

V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION EPSO/AST/112/10 — ASSISTANTS (AST 3)

(2010/C 341 A/01)

Are you interested in working for the European institutions?

Does your profile meet our criteria?

Why not apply?

Give yourself a chance to succeed.

The European Personnel Selection Office (EPSO) is organising a test-based open competition to establish a reserve pool from which to recruit assistants (*).

**EPSO/AST/112/10 — ASSISTANTS (AST 3)
in the following fields:**

1. STATISTICS
2. FINANCE/ACCOUNTING
3. HUMAN RESOURCES
4. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

The purpose of these competitions is to draw up reserve lists from which to fill vacant posts in the institutions of the European Union.

Before applying, you should carefully read the guide published in Official Journal of the European Union C 184 A of 8 July 2010 and on the EPSO website.

This guide is an integral part of the competition notice and will help you to understand the rules governing the procedure and how to apply.

CONTENTS

- I. GENERAL BACKGROUND
- II. DUTIES
- III. ELIGIBILITY
- IV. ADMISSION TESTS
- V. OPEN COMPETITION AND ASSESSMENT TESTS
- VI. RESERVE LISTS
- VII. HOW TO APPLY

(*) Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.

I. GENERAL BACKGROUND

1. Number of successful candidates by field	Field 1 = 34 Field 2 = 57 Field 3 = 36 Field 4 = 67
2. Remarks	You may not apply for more than one of these fields. You must make your choice when you apply online and you will not be able to change it after you have confirmed and validated your online application form.

II. DUTIES

There is a detailed description of the various fields in the Annex.

The general profile of candidates sought by the institutions is described in point 1.2 of the guide to open competitions.

III. ELIGIBILITY

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- You must be a citizen of one of the Member States of the European Union.
- You must enjoy your full rights as a citizen.
- You must have fulfilled any obligations imposed on you by the laws on military service.
- You must meet the character requirements for the duties involved.

2. Specific conditions

2.1	Qualification: see Annex																								
2.2	Professional experience: see Annex																								
2.3	<p>Knowledge of languages</p> <p>The official languages of the European Union are:</p> <table style="width: 100%; border: none;"> <tr> <td>BG (Bulgarian)</td> <td>FI (Finnish)</td> <td>NL (Dutch)</td> </tr> <tr> <td>CS (Czech)</td> <td>FR (French)</td> <td>PL (Polish)</td> </tr> <tr> <td>DA (Danish)</td> <td>GA (Irish)</td> <td>PT (Portuguese)</td> </tr> <tr> <td>DE (German)</td> <td>HU (Hungarian)</td> <td>RO (Romanian)</td> </tr> <tr> <td>EL (Greek)</td> <td>IT (Italian)</td> <td>SK (Slovak)</td> </tr> <tr> <td>EN (English)</td> <td>LT (Lithuanian)</td> <td>SL (Slovenian)</td> </tr> <tr> <td>ES (Spanish)</td> <td>LV (Latvian)</td> <td>SV (Swedish)</td> </tr> <tr> <td>ET (Estonian)</td> <td>MT (Maltese)</td> <td></td> </tr> </table> <p>(a) Language 1 Main language: a thorough knowledge of one of the official languages of the European Union.</p> <p>and</p> <p>(b) Language 2 Second language (must be different from language 1): a satisfactory knowledge of English, French or German.</p>	BG (Bulgarian)	FI (Finnish)	NL (Dutch)	CS (Czech)	FR (French)	PL (Polish)	DA (Danish)	GA (Irish)	PT (Portuguese)	DE (German)	HU (Hungarian)	RO (Romanian)	EL (Greek)	IT (Italian)	SK (Slovak)	EN (English)	LT (Lithuanian)	SL (Slovenian)	ES (Spanish)	LV (Latvian)	SV (Swedish)	ET (Estonian)	MT (Maltese)	
BG (Bulgarian)	FI (Finnish)	NL (Dutch)																							
CS (Czech)	FR (French)	PL (Polish)																							
DA (Danish)	GA (Irish)	PT (Portuguese)																							
DE (German)	HU (Hungarian)	RO (Romanian)																							
EL (Greek)	IT (Italian)	SK (Slovak)																							
EN (English)	LT (Lithuanian)	SL (Slovenian)																							
ES (Spanish)	LV (Latvian)	SV (Swedish)																							
ET (Estonian)	MT (Maltese)																								

IV. ADMISSION TESTS

1. You will be invited to sit the tests:	if, when submitting your online application, you have declared that you fulfil the general and specific conditions listed in Section III.	
2. Nature and marking of tests	A series of tests comprising multiple-choice questions to assess your general ability as regards:	
Test (a)	Verbal reasoning	Marking: 0-20 Pass mark: 10

Test (b)	Numerical reasoning	Marking: 0-10
Test (c)	Abstract reasoning	Marking: 0-10
		The aggregate pass mark for tests (b) and (c) is 10.
Test (d)	Professional skills: accuracy and precision	Marking: 0-20 Pass mark: 10
Test (e)	Professional skills: prioritising and organising	Marking: 0-20 Pass mark: 10
Test (f)	Situational judgment test	The assessment of this test will be passed on to the selection board only as expert technical input for its decision-making process for candidates who are admitted to the assessment tests.
3. Language of the tests	Language 1 for tests (a), (b) and (c) Language 2 for tests (d), (e) and (f)	

V. OPEN COMPETITION AND ASSESSMENT TESTS

1. You will be admitted* to the assessment tests	<p>if you obtain one of the highest total marks ⁽¹⁾ ⁽²⁾ in the admission tests, with a pass mark in all of them and if, in the light of the information given in your online application, you fulfil the general and specific conditions listed in Section III.</p> <p>*Admission will be confirmed subject to subsequent verification of the supporting documents enclosed with your full application. Supporting documents will be verified for candidates who satisfy the eligibility conditions and who have obtained the highest aggregate marks in the assessment tests, in descending order, until the number of successful candidates sought in the notice of competition and who meet the eligibility conditions is reached.</p> <p>The files of candidates below this threshold will not be examined.</p>
2. Assessment tests:	<p>You will be invited to sit the one-day or one-and-a-half-day assessment tests, normally in Brussels. You will be assessed on your specific competencies in the field you have chosen and the following general competencies:</p> <ul style="list-style-type: none"> — analysis and problem solving, — communicating, — delivering quality and results, — learning and development, — prioritising and organising, — resilience, — working with others. <p>More information on these competencies can be found in point 1.2 of the guide to open competitions.</p> <p>These competencies will be tested by means of:</p> <ul style="list-style-type: none"> (a) a structured interview; (b) an in-tray exercise; (c) a case study in the chosen field.

⁽¹⁾ Where a number of candidates tie for the last available place, they will all be invited to the assessment tests.

⁽²⁾ The number of candidates admitted to the assessment tests will be approximately 2,5 times the number of successful candidates indicated in the competition notice and will be published on EPSO's website (www.eu-careers.eu).

3. Languages for the assessment tests	Language 2
4. Marking	<p>Specific competencies in the chosen field</p> <p>Marking: 0-30</p> <p>Pass mark: 15</p> <p>General competencies</p> <p>Each general competency will be marked out of 10.</p> <p>Pass mark:</p> <p>3 for each competency and</p> <p>an aggregate of 40 out of 70 for all 7 general competencies.</p>

VI. RESERVE LISTS

1. Candidates placed on the reserve lists	<p>The selection board will place you on the reserve list if you have obtained the pass marks and one of the highest aggregate marks ⁽³⁾ in the assessment tests (see number of successful candidates, Section I.1) and your supporting documents show that you meet all the eligibility requirements.</p>
2. Classification	<p>The lists will be drawn up by field and by merit group (maximum of four groups) and names will be listed in alphabetical order within each group.</p>

VII. HOW TO APPLY

1. Online application	<p>You must apply online following the instructions on the EPSO website.</p> <p>Closing date: 25 January 2011 at 12.00 (midday), Brussels time.</p>
2. Submission of application files	<p>If you are one of the candidates admitted to the assessment tests, you will be asked at a later stage to submit a full application file (signed online application form and supporting documents).</p> <p>Deadline: You will be informed of the closing date via your EPSO account.</p> <p>Procedure: See point 2.2 of the guide to open competitions.</p>

⁽³⁾ Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

ANNEX

1. STATISTICS

1. Nature of duties

The assistants sought will work in one or more of the following areas:

- cooperation in the European Statistical System,
- quality, methodology and information systems,
- national and European accounts,
- external cooperation and key indicators,
- sectoral and regional statistics,
- social and information society statistics,
- business statistics,
- analyses of public opinion.

The essential tasks will be:

Statistical methods

- Testing, validating and monitoring the quality of statistical methods,
- developing statistical indicators,
- creating and maintaining inventories of methodologies,
- creating and using statistical databases,
- helping to develop and/or implement classification systems and nomenclatures,
- preparing questionnaires for surveys.

Management and processing of statistical data

- Locating, validating and formatting statistical data,
- calculating derived data and making estimates and statistical projections,
- analysing statistical data,
- collecting and transmitting data,
- compiling data for dissemination,
- socio-demographic and political analysis of survey results,
- putting statistical data, Eurostat data and data from international organisations into perspective.

Statistical regulation and coordination

- Maintaining contacts and exchanging information within and between the institutions of the European Union as regards the regulation, harmonisation and coordination of statistical methods and procedures,
- maintaining contacts and exchanging information with bodies in the Member States and associated countries and with international organisations and committees dealing with the regulation, harmonisation and coordination of statistical methods and procedures,
- helping candidate countries and acceding countries to develop their statistical activities. Exchanging information and monitoring compliance with the '*acquis communautaire*' as regards statistics,
- helping to organise, prepare and draft documents and servicing committees, working parties and other meetings with public and private institutions, professional bodies and other relevant organisations in the field of statistics,
- helping to draft legislation, contributing to negotiations with the Member States, the Council and the European Parliament, and ensuring conformity of implementation,
- organising the monitoring of trends in national public opinion.

Advice, analysis and dissemination of statistical information

- Drafting and interpreting statistical data and presenting the data in appropriate graphic form for dissemination and insertion in economic reports,
- handling requests for information on statistical questions,
- giving presentations at meetings and conferences/conducting courses,
- preparing memoranda presenting results and surveys (for the political authorities and the web).

These duties call for adaptability in cross-cutting areas of work and good communication and drafting skills.

2. Qualifications

Post-secondary education attested by a diploma relevant to the nature of the duties

OR

a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least 3 years' professional experience relevant to the nature of the duties.

NB: The minimum of 3 years' professional experience required counts as an integral part of the qualification and cannot be counted towards the professional experience required below.

3. Professional experience

At least 3 years' professional experience relevant to the nature of the duties, acquired after obtaining the required qualification.

2. FINANCE/ACCOUNTING**1. Duties**

In the context of the institution's various budgetary and financial activities pursuant to the European Union Financial Regulation and its implementing provisions, the official will be responsible, on the basis of precise instructions and using specific IT tools (computerised accounting system), for performing executive duties, such as:

- assisting with the implementation of accounting and financial systems,
- organising and keeping financial or budget accounts,
- assisting with the closure of the accounts and the presentation of financial statements,
- handling cash management and bank reconciliation,
- managing imprest accounts,
- monitoring financial and budget procedures (appropriations, commitment, verification of invoices and payments),
- monitoring receivables,
- performing controls on the accounting treatment and financial management of revenue,
- participating in drawing up the budget estimates and drawing up the annual reports and accounts.

2. Qualifications

Post-secondary education attested by a diploma relevant to the nature of the duties

OR

a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least 3 years' professional experience relevant to the nature of the duties.

NB: The minimum of 3 years' professional experience required counts as an integral part of the qualification and cannot be counted towards the professional experience required below.

3. Professional experience

At least 3 years' professional experience relevant to the nature of the duties, acquired after obtaining the required qualification.

3. HUMAN RESOURCES

1. Duties

Under the authority of an administrator, the officials selected will have to perform assistance and support duties, using IT tools, relating in particular to personnel policy management in areas such as recruitment, careers, training, and equal opportunities. Duties may also include:

- managing and following up matters relating to personnel policy management, in particular recruitment, careers, professional training, equal opportunities, individual and financial rights,
- drafting notes and/or correspondence, drawing up administrative reports relating to the fields indicated above,
- preparing, holding and following up on meetings,
- managing projects,
- analysing and developing working methods,
- assisting with the implementation of accounting, financial, statistical and IT systems, etc.,
- managing a team.

These duties call for good drafting skills (drafting memoranda, reports, etc.), a keen sense of human relations, the capacity to be a good listener and the capacity to adjust to work in a multicultural environment.

2. Qualifications

Post-secondary education attested by a diploma

OR

a level of secondary education attested by a diploma giving access to post-secondary education, and at least 3 years' professional experience.

NB: The minimum of 3 years' professional experience required counts as an integral part of the qualification and cannot be counted towards the professional experience required below.

3. Professional experience

At least 3 years' professional experience relevant to the nature of the duties, acquired after obtaining the required qualification.

4. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

1. Duties

The officials selected will work in one or more of the following fields:

- operation/management of data-processing centres,
- development of information systems (multi-level or web-oriented client/server systems) and web development and administration,
- maintenance and administration of the user environment,
- definition of solutions, deployment, management and supervision of e-mail services, data and voice network services, and telecommunications services in general,
- IT security management,
- development and maintenance of software for statistical data collection, processing and dissemination,
- security audit of information systems.

Besides the technical aspects relating to these different fields, the essential aspects of the duties will be:

- organising and/or monitoring projects in any of these fields (with or without outsourcing of some of the work),
- organising, introducing and/or monitoring operational services in any of these fields (with or without outsourcing of some of the work),
- supervising outside service providers, including drawing up work plans, monitoring contracts, carrying out acceptance and approval procedures and handling the invoicing.

These duties will require you to liaise frequently with the various departments of the European institutions and outside contractors, and to perform various tasks to do with drafting reports and presenting the work results/work plans to specialist and non-specialist audiences.

2. **Qualifications**

Post-secondary education attested by a diploma relevant to the nature of the duties

OR

a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least 3 years' professional experience relevant to the nature of the duties.

NB: The minimum of 3 years' professional experience required counts as an integral part of the qualification and cannot be counted towards the professional experience required below.

3. **Professional experience**

At least 3 years' professional experience relevant to the nature of the duties, acquired after obtaining the required qualification.
