

V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION

EPSO/AD/141/08

The European Personnel Selection Office (EPSO) is organising admission tests and an open competition, based on tests, to constitute a reserve from which to recruit

ADMINISTRATORS (*) (AD 5)

IN THE FIELD OF SECURITY

(2008/C 289 A/01)

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(*) The European Union institutions apply a policy of equal opportunities and accept 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 or sexual orientation.

I. DUTIES AND ELIGIBILITY

Open competition EPSO/AD/141/08 is being held to recruit administrators (AD 5) in the field of security.

The purpose of this competition is to draw up a reserve list from which to fill vacant posts in the institutions of the European Union.

Number of successful candidates: 27

EPSO is also organising the following parallel open competition: EPSO/AST/74/08 — Assistants (AST 3) in the field of security.

Please note that the tests for the above competitions may be held simultaneously. You may therefore apply for only one of these competitions. You must make your choice when you register online and you will not be able to change it after the deadline for registration.

If, despite exercising every care to enter your details correctly when registering, you wish to make changes to them, you will be able to do so but only until the closing date for registration. Only the information validated and registered most recently will be taken into consideration.

A. DUTIES

The officials recruited will be expected to perform tasks such as those described below:

Internal protection service

- coordinating close protection personnel,
- on the basis of risk assessment, managing the deployment of human and physical resources to meet requirements with regard to the protection of persons, property and information,
- managing security officer teams working on a rota basis,
- in collaboration with the host country's security services, supervising the preparation of security arrangements for top-level meetings,
- keeping abreast of developments as regards security risks and security systems,
- representing the institution's security service at meetings on physical security,
- managing responses to crises directly affecting the institution's interests,
- managing the development, implementation and follow-up of security projects.

External security/Mission protection — Security screening and clearance/Information protection

- helping to monitor the security measures applicable to crisis management missions outside the European Union,
- playing an active role, analysing and drafting reports, maintaining relations and regular contacts between the competent services/departments of the EU institutions, the Member States, non-member countries and international organisations, in the field of counter-espionage and anti-terrorism,
- monitoring measures relating to the confidentiality of classified information,

- managing technical security measures (CCTV, access passes, alarm systems, safes, security locks, etc.),
- checking the quality of security measures during crisis management missions,
- monitoring the application of security measures and procedures during crisis management missions,
- optimising security resources available locally,
- carrying out studies and drawing up reports on the security situation prior to the deployment of crisis management missions,
- carrying out studies and drawing up reports on the security situation of potential sites for crisis management missions.

Particular importance is attached to the ability to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. You will be expected to show initiative and imagination and to be highly motivated. You should be able to work frequently under pressure, both on your own and in a team, and adjust to a multicultural working environment. You will also be expected to develop your professional skills throughout your career.

B. ELIGIBILITY

1. General conditions

You must:

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

The competition notice does not set any age limit, but please note the information in Section V.7 concerning the retirement age.

2. Specific conditions

(a) Qualifications

The posts to be filled require:

a level of education which corresponds to completed university studies of at least three years attested by a diploma,

OR

equivalent vocational training attested by a diploma or a certificate issued by a higher education institution in a relevant field or by an institution such as a police, military or intelligence academy.

The selection board will allow for differences between education systems. For examples of the minimum qualifications required, see the tables annexed to the guide for applicants (http://europa.eu/epso/on-line-applications/guide_en.htm) for each category. Note that these are examples only — stricter requirements may be set in the competition notice.

(b) **Professional experience**

No professional experience is required.

(c) **Knowledge of languages**

You must have:

— **main language (language 1)**

a thorough knowledge of one of the official languages of the European Union,

and

— **second language (language 2 — must be different from language 1)**

a satisfactory knowledge of English, French or German.

Under Article 45(2) of the Staff Regulations, officials must prove their ability to work in a third language before their first promotion after recruitment.

You must indicate your choice of language for the admission tests and the competition tests when you register online ⁽¹⁾. You will not be able to change your choice after the deadline for online registration (17 December 2008).

To ensure that all general texts relating to the competition and all communication between candidates and EPSO are clearly understood on both sides, only English, French or German will be used for the invitations to the various tests and for correspondence between EPSO and candidates.

You may send any questions to EPSO by e-mail (EPSO-AD-141-08@ec.europa.eu), but please check first that the information you want is not in the guide for applicants or on the EPSO website (<http://europa.eu/epso>).

⁽¹⁾ For practical reasons this form is available in English, French and German only.

II. ADMISSION TESTS

The appointing authority will invite you to the admission tests if your online registration shows that you meet the general and specific conditions in Section I.B **on the closing date for online registration (17 December 2008)**.

TEST PROCEDURES

EPSO will organise computer-based admission tests for all the candidates admitted. The tests will be held in the European Union in one or more centres specialising in this type of test, depending on availability.

You will be informed of the procedure for attending the tests via your EPSO profile.

You will take the admission tests in English, French or German (language 2).

- (a) A test comprising a series of multiple-choice questions to assess your knowledge of the European Union, its institutions and its policies.

This test will be marked out of 10 (pass mark: 5).

- (b) A test comprising a series of multiple-choice questions to assess your general verbal and numerical reasoning ability and skills.

This test will be marked out of 20 (pass mark: 10).

Wrong answers in these tests will not be penalised.

The candidates with the **360** highest aggregate marks in the admission tests and a pass mark in each ⁽²⁾ will be invited to submit a full application for admission to the open competition.

⁽²⁾ Where several candidates with identical marks qualify for the last place, they will all be admitted to the next stage of the competition.

III. OPEN COMPETITION

Once the applications have been received, the appointing authority will draw up a list of the candidates who meet the general conditions set out in Section I.B.1 and send it to the chair of the selection board together with their application files.

After examining the list, the selection board will admit you to the written tests if you are among the candidates with the 90 highest aggregate marks ⁽²⁾ in the admission tests and meet the specific eligibility criteria set out in Section I.B.2.

TEST PROCEDURES

1. Written tests — Marking

You will take written tests (a) and (b) in English, French or German (language 2).

- (a) A test comprising a series of multiple-choice questions to assess your specific knowledge in the field of the competition.

This test will be marked out of 40 (pass mark: 20).

Time allowed (subject to change): 1 hour.

- (b) A test on a subject of your choice in the field of the competition, designed to test:

- your knowledge,
- your ability to understand, analyse and summarise,
- your drafting ability.

This test will be marked out of 40 (pass mark: 20).

Time allowed (subject to change): 2 hours.

- (c) Drafting a brief memo in your main language setting out the arguments and conclusions of written test (b). This is designed to test your command of your main language in terms of both drafting and presentation.

This test will be marked out of 10 (pass mark: 8).

Time allowed (subject to change): 30 minutes.

The written tests will be held simultaneously for all candidates at one or more centres in the European Union.

The date for the written tests, to be set by EPSO, cannot be changed at a candidate's request. You will be notified of the date when you receive your invitation to the tests (via your EPSO profile).

2. Oral test — Marking

Once the written tests have been marked, the candidates with the 45 highest aggregate marks in those tests and a pass mark in each ⁽²⁾ will be admitted to the oral test.

- (d) Interview with the selection board in English, French or German (language 2), to enable it to assess:

- your suitability to carry out the duties described in Section I.A,
- your specialist knowledge in the field of the competition,

- your knowledge of the European Union, its institutions and its policies,
- your motivation and your ability to adjust to working as a European civil servant in a multicultural environment.

Your knowledge of your main language (language 1) will also be examined.

This test will be marked out of 50 (pass mark: 25).

The oral test will normally be held in Brussels.

3. Reserve list

The selection board will place on the reserve list the names of the candidates with the highest aggregate marks in the written and oral tests and a pass mark in each ⁽²⁾ (see Section I 'Number of successful candidates').

The list will be drawn up by merit group (maximum four groups) with the names in each group listed in alphabetical order.

The reserve list and its expiry date will be published in the *Official Journal of the European Union* and on the EPSO website (<http://europa.eu/epso>) ⁽³⁾.

⁽³⁾ A successful candidate may explicitly ask for his/her name not to be published. Any such request must reach EPSO no later than two weeks after candidates are notified of the results.

IV. HOW TO APPLY

Please also consult the guide for applicants (http://europa.eu/epso/on-line-applications/guide_en.htm), which can be found on the EPSO website (<http://europa.eu/epso>). It contains detailed instructions to help you submit your application correctly.

The closing date for registration is 17 December 2008. Online registration will not be possible after 12 noon Brussels time on that date.

1. Creating an EPSO profile/Online registration

Before registering, you should carefully check whether you meet all the eligibility criteria.

If you want to apply, you must register via the Internet by going to the EPSO website and following the instructions there concerning the various stages of the procedure.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to the online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will not be able to register.

On completion of your online registration, you will receive on screen a registration number, which you must note — this will be your reference number in all matters concerning your application. Once you receive this number, the registration process is finished — it is the confirmation that we have registered the data you entered.

If you do not receive a number, your application has not been registered!

Please note that you must have an e-mail address. This will be used to identify you. The information you must enter when registering includes your choice of languages and details of the qualifications required for admission to the competition (qualification, name of issuing establishment and date obtained).

No documents are required at this stage. Full applications will be requested later (see Section IV.3).

Once you have registered online, you can follow the progress of the competition by going to the EPSO website (<http://europa.eu/epso>) and clicking on 'Ongoing competitions'.

*If you have a disability that prevents you from registering online, you may request — **preferably by fax** — a paper version of the form ⁽⁴⁾, which you should fill in, sign and return by registered mail, postmarked no later than the closing date for registration. All subsequent communication between EPSO and you will be by post.*

You must enclose with your application form a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the tests.

2. Invitations to the tests

Details of when and where to attend the admission tests and other tests will be available **only** on the EPSO website (<http://europa.eu/epso>). You can access this information by entering the user name and password you specified when registering online. You are responsible for updating your EPSO profile to reflect any change in your postal or e-mail address.

⁽⁴⁾ EPSO — Candidate Contact Service, Avenue de Cortenbergh, 80 — 00/48, B-1049 Brussels. Fax (32-2) 295 74 88.

You are also responsible for consulting your EPSO profile regularly to keep track of the progress of the competition and to check the information relevant to your application at every stage. If you find that you cannot do this, you must notify EPSO immediately by e-mail (EPSO-AD-141-08@ec.europa.eu).

The letter inviting you to the admission tests, available in your EPSO profile, will tell you how to make an appointment on line with one of the approved test centres.

3. Submitting a full application

If you are among the candidates with the highest aggregate marks in the admission tests and a pass mark in each, as specified in Section II, you will be asked to print out and complete the full application form, which you will find in your EPSO profile on the website. It must be sent in by the closing date ⁽⁵⁾.

Supporting documents to enclose

Your application must give full details of your citizenship and studies. You should also enclose the following documents:

- a copy of a document proving your citizenship (e.g. your passport, identity card or any other official document specifying your citizenship, which must have been obtained no later than the closing date for online registration),
- a copy of the diploma(s) attesting successful completion of your studies.

You should also enclose a numbered index of these documents on a separate sheet.

You should only send photocopies (which do not need to be certified) of these documents. Paper copies of web pages and/or references to websites do not constitute supporting documents for these purposes.

When completing your application form, you may not refer to any previous application forms submitted or any other documents enclosed with such applications. None of the documents submitted with your application will be returned.

Signing and sending the form

It is your responsibility to make sure that your application form, duly completed, SIGNED and accompanied by all the supporting documents, is sent by registered post to the address below by the closing date ⁽⁵⁾ (the postmark will serve as proof of the date of sending):

**European Personnel Selection Office (EPSO)
C-80
Open competition EPSO/AD/141/08
B-1049 Brussels**

Scrutiny of applications

The selection board will examine the files of the candidates with the highest aggregate marks in the admission tests and a pass mark in each to determine whether they satisfy the conditions laid down in Section I.B of this notice. The selection board will invite you to the written tests if you are among the candidates with the highest marks and meet all the criteria for admission to the competition (see Section III, second paragraph).

⁽⁵⁾ The closing date will be indicated in good time in your EPSO profile.

You will be disqualified if:

- you do not complete your online registration by the deadline (17 December 2008),
- you do not complete and/or sign the application form (original signature required),
- you do not meet all the eligibility criteria,
- you post your application after the closing date ⁽⁵⁾,
- you do not send all the supporting documents.

4. Reserve list

The names of the successful candidates (see Section III.3) will be entered on the reserve list.

5. If, at any stage in the procedure, it is established that the information on your online registration or official application form is incorrect, you will be disqualified from the competition.

6. To simplify administration of the competition, please quote in all correspondence **YOUR FULL NAME AS GIVEN ON YOUR APPLICATION FORM, THE COMPETITION NUMBER, AND THE REFERENCE NUMBER YOU RECEIVED WHEN YOUR ONLINE REGISTRATION WAS ACCEPTED.**

V. GENERAL INFORMATION

1. Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept 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 or sexual orientation.

2. Selection board

A selection board is appointed for each competition. Its members are designated by the institutions and their staff committees in equal numbers. The chair and members are then appointed by EPSO's appointing authority. Their names will be published on the EPSO website after candidates have been notified whether they have been admitted to the competition.

EPSO is responsible for all communication with you until the competition is completed. **You are strictly forbidden to make any contact with the members of the selection board, either directly or indirectly. The selection board will decide whether candidates infringing this rule are to be disqualified.**

3. Approximate timetable

Depending on the number of candidates, the competition will take approximately one year from the closing date for online registration.

Full details will be available on the EPSO website.

4. Requests from candidates for access to information concerning them

Candidates involved in selection procedures have the specific right of access to certain information concerning them directly and individually, as described below. EPSO may accordingly provide candidates who so request with supplementary information relating to their participation in the competition. Candidates must send such requests in writing to EPSO within a month of being notified of their results in the competition. EPSO will reply within a month of receiving the request. Requests will be dealt with taking account of the confidential nature of selection board proceedings under the Staff Regulations (Annex III, Article 6) and in compliance with the rules on the protection of individuals with regard to the processing of personal data. Examples of the type of information which may be supplied are given in the guide for applicants, Section III.3.

5. Requests for review — Appeal procedures — Complaints to the European Ombudsman

See Annex.

6. Recruitment conditions/Career

If you are placed on the reserve list, you will be eligible for appointment as an administrator in the field of security; recruitment will normally be as a probationary official, as and when required by the European institutions, in Brussels, Luxembourg or any other place of activity.

If you are on the reserve list and are offered a post, you will be asked to produce the originals of all the requisite documents, in particular your qualifications, so that copies can be authenticated.

Recruitment will depend on posts and funds becoming available.

Depending on the nature of the post, candidates on the reserve list may initially be offered a temporary contract; in this case, their names will remain on the reserve list.

Article 29(1)(b) of the Staff Regulations refers to the possibility for officials to request a transfer to another institution or agency at any time during their career. However, in the interests of the service, newly recruited officials are transferred only in exceptional and duly justified cases during their first three years of service. Any such transfer is subject to the agreement of both the institution or agency that originally recruited the official and the institution or agency to which the official requests to be transferred.

7. Retirement

Under the provisions of the Staff Regulations, officials are retired:

- automatically at the age of 65, or
- at their own request, either at the age of 63 or where the official is between 55 and 63 years of age and satisfies the requirements for immediate payment of a pension, or
- exceptionally, at their own request and where it is considered to be in the interest of the service, at the age of 67 at the latest.

8. Grade

Administrators will be recruited from the reserve list to grade AD 5.

9. Remuneration

Basic monthly salary as at **1 January 2008**:
grade **AD 5**, first step: **EUR 4 068,16**

10. Protection of personal data

As the body responsible for organising competitions, EPSO ensures that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data ⁽⁶⁾. This applies in particular to the confidentiality and security of such data.

⁽⁶⁾ OJ L 8, 12.1.2001, p. 1).

ANNEX

REQUESTS FOR REVIEW — APPEAL PROCEDURES — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to both the admission test phase and the competition, please note that all the proceedings of the selection board are covered by the confidentiality requirement laid down in Annex III to 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:

— **Requests for review**

Within 20 days of the letter informing you of the decision being sent to you online, send a letter stating your case to the:

European Personnel Selection Office (EPSO)
C-80
Open competition EPSO/AD/141/08
B-1049 Brussels

EPSO will forward your request to the chair of the selection board if it comes within the board's remit. You will be sent a reply as soon as possible.

— **Appeal procedures**

— You can submit an appeal to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
L-2925 Luxembourg

under Article 236 of the EC Treaty and Article 91 of the Staff Regulations of Officials of the European Communities;

— or you can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities, at the following address:

European Personnel Selection Office (EPSO)
C-80
Open competition EPSO/AD/141/08
B-1049 Brussels

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation (EC), Euratom No 723/2004 (OJ L 124, 27.4.2004, p. 1) — <http://www.europa.eu.int/eur-lex>) start to run from the time you are notified of the act allegedly prejudicing your interests.

Please note that the appointing authority does not have the power to amend the decisions of a selection board. The Court has consistently held that the wide discretion enjoyed by selection boards is not subject to review by the Court unless the rules which govern the proceedings of selection boards have clearly been infringed.

— **Complaints to the European Ombudsman**

Like all citizens of the European Union, you can make a complaint to the:

European Ombudsman
1 avenue du Président Robert Schuman — BP 403
F-67001 Strasbourg Cedex

under Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994, p. 15).

Please 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 complaints or for submitting appeals to the Civil Service Tribunal under Article 236 of the Treaty establishing the European Community. Please 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.
