V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION

EPSO/AD/248/13 — Administrators (AD 6), buildings sector

(2013/C 29 A/01)

The European Personnel Selection Office (EPSO) is organising an open competition, based on qualifications and tests, to constitute a reserve from which to recruit **administrators** (*) **in the following fields**:

FIELD 1: SECURITY OF BUILDINGS

FIELD 2: BUILDING SERVICES ENGINEERING

The purpose of the competition is to draw up reserve lists from which to fill vacant posts in the institutions of the European Union, in particular the Council, the European Parliament, the Court of Justice and the Economic and Social Committee.

> *Before applying, you should carefully read the Guide to open competitions published in Official Journal C 270 A of 7 September 2012 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

(*) 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 sought per field**	**Field 1 = 11** **Field 2 = 18**
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

The specific profiles sought are described in the annexes.

III. ELIGIBILITY

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

1. **General conditions**
(a) You must be a citizen of one of the Member States of the European Union.
(b) You must enjoy your full rights as a citizen.
(c) You must have fulfilled any obligations imposed on you by the laws on military service.
(d) You must meet the character requirements for the duties involved.

2. **Specific conditions**

2.1. **Qualifications**	See point 2 of the annexes.
2.2. **Professional experience**	See point 3 of the annexes.

2.3. **Knowledge of languages** (¹)	
Language 1	**Main language:** a thorough knowledge of one of the 23 official languages of the European Union.
and	
Language 2	**Second language (must be different from language 1):** a satisfactory knowledge of English, French or German. *In conformity with the judgment rendered by the EU Court (Grand Chamber) in Case C-566/10 P, Italian Republic v Commission, the EU institutions are required to state the reasons for limiting the choice of the second language in this competition to a restricted number of EU official languages.* *Candidates are therefore informed that the second language options in the present competition have been defined in accordance with the interest of the service which requires that newly recruited colleagues are immediately operational and able to communicate efficiently in their daily work. Otherwise the effective functioning of the institutions would be severely impaired.* *On the basis of long-standing practice in the EU institutions as regards the languages used for internal communication, and taking into account the needs of the services regarding external communication and the handling of files, English, French and German remain the most widely used languages. Moreover, English, French and German are the second languages that are by far the most widely chosen by candidates in competitions where they are able to choose their second language. This confirms current educational and professional standards, whereby candidates for European Union posts can be deemed to master at least one of these languages. Therefore, in balancing the interests of the service and the needs and capacities of the candidates, and taking account of the particular field of this competition, it is legitimate to organise tests in these three languages in order to ensure that, whatever their first official language, all candidates master at least one of these three official languages at working level. Moreover, in the interests of equal treatment of all candidates, everyone, including those whose first official language is one of these three, is required to take the test in their <u>second</u> language, chosen from among these three. Assessing specific competencies in this way allows the institutions to evaluate the ability of candidates to be immediately effective in an environment that closely matches the reality they would face on the job. This is without prejudice to later language training so as to acquire a capacity to work in a third language in accordance with Article 45(2) of the Staff Regulations.*

IV. **ADMISSION TESTS**

The admission tests are organised by EPSO and you will take them on a computer. The selection board decides on the difficulty of the tests and approves their subject matter on the basis of proposals made by EPSO.

Admission tests will be organised if the number of candidates applying exceeds 1 000 per field. In this case you will be informed via your EPSO account.

1. **Invitation**	You will be invited to sit the tests if you have validated your application on time (see section VIII). **Important:** 1. by validating your application you declare that you meet the general and specific conditions listed in section III; 2. you must reserve a date to sit the tests; this **must** be done by the deadline notified to you via your EPSO account.

(¹) See the Common European Framework of Reference for Languages (CEFR) — required level: language 1 = C1, language 2 = B2
(http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en_EN).

2. **Nature and marking of tests**	A series of tests comprising multiple-choice questions to assess your general aptitudes and competencies as regards:	
Test (a)	Verbal reasoning	Marking: this test will be marked out of 20 Pass mark: 10
Test (b)	Numerical reasoning	Marking: this test will be marked out of 10
Test (c)	Abstract reasoning	Marking: this test will be marked out of 10
		The aggregate pass mark for tests (b) and (c) is 10
3. **Language of the tests**	Language 1	

V. ADMISSION TO THE COMPETITION AND SELECTION BASED ON QUALIFICATIONS

1. Procedure

Initially, a check for compliance with the general and specific conditions, and the selection based on qualifications, will be carried out on the basis of the information given in your online application.

(a) Your responses to the questions concerning the general and specific conditions will be processed to determine whether you can be included in the list of candidates who fulfil all the conditions for admission to the competition.

If prior admission tests are organised, candidates' compliance with the general and specific conditions will be checked in descending order of their marks in those tests until a list has been compiled of 1 000 candidates per field who:

— *obtained the highest marks (and at least pass marks) in the admission tests, and*

— *satisfy the eligibility conditions.*

Where a number of candidates tie for the last available place, they will all be included in the selection phase based on qualifications. Online applications of candidates below the threshold will not be examined.

(b) The selection board will then screen the candidates who fulfil the conditions for admission to the competition on the basis of their qualifications to identify those whose profile (particularly their diplomas and professional experience) best matches the duties and selection criteria set out in this competition notice. This selection is carried out **solely** on the basis of the information provided in the 'Talent Screener' tab and involves two stages:

— A first selection based on qualifications will be made **solely** on the basis of the responses ticked under the 'Talent Screener' tab of the online application form and the weighting assigned to each of the questions. The selection board will set the weighting (1 to 3) according to the importance attached to each criterion set out in point 4 of the annexes, before examining the applications. The online applications of the candidates who obtain the highest number of points will then go through to a second selection stage.

— The number of files to be examined during the second stage will be approximately **nine times** the number of successful candidates sought that is indicated in this competition notice. The selection board will examine candidates' answers and will award 0 to 4 points for each answer. The points are then multiplied by the weighting for each question and added together to give an overall score.

The selection board will then draw up a list of candidates in the order of the overall scores awarded. The number of candidates invited to the assessment centre ([2]) will not exceed **three times** the number of successful candidates sought (per field). This number will be published on EPSO's website (http://blogs.ec.europa.eu/eu-careers.info/).

2. **Verification of information given by candidates**

Following the assessment centre session and in the light of the results, the information given by candidates in their online applications will be verified against the general conditions by EPSO and against the specific conditions by the selection board, on the basis of the supporting documents provided by the candidates. In assessing qualifications, supporting documents will be taken into account only to confirm the information already given under the 'Talent Screener' tab. If verification shows that the information given ([3]) is not borne out by the appropriate supporting documents, candidates will be disqualified.

Applications will be verified for candidates with the highest aggregate marks, and at least pass marks, in tests (d), (e), (f) and (g) in the assessment centre session, in descending order. These candidates must also have obtained pass marks in tests (a), (b), and (c). Verification will continue until the number of candidates who can be placed on the reserve list and who actually fulfil all the conditions for admission reaches the threshold. The files of candidates below the threshold will not be examined.

VI. **ASSESSMENT CENTRE**

1. **Invitation to the assessment centre**	If you are one of the candidates ([4]) who: — obtained the highest marks in the admission tests (if such tests were held, see section IV) and at least the pass marks, **and** — the information given in your online application shows that you fulfil the general and specific conditions listed in section III, **and** — you obtained one of the highest marks in the selection based on qualifications, you will be invited to the assessment centre tests, which will normally be held in Brussels over the course of **one or two days**.

([2]) Candidates not invited to the assessment centre will be sent the results of their assessment and the weighting applied to each question by the selection board.

([3]) This information will be verified against the supporting documents before the reserve list is drawn up (see section VII.1, and section VIII.2).

([4]) Where a number of candidates tie for the last available place, they will all be admitted to the assessment centre session.

2. **Assessment centre** (5)

The assessment centre comprises three different types of evaluation:

— reasoning ability: tests (a), (b) and (c),

— specific competencies: test (d),

— general competencies: tests (e), (f) and (g),

— **your reasoning competencies** if they have not already been assessed in admission tests, by way of the following tests:

(a) a verbal reasoning test

(b) a numerical reasoning test

(c) an abstract reasoning test

— **your specific competencies** in the field, by means of the following:

(d) a structured interview on your competencies in the field, *based on the information provided in the 'Talent Screener' tab of your application*

— **your general competencies** (6):

— Analysis and problem-solving

— Communication

— Delivering quality and results

— Learning and development

— Prioritising and organising

— Resilience

— Working with others

— Leadership

by means of:

(e) a case study (7)

(f) a group exercise

(g) a structured interview on your general competencies

These general competencies will be tested as shown in the following table:

	Case study	Group exercise	Structured interview
Analysis and problem-solving	x	x	
Communication	x		x
Delivering quality and results	x		x
Learning and development		x	x
Prioritising and organising	x	x	
Resilience		x	x
Working with others		x	x
Leadership		x	x

---

(5) Depending on logistical constraints, the reasoning tests and the case study (an integral par of the overall assessment) may be organised in test centres in the Member States and/or in Brussels and Luxembourg, separately from the other assessment centre tests.

(6) More information on these competencies can be found in point 1.2 of the Guide to open competitions.

(7) The content is validated by the selection board.

3. **Languages for the assessment centre**	Language 1 for parts (a), (b) and (c) Language 2 for parts (d), (e), (f) and (g)

4. **Marking and break-down of marks**	**Reasoning ability**
	
	(a) Verbal: marked out of 20
	    Pass mark: 10
	
	(b) Numerical: marked out of 10
	
	(c) Abstract: marked out of 10
	    Aggregate pass mark for tests (b) and (c): 10
	
	Tests (a), (b) and (c) are eliminatory, but the marks will not be added to the marks for the other assessment centre tests.
	
	Specific competencies (test (d))
	
	Marked out of 100
	Pass mark: 50
	Weighting: 55 % of the overall mark
	
	General competencies (tests (e), (f) and (g))
	
	Marks: a total of 80 for all general competencies (10 per competency)
	Pass mark:
	3 for each competency
	and
	an aggregate of 40 for all eight general competencies
	Weighting: 45 % of the overall mark

VII. RESERVE LISTS

1. **Candidates placed on the reserve lists**	The selection board will place your name on the reserve list: — if you have obtained the specified pass marks and are one of the candidates with the highest aggregate marks in assessment centre tests (d), (e), (f) and (g) (see number of successful candidates, section I.1) ([8]), — **and if your supporting documents show** that you meet all the eligibility requirements.
2. **Classification**	Lists will be drawn up for each field and names will be listed in alphabetical order.

VIII. HOW TO APPLY

1. **Online application**	You must apply online by following the instructions on the EPSO website and particularly in the online application manual. **Deadline (including validation): 5 March 2013 at 12.00 (midday)**, Brussels time.
2. **Submission of application files**	**If you are one of the candidates invited** to the assessment centre, you will have to bring with you your full application file (signed online application form and supporting documents) when you come to the assessment centre ([9]). **Procedure**: see point 6.1 of the Guide to open competitions.

([8]) Where a number of candidates tie for the last available place, they will all be placed on the reserve list.
([9]) You will be notified in good time via your EPSO account of the date when you have to attend the assessment centre.

ANNEX 1

FIELD 1 — SECURITY OF BUILDINGS

1. **Duties**

The institutions' security services are looking for officials whose main duties will be to ensure the security of persons, property and sensitive and classified information in an effective manner, and to lay down the technical specifications in the field of security engineering for large-scale building construction projects and monitor the security work until acceptance of such work.

By way of example, such duties may include:

General tasks

— contributing to the design and development of security policies and of the guidelines needed to implement them,

— analysing all security risks linked to the institutions' interests and activities,

— translating/implementing threat assessments and risk analyses into technical specifications or organisational/operational procedures,

— coordinating the implementation and monitoring of the application of security policies and guidelines,

— drafting documents in the area of security,

— coordinating the verification and assessment of security conditions related to the interests of the Institutions,

— liaising with in-house and external contacts.

Specific tasks

— coordinating the implementation of the measures necessary to deal with risks and threats in the areas of security and safety in the European institutions,

— formulating and developing minimum security standards,

— managing and coordinating security and logistical engineering activities and ensuring their operational direction,

— monitoring the implementation of systems and products and of accompanying counter-measures in the area concerned,

— analysing and evaluating information collected for security purposes,

— drawing up recommendations for the Security and Accreditation Authority (SAA) with a view to accrediting the classified Information and Communication Systems (CIS).

Job environment

Duty rota system outside of office hours depending on the specific requirements of the various institutions.

Post involving stand-by duty.

2. **Qualifications**

A level of education which corresponds to completed university studies of at least three years attested by a diploma in engineering or in a field relevant to the duties concerned, for example in criminology.

OR

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

3. **Professional experience**

At least three years' professional experience in the area of security relevant to the duties concerned.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

4. **Selection criteria**

For the selection based on qualifications, the following criteria will be taken into consideration by the selection board:

1. Professional experience in overseeing the activities of security staff/security guards.

2. Professional experience in government organisations (e.g. the police, military services, security services) whose mission is related to security, defence or civilian crisis management.

3. Professional experience in private sector entities whose mission is related to security, defence or civilian crisis management.

4. Professional experience in international organisations whose mission is related to security, defence or civilian crisis management.

5. Professional experience in the field of general security.

6. Professional experience in the field of VIP security.

7. Professional experience in monitoring construction work, particularly in the area of security and safety equipment.

8. Professional experience in procurement management in the area of security.

9. Professional experience in designing and operating complex technical security systems, with some knowledge of building security management and of protection of persons and property.

10. Professional experience in risk management in the area of security.

11. Professional experience in transposing and implementing threat assessments and risk analyses into technical specifications or organisational/operational procedures.

12. Professional experience in drafting technical documents in the area of security.

13. Professional experience in drawing up recommendations for the Security and Accreditation Authority (SAA) with a view to accrediting the classified Information and Communication Systems (CIS).

ANNEX 2

FIELD 2 — BUILDING SERVICES ENGINEERING

1. **Duties**

The institutions are looking for engineers to manage their building stock and building projects. They will be called upon to perform conceptual work and technical management, analysis and technical and administrative supervision work related to technical installations.

Among other things these duties require an aptitude for drafting, analysis, technical supervision, administrative management and a thorough working knowledge of office software, planning and/or computer aided design (CAD) software.

By way of example, such duties may include:

— operating, inspecting and corrective, remedial and preventive servicing of technical installations,

— designing and monitoring work aimed at installing and/or optimising technical installations,

— drawing up feasibility studies concerning any requested fitting-out, improvement or transformation work,

— drafting technical specifications and participating in public procurement procedures,

— monitoring and coordinating building work, drafting acceptance reports, coordinating health and safety issues,

— planning and managing contracts with external companies/partners,

— purchasing materials or equipment specific to buildings and their fitting-out or use,

— designing and implementing measures aimed at improving user well-being and comfort,

— introducing measures aimed at improving the energy and environmental performance of buildings, in the context of sustainable development,

— preparing and monitoring the planning of activities under the annual work programme,

— providing advice and analysis on complex technical issues,

— contributing to the simplification of procedures in the relevant areas,

— supervising the follow-up of reports from external technical inspection services,

— coordinating the work of in-house teams (user departments, stakeholders, collaborators, etc.) and external teams (health and safety coordinators, consultancy firms, authorities, inspection bodies, etc.),

— designing and implementing measures aimed at compliance and/or the technical upgrading of buildings and their installations.

2. **Qualifications**

A level of education which corresponds to completed university studies of at least three years attested by a diploma in engineering relevant to the duties concerned.

3. **Professional experience**

At least three years' professional experience relevant to the duties concerned.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

4. **Selection criteria**

For the selection based on qualifications, the following criteria will be taken into consideration by the selection board:

1. Professional experience in drawing up technical studies for building projects with a technical installations budget of over EUR 500 000.

2. Professional experience in monitoring building sites for building projects with a technical installations budget of over EUR 500 000.

3. Professional experience in drafting technical specifications, conducting market consultations and drawing up contracts relating to building projects with a technical installations budget of over EUR 500 000.

4. Professional experience in drafting technical specifications, conducting market consultations and drawing up contracts relating to the operation and maintenance of the technical installations of building stock with an above-ground floor space of at least 50 000 m².

5. Professional experience in designing the operation and maintenance of the technical installations of building stock with an above-ground floor space of at least 50 000 m².

6. Professional experience in managing the operation and maintenance of the technical installations of building stock with an above-ground floor space of at least 50 000 m².

7. Professional experience in coordinating work related to maintenance (purchase of materials or equipment specific to the buildings and to their fitting-out or use).

8. Professional experience in coordinating the work of in-house teams (user departments, stakeholders, collaborators, etc.) and external teams (health and safety coordinators, consultancy firms, authorities, inspection bodies, etc.).

9. Professional experience in developing and monitoring technical planning (Gantt, Pert, MS-Project, etc.).

10. Professional experience in monitoring and planning building maintenance (CMMS, service-level agreement, handling of complaints, etc.).

11. Professional experience in measures to improve the energy performance of buildings.

12. Professional experience in designing and implementing measures aimed at improving user well-being and comfort.

13. Professional experience in designing and implementing measures aimed at compliance and/or the technical upgrading of buildings and their installations.