

## V

(Announcements)

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PARLIAMENT

## CALL FOR EXPRESSIONS OF INTEREST

## Contract staff (function groups III and IV) in the buildings field

(2011/C 359 A/01)

The Secretariat of the European Parliament is launching this call for expressions of interest to create a database of candidates who may be recruited as contract staff (function groups III and IV) in the buildings field for its Directorate-General for Infrastructure and Logistics. This database will be used to draw up a reserve list of candidates for recruitment to posts in Brussels and Luxembourg, enabling Parliament to call on additional staff in specialist fields (see annexes to this call for expressions of interest) as and when required by its departments.

Contract staff are hired for a limited period of time (minimum of 6 months) which may not under any circumstances exceed 3 years.

The conditions of employment at the EU institutions are laid down in the Conditions of Employment of Other Servants of the European Union (CEOS). The CEOS can be consulted at the following address:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF> (Title IV, page 170).

**Remuneration**

The basic monthly salary is set at between EUR 2 266,38 and EUR 4 202,28 for function group III, and between EUR 2 901,31 and EUR 6 086,87 for function group IV (see table below), depending on the candidate's training and individual professional experience.

The basic salary may be supplemented by allowances laid down in the CEOS.

The salary is subject to Community tax and other deductions laid down in the CEOS. It is exempt from national taxation.

Function group	Basic salary (EUR)	
	Minimum	Maximum
III	2 266,38	4 202,28
IV	2 901,31	6 086,87

**Selection procedure — general conditions**

The purpose of this call for expressions of interest is to select qualified staff for specific tasks within each function group. Candidates are requested to apply for only one function group and for only one profile within that group (see annexes).

Candidates should send their Europass CV <sup>(1)</sup> with a covering letter by e-mail to the following address: [selectionagentsbatiments@europarl.europa.eu](mailto:selectionagentsbatiments@europarl.europa.eu)

The deadline for applications is **12 noon (CET) on 9 January 2012**. Applications received after that date and time will not be accepted.

Candidates who meet the appended conditions for admission and whose profile corresponds best to the departments' requirements will be asked to complete an application form (in English or French) and send it with the supporting documents required. Their application files will be examined by the Selection Committee, which will draw up a shortlist of candidates.

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<sup>(1)</sup> [http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp?loc=en\\_EN](http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp?loc=en_EN)

## ANNEX I

**Profile: Structural Engineer and Administrator, FG IV, technical systems (M/F)**

You will assist the Head of Unit as part of a team, approximately 20 strong, of architects and engineers who are responsible for coordinating studies and running the European Parliament's building projects.

**JOB DESCRIPTION**

- Assisting the Head of Unit with the work of structuring the unit,
- Involvement in and supervision of drafting of the requesting department's expression of needs,
- Verifying all the technical study and site monitoring documentation received from consulting engineers and/or in-house departments, from feasibility up to and including acceptance,
- Verifying technical conformity and compliance with schedules and the budget,
- Verifying conformity with rules and standards in force,
- Liaison with in-house and external project stakeholders and management of overall project organisation in accordance with procedures and methods in place (Project Management),
- Verifying as-built files and the reference files for subsequent building works,
- Electronic and hard copy archiving of plans and technical documents.

**CONDITIONS FOR ADMISSION****General conditions**

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

**Specific conditions***Qualifications*

University degree (minimum 4 years' study) in one of the following fields: industrial or civil engineering, electrical engineering, public building and works project management,

or

3-year (minimum) higher education diploma in industrial engineering, electrical engineering, or construction and public buildings and works, with at least 5 years' postgraduate experience in the field of technical systems specific to buildings.

This professional experience cannot be counted towards the professional experience required below.

*Experience/Knowledge*

- At least 5 years' experience in all building technology fields subsequent to the aforementioned training, and in the following fields in particular: heating, ventilation, air-conditioning, electricity (high and low voltage), fire detection, building management systems (BMS). This experience must have been acquired after the qualifications listed under 'Qualifications' had been obtained,
- Excellent command of Autocad software, technical systems calculation software, MS Project and Excel,
- Experience of team work with performance requirement,
- A thorough knowledge of one of the European Union's official languages (language 1 — **main language**): Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish, and a very good knowledge of a second one. For practical reasons, a very good knowledge of French is required. Knowledge of Dutch or English will be considered an advantage.

*Skills*

- you are rigorous and creative, and enjoy working in a multicultural team,
  - capable of managing a team of assistants,
  - committed and flexible,
  - you are diplomatic and get on well with other people.
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## ANNEX II

**Profile: Structural Technician, FG III, building project management and monitoring (M/F)**

You will assist an administrator as part of a team of architects and engineers who are responsible for coordinating studies and running the European Parliament's building projects, in particular those at the Luxembourg site.

**JOB DESCRIPTION**

- Assisting the administrator concerned with the daily management of site monitoring work,
- Verifying all the technical site monitoring documentation received from consulting engineers and/or in-house departments, from the works file up to and including acceptance,
- Verifying technical conformity with user requirements,
- Liaison with in-house and external project stakeholders and management of overall project organisation in accordance with procedures and methods in place (Project Management),
- Verifying as-built files and the reference files for subsequent building works,
- Electronic and hard copy archiving of plans and technical documents.

**CONDITIONS FOR ADMISSION****General conditions**

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

**Specific conditions***Qualifications*

A higher education qualification in a field relevant to structural engineering and the job description,

**or**

a secondary education diploma granting access to higher education studies and at least 5 years' professional experience in fields relevant to structural engineering and the job description.

This professional experience cannot be counted towards the professional experience required below.

*Experience/Knowledge*

- 3 years' experience in project monitoring and management in the building sector (carcass work, finishing or technical systems specific to buildings). This experience must have been acquired after the qualifications listed under 'Qualifications' had been obtained,
- Excellent command of Autocad, MS Project and Excel,
- Experience of team work with performance requirement,
- A thorough knowledge of one of the European Union's official languages (language 1 — **main language**): Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish, and a very good knowledge of a second one. For practical reasons, a very good knowledge of French is required. Knowledge of English or German will be considered an advantage.

*Skills*

- you are rigorous and creative, and enjoy working in a multicultural team,
  - committed and flexible,
  - you are diplomatic and get on well with other people.
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## ANNEX III

**Profile: Structural Technician, FG III, works supervision — technical systems (M/F)**

You will assist the administrator concerned as part of a team, approximately 20 strong, of architects and engineers who are responsible for coordinating studies and running the European Parliament's building projects.

**JOB DESCRIPTION**

- Assisting the administrator concerned with the daily management of site monitoring work,
- Verifying all the technical site monitoring documentation received from consulting engineers and/or in-house departments, from works files up to and including acceptance,
- Verifying technical conformity,
- Liaison with in-house and external project stakeholders and management of overall project organisation in accordance with procedures and methods in place (Project Management),
- Verifying as-built files and the reference files for subsequent building works,
- Electronic and hard copy archiving of plans and technical documents.

**CONDITIONS FOR ADMISSION****General conditions**

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

**Specific conditions***Qualifications*

A higher education qualification in a field relevant to technical systems specific to buildings.

*Experience/Knowledge*

- 3 years' experience in the field of building technology, in the following fields in particular: heating, ventilation, air-conditioning, electricity (high and low voltage), fire detection, building management systems (BMS). This experience must have been acquired after the qualifications listed under 'Qualifications' had been obtained,
- Excellent command of Autocad, MS Project and Excel,
- Experience of team work with performance requirement,
- A thorough knowledge of one of the European Union's official languages (language 1 — **main language**): Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish, and a very good knowledge of a second one. For practical reasons, a very good knowledge of French is required. Knowledge of Dutch or English will be considered an advantage.

*Skills*

- you are rigorous and creative, and enjoy working in a multicultural team,
  - committed and flexible,
  - you are diplomatic and get on well with other people.
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## ANNEX IV

**Profile: Structural Technician, FG III, works supervision (M/F)**

You will assist the administrator concerned as part of a team, approximately 20 strong, of architects and engineers who are responsible for coordinating studies and running the European Parliament's building projects.

**JOB DESCRIPTION**

- Assisting the person concerned with the daily management of site monitoring work,
- Verifying all technical site monitoring documentation received from consulting engineers, firms and/or in-house departments,
- Verifying technical conformity and compliance with schedules and the budget,
- Verifying conformity with rules and standards in force,
- Verifying as-built files and the reference files for subsequent building works.

**CONDITIONS FOR ADMISSION****General conditions**

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

**Specific conditions***Qualifications*

A higher education qualification in a field relevant to structural engineering and the job description.

*Experience/Knowledge*

- 3 years' experience in the field of carcass work, finishing and coordination with technical systems specific to the construction field. This experience must have been acquired after the qualifications listed under 'Qualifications' had been obtained,
- Excellent command of all building technology and Autocad,
- Experience of team work with performance requirement,
- A thorough knowledge of one of the European Union's official languages (language 1 — **main language**): Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish, and a very good knowledge of a second one. For practical reasons, a very good knowledge of French is required. Knowledge of Dutch or English will be considered an advantage.

*Skills*

- you are rigorous and creative, and enjoy working in a multicultural team,
  - committed and flexible,
  - you are diplomatic and get on well with other people.
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## ANNEX V

**Profile: Structural Technician, FG III, technical systems specialist — electricity (M/F)**

You will assist the administrator concerned as part of a team, approximately 20 strong, of architects and engineers who are responsible for coordinating studies and running the European Parliament's building projects.

**JOB DESCRIPTION**

- Assisting the administrator concerned with the daily management of studies and site monitoring work,
- Involvement in drafting the requesting department's expression of needs,
- Verifying all the technical study and site monitoring documentation received from consulting engineers and/or in-house departments, from feasibility up to and including acceptance,
- Verifying technical conformity and compliance with schedules and the budget,
- Verifying conformity with rules and standards in force,
- Liaison with in-house and external project stakeholders and management of overall project organisation in accordance with procedures and methods in place (Project Management),
- Verifying as-built files and the reference files for subsequent building works,
- Electronic and hard copy archiving of plans and technical documents.

**CONDITIONS FOR ADMISSION****General conditions**

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

**Specific conditions***Qualifications*

A higher education qualification in a field relevant to technical systems specific to buildings.

*Experience/Knowledge*

- 3 years' experience in the field of building technology, and in the following fields in particular: electricity (high and low voltage), electronic building management (BMS), fire detection. This experience must have been acquired after the qualifications listed under 'Qualifications' had been obtained,
- Excellent command of Autocad, MS Project and Excel,
- Experience of team work with performance requirement,
- A thorough knowledge of one of the European Union's official languages (language 1 — **main language**): Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish, and a very good knowledge of a second one. For practical reasons, a very good knowledge of French is required. Knowledge of Dutch or English will be considered an advantage.

*Skills*

- you are rigorous and creative, and enjoy working in a multicultural team,
  - committed and flexible,
  - you are diplomatic and get on well with other people.
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## ANNEX VI

**Profile: Structural Technician, FG III, carcass work and internal fixtures (M/F)**

You will assist the administrator concerned as part of a team, approximately 20 strong, of architects and engineers who are responsible for coordinating studies and running the European Parliament's building projects.

**JOB DESCRIPTION**

- Assisting the person responsible with the daily management of site monitoring work,
- Verifying all technical site monitoring documentation received from consulting engineers, firms and/or in-house departments,
- Verifying technical conformity and compliance with schedules and the budget,
- Verifying conformity with rules and standards in force,
- Verifying as-built files and the reference files for subsequent building works.

**CONDITIONS FOR ADMISSION****General conditions**

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

**Specific conditions***Qualifications*

A higher education qualification in a field relevant to structural engineering and the job description.

*Experience/Knowledge*

- 3 years' experience in the field of building technology in general. This experience must have been acquired after the qualifications listed under 'Qualifications' had been obtained,
- Excellent command of Autocad, MS Project and Excel,
- Experience of team work with performance requirement,
- A thorough knowledge of one of the European Union's official languages (language 1 — **main language**): Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish, and a very good knowledge of a second one. For practical reasons, a very good knowledge of French is required. Knowledge of Dutch or English will be considered an advantage.

*Skills*

- you are rigorous and creative, and enjoy working in a multicultural team,
  - committed and flexible,
  - you are diplomatic and get on well with other people.
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## ANNEX VII

**Profile: Structural Technician, FG III, technical systems specialist — HVAC (M/F)**

You will assist the administrator concerned as part of a team, approximately 20 strong, of architects and engineers who are responsible for coordinating studies and running the European Parliament's building projects on the Brussels site.

**JOB DESCRIPTION**

- Assisting the administrator concerned with the daily management of studies and site monitoring work,
- Involvement in drafting the requesting department's expression of needs,
- Verifying all the technical study and site monitoring documentation received from consulting engineers and/or in-house departments, from feasibility up to and including acceptance,
- Verifying technical conformity and compliance with schedules and the budget,
- Verifying conformity with rules and standards in force,
- Liaison with in-house and external project stakeholders and management of overall project organisation in accordance with procedures and methods in place (Project Management),
- Verifying as-built files and the reference files for subsequent building works,
- Electronic and hard copy archiving of plans and technical documents.

**CONDITIONS FOR ADMISSION****General conditions**

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

**Specific conditions***Qualifications*

A higher education qualification in a field relevant to technical systems specific to buildings.

*Experience/Knowledge*

- 3 years' experience in the field of building technology in general, and in the following fields in particular: heating, ventilation and air-conditioning. This experience must have been acquired after the qualifications listed under 'Qualifications' had been obtained,
- Excellent command of Autocad, MS Project and Excel,
- Experience of team work with performance requirement,
- A thorough knowledge of one of the European Union's official languages (language 1 — **main language**): Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish, and a very good knowledge of a second one. For practical reasons, a very good knowledge of French is required. Knowledge of Dutch or English will be considered an advantage.

*Skills*

- you are rigorous and creative, and enjoy working in a multicultural team,
  - committed and flexible,
  - you are diplomatic and get on well with other people.
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