

INEA Recruitment procedures for Contract Agents

**WE ARE
HIRING !!!**

What is a Contract Agent?

- *Individuals who passed a **selection procedure** organised by the European Personnel Selection Office (EPSO)*
- *Listed in a **database (CAST lists)** available to all institutions that can recruit Contract Agents*
- *Some lists are restricted to certain institutions or types of contract*

Function groups for Contract Agents

Function Group:	Main tasks	Profile type examples
Function group IV	<ul style="list-style-type: none"> ✓ Administrative ✓ Advisory ✓ Linguistic ✓ Equivalent technical tasks 	<ul style="list-style-type: none"> ✓ Project Manager ✓ Financial Engineering Manager / operational ✓ Legal Adviser ✓ External Audit Manager ✓ Information & Communication Manager ✓ Statistical Manager ✓ Evaluation Manager ✓ GIS Manager ✓ IT Manager
Function group III	<ul style="list-style-type: none"> ✓ Executive tasks ✓ Drafting ✓ Accountancy ✓ Other equivalent technical tasks 	<ul style="list-style-type: none"> ✓ Project Officer ✓ Financial Officer /Operational ✓ HR Officer ✓ Strategic Planning and Information Officer ✓ Records and Logistics Officer ✓ IT Officer ✓ GIS Officer
Function group II	<ul style="list-style-type: none"> ✓ Clerical and secretarial tasks ✓ Office management ✓ Other equivalent tasks 	<ul style="list-style-type: none"> ✓ Secretary - Technical/Administrative Assistant ✓ Communication Support ✓ Financial Assistant Operational ✓ Building/Clerical/Logistical Assistant ✓ HR Assistant
Function group I	<ul style="list-style-type: none"> ✓ Manual and administrative support ✓ Service tasks 	

Types of contracts

- **'3a' agents:**

- *can be hired in an Executive Agency, in Regulatory Agencies and in some Offices (such as OIB, PMO)*
- *enjoy longer-term employment prospects: initial contract of 2 years, renewable for 1 year, then indefinite duration*
- *Are part of the reclassification exercise (promotion)*

- **'3b' agents:**

- *Can only be recruited by the Commission*
- *Have a maximum contract of 7 years*

INEA Recruitment Process

Duration

From publication to final offer: 3 months on average

Publication of vacancy notice

Apply via our E-Recruitment tool

eRecruitment

View our vacancies &
APPLY here!

- > *INEA website* > *About us*
- > *job opportunities*

INEA Recruitment Process

Application

- 1. Go to the e-recruitment page*
- 2. Register your professional experience and personal data*
- 3. Apply for the desired position*
- 4. Attach the mandatory documents : CV in EU Format (Europass) and motivation letter. Each document must contain your EPSO candidate ID number.*

For each post, the vacancy notice indicates the application deadline, the job description, eligibility criteria, selection criteria and other important information

INEA Recruitment Process

Application

Application timeframe: 3 weeks (may be extended by 2 more weeks)

***You can only apply for a position corresponding to the Function Group for which you have passed the CAST competition.** Applications for another function group are not eligible*

INEA Recruitment Process

Selection Committee

- *For each position there is a Selection Committee*
- *Composed of 5-7 members*
- *Responsible for all stages of the recruitment process*

INEA Recruitment Process

4 stages

- 1. Screening*
- 2. Pre-selection*
- 3. Selection (interview)*
- 4. Recruitment/reserve lists*



INEA Recruitment Process

1- Screening

- *HR Recruitment team screens each application against eligibility and validity*
 - *An application is considered not valid if*
 - *it is submitted after the application deadline*
 - *if any required document/information is missing*
 - *An application is deemed not eligible if*
 - *the applicant has no CAST or a CAST of the wrong function group*
 - *the applicant does not fulfil the eligibility criteria*
- *Selection Committee examines all applications in respect of essential & advantageous criteria*

INEA Recruitment Process

2- Pre-selection

- *Committee draws up a shortlist for an interview, within maximum number of people mentioned in Vacancy Notice*
- *Unsuccessful applicants are informed that their application has not been retained*

INEA Recruitment Process

3- Selection

- *Shortlisted applicants receive an invitation to an interview*
- *All interviews take place in the Agency and are scheduled within at least 10 working days of the date of the invitation*
- *Travel and subsistence expenses for interviewed candidates (residing 150 km or more from Brussels) can be reimbursed*

INEA Recruitment Process

3- Selection

Interview : written test and oral interview

1. Written test: only for Function Group III & Function Group IV

- 30 minutes
- Reflection question or case study
- Graded over 40 points out of 140

INEA Recruitment Process

3- Selection

2. Oral interview for all categories of staff

- 30 minutes
- Individual presentation of candidate's background and suitability for the post
- Several blocks of questions related to:
 - Specific knowledge related to the post
 - Interpersonal and specific skills
 - Problem-solving and organisational skills
- Maximum points : 140 - threshold to pass : 100

INEA Recruitment Process

3- Selection

- *A result of less than 50% of any part of the test represents a fail grade*
- *The minimum pass mark for the overall total (written + interview) is mentioned in the vacancy notice:*
 - ✓ **60/100 (84/140)** **for general posts**
 - ✓ **65/100 (91/140)** **for technical and managerial posts**
- *All candidates are notified on the outcome of their interview*

INEA Recruitment Process

4- Recruitment : Reserve List

- *Only candidates who achieved the overall pass mark with the minimum score in each test are included in the reserve list*
- *Inclusion in the reserve list for a post gives the possibility to be recruited for that post or another one within the same profile for the duration of that reserve list*
- *Reserve list is usually valid for a year and may be extended*
- *Inclusion on a reserve list does not guarantee a post will be offered by INEA*

INEA Recruitment Process

4- Recruitment

- *According to the number of vacancies available, one or several candidates on a reserve list may receive a job offer*
- *The validity of the job offer is subject to a compulsory medical clearance. No medical visit is foreseen for a candidate coming from the Institutions or other Agencies, if there is no interruption between the two contracts or if it is less than 6 months*
- *The HR cell will then request the necessary documents (i.e. PMO forms, etc...) in order to establish the newcomer's grade, rights, etc...*

INEA Recruitment Process

4- Recruitment

*All Contract Agents are required to serve a **probationary period of nine months**, except Contract Agents coming from another Executive Agency within the same function group and having successfully passed the probationary period*

2016 posts being published from Friday 12 June 2015

- 7 Secretaries FGII
- 1 HR Assistant Recruitment & Services FGII
- 4 Financial Officers FGIII
- 1 Evaluation Officers FGIII
- 1 Budget Officer FGIII
- 1 External Auditor FGIV





European
Commission



For CEF Transport:

- *10 Project Managers FGIV*
- *6 Project Officers FGIII*

• ***For CEF Energy & ICT:***

- *6 Project Managers FGIV*
- *2 Project Officers FGIII*

INEA
CEF is looking for
Project managers



European
Commission



For H2020 Energy:

- *2 Project Managers FGIV*
- *3 Project Officers FGIII*

For H2020 Transport:

- *2 Project Managers FGIV*
- *1 Project Officer FGIII*

INEA
H2020 is looking for
Project managers

Apply

eRecruitment

View our vacancies &
APPLY here!



More info

Ask us: HR stand in cafeteria

Check our website : ec.europa.eu/INEA

Email us: INEA-HR-INFO@ec.europa.eu