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*(Announcements)*

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

## NOTICE OF OPEN COMPETITIONS

## Doctors (AD 11)

EPSO/AD/308/15 — Brussels site

EPSO/AD/309/15 — Luxembourg and Ispra sites

(2015/C 183 A/01)

***Deadline for registration: 7 July 2015 at 12.00 (midday), Brussels time***

The European Personnel Selection Office (EPSO) is organising open competitions, based on qualifications and tests, to draw up reserve lists from which the European Commission will recruit new members of the civil service as **'doctors'** (function group AD) for their sites in **Brussels (BE), Luxembourg (LU) and Ispra (IT)**.

This Notice of Competition, together with the General Rules governing Open Competitions published in *Official Journal of the European Union* C 70 A of 27 February 2015 (<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:C:2015:070A:TOC>), forms the legally binding framework for these selection procedures.

**Number of successful candidates sought:****EPSO/AD/308/15 — Brussels: 10****EPSO/AD/309/15 — Site 1. Luxembourg: 5; Site 2. Ispra: 5**

The intention is to recruit doctors for assignment to the places referred to in this notice, but this does not rule out the possibility that Article 7 of the Staff Regulations may be applied, under which officials may be transferred to another place of employment during their career if the interests of the service require it. (Article 7 can be found in Regulation 31 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>)).

**EPSO/AD/309/15** contains two options. You may only apply for one of these. You must make your choice when you apply online and you will not be able to change it after you have validated your online application form.

**WHAT TASKS CAN I EXPECT TO PERFORM?**

If you are recruited following this competition you will undertake four main types of work:

1. Medical check-ups and counselling for staff and candidates.
2. Health promotion campaigns, prevention and protection at work.

3. Liaising with external physicians and/or hospital services.
4. Team management and administration.

Please see ANNEX I for more information about the typical duties to be performed.

#### AM I ELIGIBLE TO APPLY?

You must meet ALL of the following conditions when you validate your application:

General conditions	<ul style="list-style-type: none"> <li>— Enjoy full rights as a citizen of a Member State of the EU</li> <li>— Meet any obligations under national laws on military service</li> <li>— Meet the character requirements for the duties concerned</li> </ul>
Specific conditions: Languages	<ul style="list-style-type: none"> <li>— Language 1: minimum level — C1 in one of the 24 official EU languages</li> <li>— Language 2: minimum level — B2 in English, French or German; must be different from language 1</li> </ul> <p><i>For details on language levels, see the Common European Framework of Reference for Languages (<a href="https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</a>)</i></p>
Specific conditions: Qualifications & work experience	<ul style="list-style-type: none"> <li>— Completed university studies of at least <b>four years</b> attested by a diploma in medicine recognised in one of the Member States of the European Union.</li> <li><b>and</b></li> <li>— <b>A diploma in a medical specialisation</b> obtained after the abovementioned diploma.</li> </ul> <p><i>For details on diploma levels, please see Annex I to the General Rules governing Open Competitions (<a href="http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:C:2015:070A:TOC">http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:C:2015:070A:TOC</a>).</i></p> <ul style="list-style-type: none"> <li>— <b>At least 12 years'</b> professional experience (acquired after the diploma in medicine) in one or more of the following related fields:</li> </ul> <p><b>For EPSO/AD/308/15 — Brussels:</b> occupational medicine, general medicine, internal medicine, tropical medicine, ergonomics, medical control of absences due to illness, public health or psychiatry.</p> <p><b>For EPSO/AD/309/15 — Luxembourg/Ispra:</b> occupational medicine, general medicine, internal medicine, tropical medicine, ergonomics, medical control of absences due to illness, public health, psychiatry, emergency medicine (for Ispra only) or radiation protection.</p>

The second language chosen must be **English, French, or German**. These are the main working languages of the EU institutions and, in the interests of the service, new recruits must be immediately able to work and communicate effectively in their daily work in at least one of them.

Please see ANNEX II for additional information on languages in EU competitions.

#### HOW WILL I BE SELECTED?

##### 1) *Selection based on qualifications*

First, the eligibility requirements per competition of all candidates will be checked on the basis of the data provided in the candidates' online application.

Second, **only for the eligible candidates**, the selection based on qualifications will be carried out using the information provided by the candidates in the application form's Talent Screener tab. The selection board will assign each **selection criterion** a weighting that reflects its relative importance (1 to 3) and each of the candidate's responses will be awarded between 0 and 4 points.

The selection board will then multiply the points by the weighting for each criterion and add these to identify those whose profiles best match the duties to be performed.

Please see ANNEX III for the list of criteria per site.

## 2) **Assessment Centre**

**A maximum of three times** the number of successful candidates sought per competition and site will be invited to this phase. If you scored one of the **highest total marks** in the selection based on qualifications, you will be invited to attend an Assessment Centre for one or two days where you will take tests held in your **language 2**. For **EPSO/AD/308/15**, this will most probably be in **Brussels** and for **EPSO/AD/309/15**, most probably in **Luxembourg**.

Eight general competencies and the specific competencies required for the competition will be tested at the Assessment Centre through **five tests** (general and specific competency-based interviews, group exercise, case study and discussion on two clinical cases) as described in the following matrices:

<b>Competency</b>	<b>Tests</b>	
1. Analysis and problem solving	Case study	Group exercise
2. Communicating	Case study	General competency-based interview
3. Delivering quality and results	Case study	General competency-based interview
4. Learning and development	Group exercise	General competency-based interview
5. Prioritising and organising	Case study	Group exercise
6. Resilience	Group exercise	General competency-based interview
7. Working with others	Group exercise	General competency-based interview
8. Leadership	Group exercise	General competency-based interview
Pass marks	3/10 per competency and 40/80 in total	
Specific competencies	Specific competency-based interview	Discussion on 2 clinical cases
Pass mark	30/60	30/60

## 3) **Reserve list**

After checking candidates' supporting documents, the selection board will draw up a **reserve list** for each competition and site, comprising the eligible candidates who obtained the highest aggregate marks following the Assessment Centre, until the number of successful candidates sought is reached. Names will be listed alphabetically.

**WHEN AND WHERE CAN I APPLY?**

Apply online on the EPSO website <http://jobs.eu-careers.eu> by:

**7 July 2015 at 12.00 (midday), Brussels time.**

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## ANNEX I

**DUTIES**

These open competitions are being held to recruit Administrators (AD 11) whose duties will be to carry out the tasks required of a medical officer of the institution:

- medical check-ups of staff members and applicants,
- occupational health related examinations and consultations,
- administrative medical opinions,
- medical control of absences due to illness,
- medical emergencies (for Ispra only),
- health promotion campaigns,
- radiation protection (for Luxembourg and Ispra only),
- participating in the work of various fora:
  - health and safety at work,
  - invalidity,
  - board of senior medical advisers of the European Union institutions,
- team management,
- maintaining contacts with outside doctors and/or hospitals in their specialist fields,
- handling administrative cases and procedures.

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## ANNEX II

**LANGUAGES**

In the light of the judgment given by the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, *Italy v Commission*, the EU institutions set out below the reasons for limiting the choice of the second language in this competition to a small number of official EU languages.

Candidates are informed that the second language options in this competition have been defined in line with the interests of the service, which require new recruits to be immediately operational and capable of communicating effectively in their daily work. Otherwise the efficient functioning of the institutions could be severely impaired.

It has long been the practice to use mainly English, French, and German for internal communication in the EU institutions and these are also the languages most often needed when communicating with the outside world and dealing with cases. Moreover, English, French, and German are the most common second languages in the European Union and the most widely studied as a second language. This confirms what is currently expected of candidates for European Union posts in terms of their level of education and professional skills, namely that they have a command of at least one of these languages. Consequently, in balancing the interests and needs of the service and the abilities of candidates, and given the particular field of this competition, it is legitimate to organise tests in these three languages so as to ensure that all candidates are able to work in at least one of them, whatever their first official language. Assessing specific competencies in this way allows the institutions to evaluate candidates' ability to be immediately operational in an environment that closely matches the reality they would face on the job.

For these same reasons, it is reasonable to limit the language of communication between candidates and the institution, including the language in which applications are to be drafted. Furthermore, this ensures uniformity when comparing candidates and checking their application forms.

To ensure equal treatment for all candidates, everyone — including those whose first official language is one of the three — must take some tests in their second language, chosen from among these three.

None of this affects the possibility of later language training to enable staff to work in a third language, as required under Article 45(2) of the Staff Regulations.

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## ANNEX III

**SELECTION CRITERIA**

*The selection board considers the following criteria for the selection based on qualifications:*

**EPSO/AD/308/15 — Brussels site**

1. At least 5 years' **ongoing** professional experience in occupational medicine.
2. At least 3 years' professional experience in the medical control of absences due to illness.
3. At least 3 years' professional experience in general medicine.
4. At least 3 years' professional experience in internal medicine.
5. At least 2 years' professional experience in ergonomics.
6. At least 2 years' professional experience in public health.
7. At least 2 years' professional experience in psychiatry.
8. At least 2 years' professional experience in tropical medicine.
9. Professional experience of handling administrative cases and procedures in a medical environment.
10. Professional experience of managing a medical team.
11. At least 3 years' professional experience in an international/multicultural environment in one of the following areas: occupational medicine, general medicine, internal medicine, tropical medicine, ergonomics, medical control of absences due to illness, public health or psychiatry.
12. Proven knowledge of English and/or French (minimum level required: B2 of the Common European Framework of Reference for Languages (CEFR))

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

**EPSO/AD/309/15 — Luxembourg/Ispra sites**

1. At least 5 years' **ongoing** professional experience in occupational medicine.
2. At least 3 years' professional experience in the medical control of absences due to illness.
3. At least 3 years' professional experience in general medicine.
4. At least 3 years' professional experience in radiation protection.
5. At least 2 years' professional experience in emergency medicine (for Ispra only).
6. At least 3 years' professional experience in internal medicine.
7. At least 2 years' professional experience in ergonomics.
8. At least 2 years' professional experience in public health.
9. At least 2 years' professional experience in psychiatry.
10. At least 2 years' professional experience in tropical medicine.
11. Professional experience of handling administrative cases and procedures in a medical environment.
12. Professional experience of managing a medical team.

13. At least 3 years' professional experience in an international/multicultural environment in one of the following areas: occupational medicine, general medicine, internal medicine, tropical medicine, ergonomics, medical control of absences due to illness, public health, psychiatry, emergency medicine (for Ispra only) or radiation protection.
14. Proven knowledge of English and/or French (minimum level required: B2 of the Common European Framework of Reference for Languages (CEFR) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).
15. Proven knowledge of one or more of the following languages: Dutch and/or German for Luxembourg; Italian and/or Spanish for Ispra (minimum level required: B2 of the Common European Framework of Reference for Languages (CEFR) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

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