start your application, please click on this link: [EU CV Online](#)

V. SELECTION FOR POTENTIAL ENGAGEMENT

The introduction of an application in accordance with section IV above does not in any way guarantee that candidates will be called for an interview or offered a job by the Commission. As vacancies arise, the Commission services will search the database and identify candidates to be invited for an interview. Prior to the interview, the invited candidates will receive the job description with a detailed description of tasks. The interview will assess the candidates' competences, experience and linguistic knowledge against the job description in question and the fulfilment of the eligibility requirements described under Section III of the present call. Depending on the outcome of these interviews the Commission may make a formal job offer.

The present call does not prevent the services of the Commission from engaging the candidates who succeeded in selection tests for contract staff organised by EPSO or candidates who have successfully passed selection procedures laid down in Annex III to the CA GIPs.

Candidates who are called for an interview will be asked to provide all relevant supporting documents (diplomas, certificates and other supporting documents) proving their working experience and corresponding to the information in the application.

Before engagement, the information in the candidate's application will be checked against the original documents and certificates in order to confirm the accuracy and eligibility of the application.

VI. GENERAL INFORMATION AND COMMUNICATION

This call for expressions of interest is published in the 24 official languages of the European Union on the Europa and EPSO websites.

For the reasons referred to in section III.C. of the present call candidates are invited to fill in their application form in English, French or German. The language chosen will also be used for all correspondence between candidates and the Commission.

Any direct communication between candidates and the Commission services will be exclusively by email. Therefore, to enable Commission services to contact candidates, each candidate is required to indicate a valid e-mail address which can be used throughout the entire selection process.

All updated communications regarding the present call will solely and exclusively be published on the Europa and EPSO websites. It is therefore the candidates' responsibility to check those websites regularly.

The text of the present call contains all the information required.

All technical questions concerning EU CV online must be sent via the Contact page of EU CV online.

All questions related to the present call must be addressed to:

HR-COM-CA-Selection-2013@ec.europa.eu

VII. GROUNDS FOR DISQUALIFICATION

The Commission takes great care to ensure that the principle of equal treatment is observed. Consequently, if at any stage in the procedure it is found that candidates have provided false information or have made any false declarations, they will be disqualified from the selection procedure and their application will be removed from the database.

Fraud or attempted fraud may render candidates liable to a penalty. It should be noted that anyone engaged by the Commission must show themselves to be of the highest level of integrity.

VIII. DATA PROTECTION

The Commission ensures that candidates' personal data are processed as required by 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 (Official Journal of the European Communities, L 8 of 12 January 2001). This applies to the confidentiality and security of such data.

For more information, please consult the Commission's [specific privacy statement](#)

IX. REVIEW/APPEAL PROCEDURES

If, at any stage of this selection procedure, you consider that a mistake has been made or that the Commission has acted unfairly or has failed to comply with the rules governing this selection procedure, and that your interests have been prejudiced as a result, the following appeal procedures are available:

Procedure	Contact point	Time limit
1. Request a review	HR-COM-CA-Selection-2013@ec.europa.eu	10 calendar days ¹⁰
2. Lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union ¹¹	- by email, preferably in pdf format to the address HR-MAIL-D2@ec.europa.eu or - by fax to (32-2) 295 00 39 or - by post to : European Commission Rue de la Loi 200, SC11 4/57 B-1049 Belgium	3 months
After completion of step 2 above (step 1 is optional) you have the possibility to:		
3. If your complaint is rejected explicitly or through having no official reply, submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations ¹²	European Union Civil Service Tribunal Boulevard Konrad Adenauer 2925 Luxembourg	3 months

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

European Ombudsman
1, avenue du Président Robert Schuman
CS 30403
67001 Strasbourg Cedex
FRANCE¹³

¹⁰ From the date of notification of the results to the candidate.

¹¹ Please quote the reference of the call in the subject line of your letter; your application number; and 'Complaint under Article 90(2). Article 90 (2) of the Staff Regulations is applicable to the contract staff by analogy based on Article 117 of the CEOS.

¹² For details of how to submit an appeal and calculation of the time limits, please consult the website of the European Union Civil Service Tribunal at: http://curia.europa.eu/jcms/jcms/T5_5230.

¹³ Note that complaints made to the Ombudsman do not suspend or alter the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. 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. For full details of the procedure, consult the website at: <http://www.ombudsman.europa.eu/de/home.faces>.