

Recruitment of drivers (M/F) at the European Commission in Luxembourg

Reference: CAST Permanent EPSO/CAST/P/18/2017

Manual and administrative support workers

Contractual agent contract — Function Group I

OIL - Office for Infrastructure and Logistics - Luxembourg

The Office for Infrastructure and Logistics in Luxembourg (OIL) will pre-select candidates for the recruitment of professional drivers from the database [EPSO/CAST/P/18/2017](#) “Manual and administrative support workers (CAST permanent)”.

Candidates who meet the eligibility criteria set out below are requested to apply using the following link: [EPSO/CAST/P/18/2017](#).

We would like to draw your attention on the importance to properly follow all the instructions given there. Considering the database is a generic list common to a number of profiles in function group I, you should make sure to indicate in your application file that one of your strongest skills is ‘chauffeur/driver’. This will facilitate the pre-selection of the relevant applications.

For all practical purposes, you will find below a description of the duties, as well as of the minimum requirements in terms of professional experience, on the basis of which applications will be pre-selected for a cognitive test (verbal, numerical and abstract reasoning), to be followed if successful by a practical test and, if successful and in case of an opening, by a recruitment interview.

If you meet the requirements and have completed your application, please inform the recruiting unit by e-mail at the following address: OIL-TRANSPORTS@ec.europa.eu and indicate your candidate number.

OIL applies an equal opportunities policy. With a view to promoting gender balance, OIL would particularly welcome applications from women.

I. NATURE OF DUTIES

The contract agent will be responsible for carrying out the duties of a driver. As an indication, the tasks for the Luxembourg site can be summarized as follows:

- Transport Commission officials mainly in Luxembourg, Brussels, and Strasbourg, as well as in other Member States;
- Transport specific material for DG ENER (sometimes to sites requiring missions of up to 7 days);
- Transport visitors belonging to the diplomatic corps and VIPs;
- Transport mail between Luxembourg and Brussels (sensitive/confidential mail included);
- Ensure proper use of the vehicle, including maintenance and technological tools;
- Ensure the safety of persons and goods during transportation and compliance with the country’s Highway code.

II. SELECTION CRITERIA

OIL will only shortlist candidates with the following minimum education and experience:

- Completion of compulsory education and valid B (at least) driving licence;
- Professional experience of at least 5 years in the field of passenger transportation over the last 10 years;
- Satisfactory knowledge (B2 minimum) of FR and/or EN in addition to the candidate's first language;
- Additional assets: experience as a driver in the field of transport of prominent persons (CD, VIP, limousines, etc.), driving armoured vehicles, training and/or experience regarding persons' safety, other driving licences, experience and/or training in first aid, knowledge of office equipment/new technologies, EU security clearance.