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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/141/S

(2011/C 309 A/01)

The European Parliament has decided to organise a selection procedure on the basis of qualifications and tests for the purpose of establishing a reserve list to fill the post of

TEMPORARY STAFF MEMBER

ADMINISTRATOR (AD 5)

(female or male)

BUILDINGS ENGINEER

Before applying, please read the guide for candidates attached to this recruitment notice carefully. The guide, which is an integral part of the recruitment notice, will help you to understand the rules governing selection procedures and how to go about applying.

CONTENTS

- A. DUTIES AND ELIGIBILITY (PROFILE SOUGHT)
- B. PROCEDURE
- C. APPLICATIONS

A. DUTIES AND ELIGIBILITY (PROFILE SOUGHT)

1. Introduction

The appointing authority has decided to open the procedure for filling a temporary post of administrator (buildings engineer) (Function group AD, grade 5) for Parliament's Directorate-General for Infrastructure and Logistics — Infrastructure Directorate — Luxembourg Building Projects Unit.

The contract will be concluded for an indefinite period. Recruitment will be to grade AD 5, step 1, the basic monthly salary for which is EUR 4 349,59. This salary is subject to Community tax and the other deductions laid down in the Conditions of employment of other servants of the European Union (CEOS); it is exempt from national taxation. The step at which the successful candidate is recruited may, however, be adjusted in accordance with his or her professional experience. Moreover, in certain circumstances allowances will be paid in addition to the basic salary.

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any grounds such as 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, sexual orientation, marital status or family situation.

2. Job description

The buildings engineer will be based in Luxembourg ⁽¹⁾ and, following instructions from the head of unit, will be responsible for performing the following tasks:

- managing and monitoring the planning, construction, fitting-out and use (upkeep, maintenance) of buildings,
- preparing building projects, overseeing all stages and all aspects of their implementation (technical, administrative, financial, budgetary) and taking part in technical and financial negotiations,
- planning the purchase and construction of buildings and extensions to buildings on the basis of assessments of requirements in terms of floor area, fixtures, equipment, reliability, etc.,
- drafting budgets, technical and administrative files, specifications and contracts in his/her field of activities,
- coordinating works as representative of the developer,
- advising management on all matters relating to the area of activity,
- presenting and following up administrative files for the Bureau, the Conference of Presidents, the Quaestors, the Secretary-General, the Legal Service and other European Parliament bodies,
- organising and managing information and all documentation in his/her field of activities (inter alia using IT media).

The job calls for good analytical and reasoning skills, strong organisational and planning skills, thoroughness, a sense of initiative, the ability to supervise a team and the ability to work well with others.

3. Eligibility (profile sought)

On the closing date for applications, candidates must meet the conditions set out below:

(a) General conditions

In accordance with Article 12(2) of the CEOS, you must:

- be a national of one of the European Union Member States and enjoy full rights as a citizen,
- have fulfilled any obligations imposed on you by the laws on military service,
- provide character references appropriate to the performance of the duties concerned.

⁽¹⁾ This post may be transferred to one of Parliament's two other places of work.

(b) *Specific conditions*

(i) Qualifications and skills required

Candidates must have a level of education which corresponds to completed university studies of at least 3 years' duration attested by an officially recognised diploma in architecture or engineering in the buildings field.

(ii) Professional experience required

No professional experience is required.

(iii) Knowledge of languages

Candidates must have a thorough knowledge of one of the European Union's official languages, namely: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish or Swedish, and a good knowledge of at least one more of these languages.

For practical reasons, a very good knowledge of German, English or French is required.

B. PROCEDURE

1. Admission to the selection procedure

The procedure will be organised on the basis of qualifications and tests.

- (a) The appointing authority will draw up a list of candidates who have submitted their applications in the form required by the closing date and who meet the general conditions set out in Section A.3(a). This will be forwarded to the selection committee with the application files (for more details see the guide for candidates).
- (b) The selection committee will consider the application files and draw up a list of candidates who meet the specific conditions set out in Section A.3(b).

It will base its decisions exclusively on the information given on the application form and substantiated by the supporting documents enclosed with it (for more details see the guide for candidates).

2. Assessment of qualifications

On the basis of criteria laid down in advance, the selection committee will assess the qualifications of the candidates admitted to the selection procedure and draw up a list of the eight best candidates, who will be admitted to the tests.

The job description (Section A.2) focuses both on the skills required in this specific field and on those required in the context of a large international organisation.

Therefore, when assessing candidates' qualifications, the selection committee will take particular account of:

- theoretical and practical knowledge of the various technical fields with which the unit deals, namely:
 - carcass (structure, façades, waterproofing),
 - finishing,
 - heating, air conditioning and ventilation,

- sanitary facilities,
- lifts,
- electrical equipment (strong and weak current),
- IT, security installations, centralised building management systems,
- theoretical and practical knowledge of various fields relating to the construction sector, namely:
 - energy management of buildings,
 - environmental management and sustainable use of buildings,
 - coordination of health and safety precautions,
 - quality and environmental certification,
- references confirming their ability to:
 - organise, manage and supervise the implementation of building and renovation projects,
 - plan the implementation of building and renovation work,
 - estimate the likely costs of construction and verify actual costs (cost control),
 - manage the administrative and legal aspects of contracts (contract administration),
- knowledge of the rules governing the award of public contracts.

Marking: 0 to 20 points.

3. Compulsory tests

To assess the candidates' ability to perform the duties described in Section A.2, the following tests will be held:

Written test

- (a) Drafting test, in German, English or French (second language — candidates will not be able to take this test in their main language), based on a set of documents (maximum 20 pages), to test the ability of candidates to perform the duties described in Section A.2 and their drafting skills.

Time allowed: 3 hours.

Marking: 0 to 40 points.

Oral tests

- (b) Interview with the selection committee in German, English or French (second language — candidates will not be able to take this test in their main language) to assess, taking account of all the information contained in the candidates' application files, their suitability to perform the duties described in Section A.2 'Job description'. The selection committee may decide to test candidates' knowledge of languages as indicated on the application form.

Maximum time allowed: 45 minutes.

Marking: 0 to 40 points (pass mark: 20 points).

- (c) Group discussion in German, English or French (second language — candidates will not be able to take this test in their main language) to enable the selection committee to assess candidates' adaptability, negotiating and decision-making skills and performance in a group.

The selection committee will determine the duration of this test on the basis of the ultimate composition of the groups.

Marking: 0 to 20 points (pass mark: 10 points).

Candidates' attention is drawn to the fact that all the tests will be held on 1 day or on 2 consecutive days.

4. List of suitable candidates

The list will contain, in order of merit, the names of the three candidates who have obtained the highest overall scores in the course of the procedure as a whole (assessment of qualifications and tests), on condition that they have obtained at least 50 % of the available points in the course of the procedure as a whole and have passed each of the eliminatory tests.

Candidates will be informed individually of their results, and the list of suitable candidates will be posted on the official noticeboards in Parliament's buildings.

The validity of the list of suitable candidates will expire on 31 December 2014 unless it is extended. In that event, the candidates whose names have been included on the list will be informed in good time.

Those candidates on the list to whom a post is offered will in due course be required to produce the originals of all necessary documents, in particular their diplomas and their employment certificates, for verification.

C. APPLICATIONS

Candidates must use the official application form supplied with the recruitment notice and printed in the Official Journal by the Publications Office of the European Union.

Candidates are asked to read the guide for candidates carefully before completing their application forms.

The application form and photocopies of documents must be sent, **by registered post** ⁽¹⁾, by **21 November 2011** at the latest (as evidenced by the postmark), to the following address:

PARLEMENT EUROPÉEN
Unité concours — PRE 04A009
Procédure de sélection PE/141/S
(this selection procedure reference number must be quoted)
2929 Luxembourg
LUXEMBOURG

Please DO NOT TELEPHONE to ask about the timetable for the procedure.

In keeping with your responsibilities as a candidate, you are asked to send a fax (+352 4300-27740) or write to the Competitions Unit if you have not received a letter concerning your application by 21 February 2012.

⁽¹⁾ Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In this case, the date appearing on the delivery form will be taken as the date of dispatch.