SELECTION OF TEMPORARY STAFF FOR THE DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES OF THE EUROPEAN COMMISSION

The Commission is organising a selection procedure to constitute a list of aptitude of:

- 12 successful candidates in order to engage administrators at level AD 8 within the Directorate General for Maritime Affairs and Fisheries (DG MARE) in the fields of fisheries science and management;
- 20 successful candidates in order to engage administrators at level AD 8 within the Directorate General for Maritime Affairs and Fisheries (DG MARE) in the fields of fisheries control and inspection.

1. NATURE OF DUTIES

We are looking for candidates in the 2 following profiles:

1. Fisheries scientists and fisheries managers;
2. Fisheries control experts and inspectors.

The successful candidates will contribute to the work of DG MARE in the following 2 fields:

- sustainable exploitation of fisheries resources including work in the scientific advisory process and in research for fisheries;
- fisheries control policy - implementation and development.

The functions and duties in these 2 fields may include one or more tasks from the list below. The list of functions and duties associated to the profiles shall not be considered as mutually exclusive:

1. Fisheries scientists and fisheries managers

- **scientific advisory process**: a) coordination of scientific work executed by external scientists; b) analysis and review of fisheries data and scientific advice in support of fisheries management; c) contribution to internal and external dissemination of scientific knowledge; d) preparation of and participation in scientific committees of (regional) fisheries management organizations; e) initiation (including contribution to the description of the objectives and structure - Terms of reference (ToR) - in calls for tenders for studies and scientific projects), as well as the coordination of studies in support of scientific advice; f) identification of new scientific advisory needs; g) facilitate interaction between DG MARE colleagues and scientific advisory bodies; h) keeping up-to-date on fisheries science and technology development aimed at ensuring that policies and fisheries management take them into account;
- **research agenda (Europe Horizon 2021-2027[1])**: a) identification of research needs in the areas of fisheries and marine biological resources; b) contribution to the development and implementation of the research Work Programmes; c) analysis of research projects

[1] https://ec.europa.eu/commission/publications/research-and-innovation-including-horizon-europe-iter-and-euratom-legal-texts-and-factsheets_en

outcomes and contribution to dissemination of research results in the scientific and management communities;

- **general functions and duties**: a) effective liaison between MARE and other scientific bodies (International Council for the Exploration of the Sea **(**ICES), Scientific, Technical and Economic Committee for Fisheries **(**STECF), scientific committees of Regional fisheries management organisations (RFMOs), etc.) and other institutions and Member States scientific institutes, as well as other DGs, and representation of DG MARE in relevant meetings; b) preparation of and contribution to policy or legal documents or projects in relation to the scientific dimension; c) presentation and dissemination of science and research results to peers and colleagues (specialists and non-specialists).

2. Fisheries control experts and inspectors

2.1 Audits, verifications and inspections

- Plan, prepare, carry out and lead audits, verifications and inspections pursuant to the provisions laid down in Regulation (EC) No 1224/2009[2]
- Evaluate and analyse data contained in databases or obtained during the conduct of audits, verification and inspections
- Draft reports and communicate on the results of the audits, verifications and inspections
- Prepare follow-up documents to address shortcomings or non-compliances, monitor and evaluate corrective measures implemented by the Member States
- Maintain technical and legislative knowledge and expertise relevant to fisheries control

2.2 Policy development as regards fisheries control, monitoring and surveillance

- Develop policy and legislation, and manage existing legislation in the areas of fisheries control
- Prepare and participate in negotiations in bilateral and multilateral fora, including analyses and evaluation of proposals in the area of fisheries monitoring, control and surveillance
- Represent the EU in international fora as regards matters related to fisheries monitoring, control and surveillance
- Provide technical support on fisheries control matters to conservation and international units in DG MARE

2.3 General functions and duties

- Explain the activities of the Directorate General, and in particular of the unit, in the assigned policy area to Member States, third parties and the public in general, through presentations at conferences, seminars, workshops, etc.
- Draft briefings, speeches and speaking notes on fisheries control issues

N.B. The duties may include frequent travel to Member States and non-EU countries.

2. TYPE AND DURATION OF CONTRACT

The successful candidate(s) may be offered a temporary contract under point (a) of Article 2 of the Conditions of Employment of Other Servants of the European Union (CEOS)[3] in

[2] https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32009R1224&qid=1533205056628&from=EN

[3] http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20180101&from-FR

accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents[4].

The duration of the contract may not exceed four years, with the possibility of renewal for a maximum of two years.

The total duration of the contract will also take into account the relevant provisions in the Commission Decision of 16 December 2013 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period)[5].

PLACE OF EMPLOYMENT	Brussels
LEVEL	AD 8 (as an indication, the basic monthly starting salary is 6818,11 EUR)[6]

3. ELIGIBILITY AND SELECTION

3.1. General conditions

Candidates must satisfy the requirements set out in Article 12 of the CEOS, which include:

- be a national of one of the Member States of the European Union;
- meet any obligations under national laws on military service;
- meet the character requirements for the duties concerned.

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.

3.2. Knowledge of Languages

Article 12.2(e) of the CEOS provides that a temporary agent may be appointed only on the condition that he/she produces evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language.

You must therefore have knowledge of ***at least 2 official EU languages***, one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge).

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4 https://ec.europa.eu/info/sites/info/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-temporary-agents-c-2013-9049-en.pdf

5 https://ec.europa.eu/info/sites/info/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-maximum-duration-non-permanent-staff-c-2013-9028-en.pdf

6 https://ec.europa.eu/info/sites/info/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-classification-appointment-engagement-c-2013-8970-en.pdf

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages (https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr).*

In this notice of selection we will refer to the languages as:

- **Language 1 (L1)**: language used for drafting the motivation letter; it may also be used to complete the application form; it can be any one of the 24 official languages of the European Union;
- **Language 2 (L2)**: language used in the interview, written test and communication between the secretariat of the selection committee and the candidates who have submitted a valid application; must be English or French.

Language 2 must be different from Language 1.

Further detail on the languages of this selection procedure is available in Title 4.

3.3. Selection specific criteria

3.3.1. Diplomas

By **the deadline for submission of applications**, candidates must have:

Fisheries scientists and fisheries managers/Fisheries control experts and inspectors

- a level of education which corresponds to completed university studies attested by a diploma in a relevant field, such as, but not exclusively, biology, fisheries science, fisheries management, marine science, environmental science, oceanography, engineering, geography, geology, statistics, mathematics, law, economics, system audit, and/or quality auditing (financial audit experience is not relevant), fisheries control, fisheries management, data analysis **where the normal period of university education is 4 years or more**

or

- a level of education which corresponds to completed university studies attested by a diploma in a relevant field, such as, but not exclusively, biology, fisheries science, fisheries management, marine science, environmental science, oceanography, engineering, geography, geology, statistics, mathematics, law, economics, system audit, and/or quality auditing (financial audit experience is not relevant), fisheries control, fisheries management, data analysis **and appropriate professional experience of at least one year where the normal period of university education is at least 3 years. This professional experience will be part of the diploma and will not be taken into account in the required number of years of professional 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.

3.3.2. Experience

Fisheries scientists and fisheries managers

By the deadline for submission of applications, and in addition to the qualifications required above, candidates must have **at least 9 years'** full time professional experience gained after obtaining the diploma required for admission to the selection procedure, of which **at least 5 years** in a field related[5] to the nature of the duties described under the corresponding heading.

Fisheries control experts and inspectors

By the deadline for submission of applications, and in addition to the qualifications required above, candidates must have **at least 9 years'** full time professional experience gained after obtaining the diploma required for admission to the selection procedure, of which **at least 5 years** in a field related to the nature of the duties described under the corresponding heading.

The **professional experience** for both profiles may have been gained, for example, in international organisations and/or bodies, EU institutions and/or agencies, national and/or regional administrations, academia, research institutes, industry, non-governmental organisations or as a self-employed activity and will only be taken into account if it:

- constitutes genuine and effective work,
- is remunerated,
- involves a subordinate relationship or the supply of a service, and
- is subject to the following conditions:
  - **voluntary work:** if remunerated and involving similar weekly hours and duration to a regular job,
  - **traineeships:** if remunerated,
  - **compulsory military service:** completed before or after the required diploma for a period not exceeding the statutory duration in your Member State,
  - **maternity/paternity/adoption leave:** if covered by an employment contract,
  - **doctorate:** for a maximum of 3 years, provided the doctorate was actually obtained, and whether or not the work was remunerated, and
  - **part-time work:** calculated pro-rata on the basis of the number of hours worked, e.g. half-time for 6 months would count as 3 months

[5] Science-based work in a relevant field, such as applied fisheries conservation and management, marine biology, marine environment, environmental sciences, oceanography, environmental management, modelling, mathematics and/or statistics in a relevant domain and fisheries technology.

4. LANGUAGE ASPECTS OF THIS SELECTION

Candidates are invited to choose in their application form which languages are, respectively, their Language 1 (L1) and Language 2 (L2). Please note that the language you choose as L1 and L2 can be different from your Mother tongue, as long as you comply with the knowledge requirements set out in the second paragraph of Title 3.2.

Candidates may complete their application form in any of the 24 official languages of the European Union. Please note that your whole application form will be accessed by the selection committee (during the selection) and by HR services of the European Commission (for recruitment in case you are a successful candidate) who work in a limited number of vehicular languages.
In case you succeed in this selection and are placed on the list of aptitude, you will be asked to provide a translation of the application form in language 2 (English or French) to the recruiting services if you have used another language for filling in the application form.

Candidates must draft their motivation letter in their L1.

Language 2 must be English or French

In the interest of the service, successful candidates recruited for these particular fields are required to have a satisfactory knowledge (minimum B2 level) of English or French. While knowledge of additional languages may be an advantage in the field concerned, notably for the analysis of member state's reports, successful candidates will mainly use English or French for their work (internal communication or communication with external stakeholders, drafting of publications and reports). English and French are the working languages most commonly used in DG MARE. English is also the lingua franca in the scientific community and for scientific publications. Therefore, with respect to DG MARE services, a satisfactory knowledge of one of these languages is essential. This choice is service-oriented and, consequently, a successful candidate not fulfilling this requirement would not be immediately operational.

English is mostly used in the meetings and communication with external stakeholders, including contacts with the Member States (work during visits to Member States for various quality assurance and compliance matters as well as preparation of detailed mission reports). English is also the language commonly used in various international fora, in other international organisations and in international conferences. The knowledge of French is relevant for internal communication purposes as this language is, together with EN, the most declared language 2 in DG MARE and in the Commission as a whole.

5. CONDUCT OF THE PROCEDURE

5.1. Pre-selection

The selection committee, composed in accordance with Article 2(c) of the Commission decision of 16 December 2013 on policies for the engagement and use of temporary agents, and, if necessary, assisted by one or more examiners serving in an advisory capacity, will carry out a pre-selection based on the qualifications and professional experience (see 3.3.1. and 3.3.2) as well as on the candidates' knowledge of languages (see 3.2.).

For this purpose, the selection committee will use the following weighting for each criterion to rate the candidates:

Qualifications	20%
Experience	75%
Languages	5%

5.2. Selection

Candidates who have successfully completed the pre-selection stage will be invited for:

- **an interview in L2**, in order to assess and compare objectively and impartially their qualifications, professional experience in one of the fields of expertise sought, and knowledge of languages, as set out in this notice of selection;
- **a written test in L2** in order to assess the technical skills of the candidates. Candidates will choose one out of two subject-matters related to the profiles described under Title 1. This short essay will be done on computer with a maximum duration of one hour (no restrictions on word count/maximum length).

5.3. List of aptitude of successful candidates

The list of aptitude of successful candidates will be valid for 2 years from the date the selection committee draws it up. The validity of the list may be extended.

6. APPLICATIONS

Candidates must provide the following **documents in their application file**:

- application form duly **completed;**

- motivation letter, **drafted in L1;**

- copy of an official document proving citizenship (identity card or passport), in **original language;**

- copy of the diploma(s) or certificate(s) of the required level of education, in **original language**;

- employment certificates proving the length of professional experience. These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations (**in original language)**.

Final acceptance of the application is subject to presentation of the requisite supporting documents. **If these documents are not received by the deadline stipulated, the application will be deemed void.**

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the selection committee at least 10 working days before the deadline expires, via the functional mailbox at the following address:

HR-AMC2-MARE-TA-SELECTION@ec.europa.eu

The aim is to enable candidates to produce a complete and acceptable dossier by the deadline.

Successful candidates who are to be offered a job will, at a later date, be required to produce the originals of all the required documents for the purpose of recruitment.

Completed applications, accompanied by a letter of motivation and all required documents must be submitted via the functional mail box:

HR-AMC2-MARE-TA-SELECTION@ec.europa.eu

Candidates should use also this functional mailbox for all correspondence with the selection committee and for any request for information.

The closing date for the submission of applications is 12th December 2018.

7. ADDITIONAL INFORMATION

This notice of selection is published in the 24 official languages of the European Union on the websites of DG MARE and EPSO.

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 procedure.

In so far as the knowledge of French or English is required from the candidates, it appears justified and proportionate, with a view to striking a balance between candidates' abilities and resources of the administration, to require candidates to choose one of these two languages in their communications with the administration.

8. REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINT TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to every stage of a selection procedure, please note that all the proceedings of the selection committee are covered by the confidentiality 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 10 calendar days from the date of notification of the decision, you can send **an email to:** HR-AMC2-MARE-TA-SELECTION@ec.europa.eu

Your request will be forwarded to the Chairman of the selection committee and you will receive a reply as soon as possible.

- **Appeal**

You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union. **One** single copy of the complaint should be sent by **one** of the following ways:

- **by e-mail**, preferably in .pdf format, to the functional mailbox HR MAIL E2 (HR-MAIL-E2@ec.europa.eu) or
- **by post**, to the office address
  European Commission
  Office SC11 4/001
  B-1049 Brussels or
- **handed in at the office address** SC11 4/001 (rue de la Science 11, office 4/001) from 09.00 to 12.00 and from 14.00 to 17.00.

The three-month-time limit for initiating this type of procedure (see Staff Regulations http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20180101&from=FR) starts 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 committee. The Court has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless rules which govern the proceedings of selection committees 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
CS 30403
F - 67001 Strasbourg Cedex
https://www.ombudsman.europa.eu/media/en/default.htm

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 administrative complaints or for submitting judicial appeals.

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 the procedure, please check**
https://www.ombudsman.europa.eu/en/atyourservice/secured/complaintform.faces

9. INFORMATION ON THE PROTECTION OF PERSONAL DATA UNDER A TEMPORARY STAFF SELECTION PROCEDURE

Personal data supplied by candidates under this selection procedure are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 (http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001R0045:en:HTML). Articles 11 and 12 of the Regulation require the Selection, Recruitment and End of Service Unit of the Directorate-General HUMAN RESOURCES AND SECURITY (hereunder "DG HR") to provide candidates with the following information.

Identity of the controller: The Head of Unit HR.DDG.B.1 "Selection, Recruitment and End of Service".

Purposes of the processing operation: to help the Directorates-General (hereunder "DG") organise a selection procedure for temporary staff to constitute a list of successful candidate(s) best matching the profile set out in the selection notice. Individual information is given to each candidate on the various stages of the selection process.

Recipients of the data: The selection committee processes the candidates' files (which include identification data as well as admissibility data) the reasoned report and the list of successful candidates, without however storing them. The DG concerned processes and stores the candidates' files (including not selected candidates), the reasoned report and the list of successful candidates. DG HR services store the successful candidates' files, the reasoned report and the list of successful candidates.

Right of access and right to rectify the data: candidates can send an email with a copy of an identity document to HR.DDG.B1 (HR-B1-SELECTIONS-RESERVE-LISTS@ec.europa.eu) to indicate any changes to their personal data. If they wish, candidates can obtain a copy of their personal data as recorded by HR.DDG.B1 by sending an email with a copy of an identity document to the above functional mailbox. Aggregated results on the selection can be provided at the request of the candidate.

Data concerned:

- Personal data (e.g. data enabling candidates to be identified and contacted): surname, first name, date of birth, gender, nationality, home address, email address, name and phone number of a contact person to be used if the candidate is unavailable.

- Information supplied by candidates under the selection procedure to assess whether they comply with the profile sought in the selection notice (application, curriculum vitae and supporting documents, in particular diplomas and professional experience). Data on admissibility criteria cannot be changed after the closing date of application. The right of rectification cannot be exercised after the closing date of applications' submission.

- Individual information given to each candidate on the various stages of the selection process.

- Some data related to gender and nationality, aside from identification purposes, might be processed on the basis of the EC's policy and internal decision.

Legal basis:

- Conditions of Employment of Other Servants of the European Union, laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of the Council as last amended by Regulation (EU, Euratom) No 1023/2013 of the EP and of the Council of 22 October 2013.

- Commission Decision C(2013) 9049 of 16 December 2013 on policies for the engagement and use of temporary agents.

Date of launch of the processing operation: date on which the application is submitted.

Length of time the data are kept: the files of successful candidates are kept by Unit HR.DDG.B1 until they are recruited by the Commission. As soon as they are recruited, the selection files are destroyed and replaced by personal files. Where successful candidates are not recruited, their selection files are kept by Unit HR.DDG.B1 five years after the closure of the selection procedure. All other selection files are kept by the respective DG until the deadline for appeal has expired following the publication of the list of successful candidates.

Candidates may at any time have recourse to the European Data Protection Supervisor (edps@edps.europa.eu).