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ADMINISTRATIVE PROCEDURES

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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN COMMISSION

NOTICE OF OPEN COMPETITION — COM/AD/17/10

(2010/C 289 A/01)

Are you interested in working for the European institutions?***Does your profile meet our criteria?******Why not apply?******Give yourself a chance to succeed.***

The Commission is organising admission tests and an open competition, based on qualifications and tests, to establish a reserve pool from which to recruit administrators with experience in the field of economics (*) (AD 11).

COM/AD/17/10 — SENIOR ECONOMIST

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

Before applying, you should read carefully the guide published in Official Journal C 184 A of 8 July 2010 and on the EPSO website, except for points 3.2, 6.2 and 6.3 which are replaced by the text in the Annex to this competition notice.

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.

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(*) 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	15
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II. DUTIES

The general profile of candidates sought is described in point 1.2 of the guide to open competitions.

The specific profile is described below.

The duties of senior economists consist of:

- providing topical and timely advice on economic policy issues for senior management of the Directorate-General and the Commission,
- undertaking and/or coordinating research on EU economic policies,
- drafting policy papers underpinned by sound economic theory and empirical analysis,
- contributing to the Directorate-General's publications and documents,
- producing analysis of complex economic issues and facilitating the dissemination of this knowledge to staff of the Directorate-General,
- leading task forces and similar project groups on issues that cut across responsibilities of various Directorates within the Directorate-General and/or across various Directorates-General,
- representing the Commission at high level (internal and external) meetings and conferences; participating in external and internal events; maintaining regular contacts with relevant internal services and external bodies with a view to representing the interest of the Commission and keeping abreast of the development of European Union and Commission policies coming under the sphere of action of the respective Directorates,
- alerting senior management to significant economic developments and contributing to the strategic planning and decision making by providing advice and input on the definition of strategic objectives, policy developments and on specific dossiers; participating in setting up strategic working plans, annual management plans and related documents.

III. ELIGIBILITY

The competition is open to candidates who, **on the closing date for online registration**, satisfy the following requirements:

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	<p>Qualifications</p> <p>Candidates must possess:</p> <p>(i) a level of education which corresponds to completed university studies in economics attested by a diploma when the normal period of university education is four years or more;</p> <p>or</p> <p>(ii) a level of education which corresponds to completed university studies in economics attested by a diploma when the normal period of university education is at least three years, and professional experience in relation with the nature of duties (as described in Title II) of at least one year.</p> <p>NB: The minimum of one year's professional experience required under (ii) counts as an integral part of the above qualification and cannot be counted towards the professional experience required under point III.2.2 below (see Article 5(3)(c)(ii) of the Staff Regulations). It must have been acquired after the required qualification was obtained.</p>																								
2.2	<p>Professional experience</p> <p>Candidates must have at least 15 years' professional experience in economics. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year of relevant professional experience (see III.2.1).</p> <p>For the calculation of the total duration of professional experience, a PhD in economics, obtained in the course of full-time studies, can be taken into account for a period of maximum 3 years. If the candidate obtained the PhD diploma in less than 3 years, only the actual duration of the studies will be counted. Periods of further training related to the required specialisation and undertaken since obtaining the required degree can be taken into account for a period of up to one year.</p>																								
2.3	<p>Knowledge of languages</p> <p>Main language:</p> <p>A thorough knowledge of one of the official languages of the European Union.</p> <p>The official languages of the European Union are:</p> <table><tr><td>BG (Bulgarian)</td><td>FI (Finnish)</td><td>NL (Dutch)</td></tr><tr><td>CS (Czech)</td><td>FR (French)</td><td>PL (Polish)</td></tr><tr><td>DA (Danish)</td><td>GA (Irish)</td><td>PT (Portuguese)</td></tr><tr><td>DE (German)</td><td>HU (Hungarian)</td><td>RO (Romanian)</td></tr><tr><td>EL (Greek)</td><td>IT (Italian)</td><td>SK (Slovak)</td></tr><tr><td>EN (English)</td><td>LT (Lithuanian)</td><td>SL (Slovenian)</td></tr><tr><td>ES (Spanish)</td><td>LV (Latvian)</td><td>SV (Swedish)</td></tr><tr><td>ET (Estonian)</td><td>MT (Maltese)</td><td></td></tr></table> <p>and</p> <p>Second language (must be different from language 1):</p> <p>A satisfactory knowledge of English, French or German.</p>	BG (Bulgarian)	FI (Finnish)	NL (Dutch)	CS (Czech)	FR (French)	PL (Polish)	DA (Danish)	GA (Irish)	PT (Portuguese)	DE (German)	HU (Hungarian)	RO (Romanian)	EL (Greek)	IT (Italian)	SK (Slovak)	EN (English)	LT (Lithuanian)	SL (Slovenian)	ES (Spanish)	LV (Latvian)	SV (Swedish)	ET (Estonian)	MT (Maltese)	
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(a) Language 1																									
(b) Language 2																									

IV. ADMISSION TESTS

1. You will be invited to the tests:	If, when submitting your online application , you have declared that you fulfil the general and specific conditions listed in Section III.	
2. Nature and marking of tests	A series of tests comprising multiple-choice questions to assess your general ability as regards:	
Test (a)	Verbal reasoning	Marking: 0-20 Pass mark: 10 points
Test (b)	Numerical reasoning	Marking: 0-10
Test (c)	Abstract reasoning	Marking: 0-10
		The aggregate pass mark for tests (b) and (c) is 10.
3. Language of the tests	Language 2 (English, French or German)	

V. ADMISSION TO THE COMPETITION AND INVITATION TO THE ASSESSMENT CENTRE

1. Admission to the competition

The Selection Board will make an assessment on the basis of qualifications and professional experience for those candidates who:

- obtained one of the highest aggregate marks (of those with pass marks) in admission tests (a), (b) and (c) (Section IV), and
- satisfy the eligibility conditions listed in Section III based on the information given in their online application.

The threshold is 150 candidates, which is 10 times the number of successful candidates indicated in Section I of the competition notice. Where a number of candidates tie for the last available place, they will all be included in the selection phase based on qualifications and professional experience. Online applications of candidates below the threshold will not be examined.

2. Invitation to the assessment centre: selection on the basis of qualifications and professional experience

To identify candidates who can be admitted to the assessment centre, the selection board will select candidates on the basis of their qualifications and professional experience after having established the criteria by which it will assess those qualifications and professional experience. Candidates will be assessed on the basis of the information given in their online application forms. The selection board will select those candidates who possess the qualifications (in terms of quality and level of diplomas) and professional experience that are most relevant to the nature of the duties described in the competition notice according to the selection criteria explained below.

The following elements will be considered an asset:

1. additional degree(s) in economics (such as a PhD) in macroeconomics, microeconomics (including labour economics), econometrics, monetary economics, international economics, public finance, or financial economics over and above the degrees required under Section III.2.1;
2. professional experience in applied economic analysis;
3. professional experience in the economic policy priorities of the Commission;

4. publications in the field of macroeconomics, microeconomics (including labour economics), econometrics, monetary economics, international economics, public finance, or financial economics in a peer-reviewed academic journal;
5. participation in conferences and workshops, either as speaker or co-author, in the field of macroeconomics, microeconomics (including labour economics), econometrics, monetary economics, international economics, public finance, or financial economics;
6. professional experience in academic research in macroeconomics, microeconomics (including labour economics), econometrics, monetary economics, international economics, public finance, or financial economics;
7. professional experience in teaching in macroeconomics, microeconomics (including labour economics), econometrics, monetary economics, international economics, public finance, or financial economics;
8. proven ability to address both expert and non-expert audiences in English;
9. professional experience in conducting discussions and negotiations at a high level;
10. professional experience in international organisations, in particular in the area of economic surveillance;
11. proven ability to draft analytical and policy papers in English.

On the basis of the replies provided in the 'Talent Screener' of the electronic application, the selection board shall identify the candidates who have the most appropriate qualifications and professional experience and shall award marks according to the following method:

- (a) each selection criterion is weighted between 1 and 3, according to how important the board considers it to be;
- (b) the selection board will give a mark between 0 and 4 for each of the candidate's qualifications and professional experience.

The total mark obtained by a candidate is the sum of the marks obtained for each selection criterion multiplied by its weight.

The selection board will then draw up a list of candidates in the order of the marks awarded ⁽¹⁾ ⁽²⁾.

The number of candidates admitted to the assessment centre will be a maximum of 45, which is three times the number of successful candidates indicated in this competition notice. This number will be published on EPSO's website (www.eu-careers.eu).

3. Verification of information given by candidates

Following the assessment centre session and based on the results, the information given by candidates in their online applications will be verified against the general conditions by the Commission and against the specific conditions and selection criteria by the selection board. If verification shows that the information given is not borne out by the appropriate supporting documents, candidates will be eliminated from the competition.

Applications are verified for candidates who obtained all pass marks and who obtained the best aggregate mark in tests (a) to (d) taken in the assessment centre, in descending order of merit (see Section VI). Verification will continue until the threshold number of candidates is reached (see Section I). The files of candidates below this threshold will not be examined

⁽¹⁾ Candidates not invited to the assessment centre can obtain a copy of the selection board's evaluation sheet concerning their qualifications and professional experience by submitting a request within 10 calendar days of being notified of the results.

⁽²⁾ Where a number of candidates tie for the last available place, they will all be invited to the assessment centre.

VI. OPEN COMPETITION

1. Invitation to the assessment centre	<p>If you are one of the candidates who obtained one of the highest marks in the selection based on qualifications and professional experience, as set out in Section V, you will be invited</p> <ul style="list-style-type: none"> — to take part in the case study which will normally be held in Brussels over the course of half a day, and — to take part in the other tests of the assessment centre which will normally be held in Brussels over the course of a day.
2. Assessment centre	<p>You will be assessed on your specific competences in the field and the following general competences:</p> <ul style="list-style-type: none"> — analysis and problem solving, — communicating, — delivering quality and results, — learning and development, — prioritising and organising, — resilience, — working with others, — leadership. <p>More information on these competences can be found in point 1.2 of the guide to open competitions.</p> <p>These competences and the specific competences in the field are tested by means of:</p> <ul style="list-style-type: none"> (a) a case study in economics; (b) group exercise; (c) an oral presentation; and (d) a structured interview.
3. Languages for the assessment centre	<p>Language 2 (English, French, or German) for tests (a) to (d).</p> <p>Your knowledge of your main language (language 1) will also be tested during test (a) (case study).</p>
4. Marking	<p>Specific competences 0-100 Pass mark: 60 points</p> <p>General competencies 0-80 in total for all general competencies (10 per competency) Pass mark: 3 for each competency, and an aggregate of 40 for all 8 general competencies.</p> <p>Knowledge of the main language 0-10 Pass mark: 8 points</p>

VII. RESERVE LIST

1. Candidates placed on the reserve list	<p>The selection board will put on the reserve list the names of candidates:</p> <ul style="list-style-type: none"> — who satisfy all the conditions set out in Titles III, IV and V, — who have obtained all pass marks for the tests specified in Section VI, — who have obtained one of the highest aggregate marks for the tests specified in Section VI, and — who have not been excluded from the competition as a result of the verification of information given by the candidate (as specified in Section V.3). <p>The number of successful candidates is limited to 15, as specified in Section I ⁽³⁾.</p> <p>The list will be valid until 31 December 2012.</p>
2. Classification	<p>The list will be drawn up by merit group (maximum of four groups) and names will be listed in alphabetical order within each group.</p>

VIII. HOW TO APPLY

1. Online applications	<p>You must apply online following the instructions on the EPSO website.</p> <p>Closing date: 25 November 2010 at 12.00 (midday), Brussels time.</p>
2. Submission of application files	<p>If you are one of the candidates invited to the assessment centre, you will have to submit at a later stage upon request a full application file (signed online application form and supporting documents, including where required those supporting your replies provided in the Talent Screener (see Section V.2)).</p> <p>Closing date: you will be informed of the closing date via your EPSO account.</p> <p>Procedure: see also point 2.2 of the guide to open competitions.</p>

⁽³⁾ Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

ANNEX

Please note that points

- 3.2
- 6.2
- 6.3

of the guide to open competitions, published in Official Journal C 184 A of 8 July 2010, does not apply to this competition.

— **Point 3.2 ‘Candidates: communication with EPSO’ is replaced by the following text:**

For all correspondence with the competition secretariat, you must use the functional mailbox for the competition EPSO-COM-AD-17-10@ec.europa.eu; but please check first that the information you want is not in the competition notice, or in the guide to open competitions, or on the EPSO website, or under the ‘Frequently Asked Questions’ ⁽¹⁾.

To ensure the selection board's independence, any contact with its members, either direct or indirect, is strictly forbidden and may result in disqualification from the competition. Any correspondence intended for the selection board must be sent only to the secretariat of the selection board, which will pass it on, via the functional mailbox for the competition (EPSO-COM-AD-17-10@ec.europa.eu).

EPSO and the Commission take great care to apply the principles of the code of good administrative conduct ⁽²⁾, including in correspondence with candidates. However, under those same principles, EPSO and the Commission reserve the right to cease any correspondence if that which it receives from a candidate is improper — i.e. repetitive, abusive and/or pointless.

In all correspondence to do with an application, candidates must quote their name as given in their application, the competition number, and the number they received when they applied online.

— **Point 6.2 ‘Requests for review’ is replaced by the following text:**

You can request a review if:

- EPSO and the Commission have failed to observe the provisions governing the competition procedure,
- the selection board has failed to abide by the provisions governing its proceedings.

Note that selection boards enjoy wide powers of discretion in assessing whether and to what extent your answers are correct or incorrect. You can therefore contest your marks only if there has been a manifest error in law or in fact.

The secretariat of the selection board will forward your request to the chair of the selection board if it falls under the board's remit, and you will be sent a reply as swiftly as possible.

Procedures

Submit your request, stating the grounds on which it is based, within 10 calendar days from the date when the letter is sent to you via your EPSO account:

- by an email to the functional mailbox for the competition EPSO-COM-AD-17-10@ec.europa.eu

Please quote in the subject line of your letter:

- the competition number,
- your application number,
- the words ‘Request for review’ ⁽³⁾,
- which stage ⁽⁴⁾ of the competition your request concerns (e.g. admission tests, admission refused, assessment centre).

⁽¹⁾ Under the heading ‘FAQ’ on the EPSO website.

⁽²⁾ OJ L 267, 20.10.2000, p. 63.

⁽³⁾ Indicate this only in English, French, or German.

⁽⁴⁾ Indicate the stage only in English, French, or German.

— **Point 6.3 ‘Appeal procedures’ is replaced by the following text:**

If, at any stage of the competition, you consider that EPSO, the Commission or the selection board has acted unfairly or has failed to comply with:

- the rules governing the competition procedure, or
- the provisions of the competition notice,

and that your interests have been prejudiced as a result, you can take the following action:

- you can lodge an *administrative complaint* pursuant to Article 90(2) of the Staff Regulations ⁽⁵⁾, to be sent:
 - either by post to:

Secretariat of the selection board for competition COM/AD/17/10
 EPSO — European Personnel Selection Office
 C-25
 1049 Bruxelles/Brussel
 BELGIQUE/BELGIË

or by an email to the functional mailbox of the selection board EPSO-COM-AD-17-10@ec.europa.eu

Please quote in the subject line of your letter:

- the competition number,
- your application number,
- the words ‘Complaint pursuant to Article 90(2)’ ⁽⁶⁾,
- which stage ⁽⁷⁾ of the competition your complaint concerns.

Note that selection boards enjoy wide powers of discretion and boards act in complete independence. The decisions of the selection boards cannot be overturned by the Appointing Authority unless the rules which govern the proceedings of selection boards have clearly been infringed. If this is the case, action against the board’s decision can be brought directly before the European Union Civil Service Tribunal without the need for a prior complaint pursuant to Article 90(2) of the Staff Regulations, contrary to the complaints lodged against the decisions made by EPSO or the Commission for which the Article 90(2) procedure should be followed first.

- you can submit a *judicial appeal* pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations to the:

European Union Civil Service Tribunal
 Boulevard Konrad Adenauer
 2925 Luxembourg
 LUXEMBOURG

Note that appeals concerning an error of assessment relating to the general eligibility criteria are not matters for which the selection board is responsible and will therefore not be admissible before the European Union Civil Service Tribunal unless an administrative complaint pursuant to Article 90(2) of the Staff Regulations has first been made following the procedure described above.

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal (http://curia.europa.eu/jcms/jcms/T5_5230).

The time limits for initiating both types of procedure (see Staff Regulations as amended by Council Regulation (EC, Euratom) No 723/2004 of 22 March 2004, published in the *Official Journal of the European Union*, L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you are notified of the act allegedly prejudicing your interests.

⁽⁵⁾ Staff Regulations of Officials and the Conditions of employment of other servants of the European Communities: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20080501:EN:PDF>

⁽⁶⁾ Indicate this only in English, French, or German.

⁽⁷⁾ Indicate the stage only in English, French, or German.

REVIEW OF 'COMPETITION' C A OJs

Please find below the list of C A published during the present year.

Unless otherwise indicated, OJs are published in all language versions.

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