NOTICE OF OPEN COMPETITIONS EPSO/AST/102-103-104/10

(2010/C 292 A/02)

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 European Personnel Selection Office (EPSO) is organising open competitions, based on qualifications and tests, to constitute a reserve from which to recruit assistants (*).

EPSO/AST/102/10 — AUDIOVISUAL/WEB DESIGN (AST 3)
EPSO/AST/103/10 — ARCHIVE AND DOCUMENT MANAGEMENT (AST 3)
EPSO/AST/104/10 — NUCLEAR INSPECTION (AST 4)

The purpose of these competitions is to draw up reserve lists from which to fill vacant posts in the institutions of the European Union.

Before applying, you should carefully read the guide published in Official Journal C 184 A of 8 July 2010 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

I. GENERAL BACKGROUND

1. Number of successful candidates	EPSO/AST/102/10 = 37 EPSO/AST/103/10 = 43 EPSO/AST/104/10 = 30
2. Remarks	You may not apply for more than one of these competitions and for more than one field in competition EPSO/AST/102/10. 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.

(*) 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.

II. **DUTIES**

The specific profiles sought are described in the annexes.

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

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 the annexes |

| 2.2 | **Professional experience** |
| | See the annexes |

| 2.3 | **Knowledge of languages** |
| | **The official languages of the European Union are:** |

	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)	

(a) Language 1	**Main language:**
	A thorough knowledge of one of the official languages of the European Union.
and	
(b) Language 2	**Second language (must be different from language 1):**
	A satisfactory knowledge of English, French or German.

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

1. **Procedure**

Initially, compliance with the general and specific conditions will be checked on the basis of the information given in your application form. The selection based on qualifications will be made on the same basis.

(a) Your answers to the questions relating to 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.

(b) For the candidates on that list, the selection board will then carry out a selection on the basis of qualifications to identify those whose profile (particularly diplomas and professional experience) best matches the duties and selection criteria set out in the competition notice. There are two stages in this selection process:

— according to the importance attached to each criterion set out in the annexes, the selection board will set a weighting (1 to 3) for each corresponding question. The first selection based on qualifications will be made on the basis of the answers ticked under the 'Talent Screener' tab of the online application form and the weighting of each of the questions. 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 examined at this stage will be approximately three times the number of candidates who are to be invited to the assessment centre,

— in the second selection stage, the selection board will examine candidates' answers and, based on their profile, will award 0 to 4 points for each answer; the points are then multiplied by the weighting for each question.

The selection board will then draw up a list of candidates in the order of the points awarded. The number of candidates invited to the assessment centre session (¹) will not exceed three times the number of successful candidates indicated in the competition notice and will be published on EPSO's website (www.eu-careers.eu).

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

Following the assessment centre session, and in the light of the results, EPSO will verify the information given by candidates in their online applications for compliance with the general conditions and the selection board will do the same as regards the specific conditions and selection criteria. If verification shows that the information given is not borne out by the appropriate supporting documents, candidates will be disqualified.

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(¹) Candidates who are not invited to the assessment centre can obtain the results of their assessment and the weighting assigned to each question by the selection board by filing a request within 10 calendar days of being notified that they will not be admitted to the competition.

Applications will be verified for candidates with the highest aggregate marks, and at least pass marks, in tests (d), (e) and (f) in the assessment centre session (see Section V), in descending order. These candidates must also have obtained pass marks in the aptitude tests (a), (b), and (c) (see Section V). 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 this threshold will not be examined.

V. OPEN COMPETITION

1. Invitation to the assessment centre	If you are among the candidates — who, on the basis of the information given in their online applications, fulfil the general and specific conditions listed in Section III, and — obtained one of the highest points totals in the selection based on qualifications ([2]), you will be invited to take part in the case study in your chosen field and in the other tests in the assessment centre session which will normally be held in Brussels or Luxembourg over one day or one day and a half.
2. Assessment centre	You will be assessed on your reasoning competencies ([3]). Assessment will be by means of: (a) a verbal reasoning test; (b) a numerical reasoning test; (c) an abstract reasoning test. You will be assessed on your specific competencies in the field and the following general competencies: — Analysis and problem solving — Communication — Delivering quality and results — Learning and development — Prioritising and organising — Resilience — Working with others More information on these competencies can be found in point 1.2 of the guide to open competitions. These competencies are tested by means of: (d) a case study in the chosen field; (e) a group exercise; (f) a structured interview.
3. Languages for the assessment centre	Language 2 for tests (a) to (f). Your knowledge of your main language (language 1) will also be tested during test (d) (case study).

([2]) Where a number of candidates tie for the last available place, they will all be invited to the assessment centre session.
([3]) Organisational constraints may mean that the reasoning tests have to be held in the test centres in the Member States, separately from the other tests at the assessment centre.

4. Marking	Reasoning
	(a) Verbal: 0-20
	Pass mark: 10
	(b) Numerical: 0-10
	(c) Abstract: 0-10
	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 items.
	Specific competencies
	0-100
	Pass mark: 50.
	General competencies
	Marking: 70 in total for all general competencies (10 per competency)
	Pass mark:
	3 for each competency and
	an aggregate of 35 for all 7 general competencies.
	Knowledge of main language
	0-10
	Pass mark: 8.

VI. RESERVE LISTS

1. Candidates placed on the reserve lists	The selection board will place you on the reserve list (see the number of successful candidates, Section I.1) if you are among the candidates who satisfy all the conditions set out in Section IV (⁴).
2. Classification	Reserve lists will be drawn up by competition and by merit group (maximum of four groups) and names will be listed in alphabetical order within each group.

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(⁴) Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

VII. **HOW TO APPLY**

1. Online application	You must apply online following the instructions on the EPSO website. **Deadline: 26 November 2010 at 12.00 (midday)**, Brussels time.
2. Submission of application files	**At a later stage**, if you are one of the candidates invited to the assessment centre, you will have to submit a full application file (signed online application form and supporting documents) when requested. **Closing date:** you will be informed of the closing date **solely** via your EPSO account. **Details:** see point 2.2 of the guide to open competitions.

ANNEX I

EPSO/AST/102/10 — ASSISTANTS (AST 3)

AUDIOVISUAL/WEB DESIGN

We are looking for specialists in the audiovisual and in the multimedia and mobile web fields. Those recruited will be active in various areas of audiovisual production, engineering and archiving, and of multimedia and mobile web design and development. Services are provided to both internal and external customers.

We are looking for specialists in the following fields:

I. ASSISTANT AUDIOVISUAL PRODUCER (6 APPOINTMENTS)

Audiovisual producers will work in a very dynamic environment and be responsible for productions on the work of the Institutions in a wide variety of formats, both in terms of content and in nature. The EU institutions are looking for audiovisual producers who are strong communicators, innovative, and motivated, and who have strong organisational and planning skills.

1. **Duties**

— Performing the various phases (preparation, recording, editing, archiving, etc.) of TV, radio, AV Web, 'Europe by Satellite', archive, and photographic productions,

— defining production conditions for audiovisual/multimedia programmes,

— developing and implementing monitoring and systematic analysis of the impact of the EP's audiovisual activities,

— managing and bringing to fruition specific projects which may involve financial responsibility.

2. **Qualifications**

A level of education which corresponds to a completed post-secondary diploma in broadcast audiovisual and multimedia production.

3. **Professional experience**

At least 3 years' professional experience as an audiovisual production assistant. This experience must have been acquired after obtaining the diploma/qualification required under point 2.

4. **Selection criteria**

As part of the selection on the basis of qualifications, the selection board will take into consideration the following:

1. additional training in the field of TV programme production;

2. additional training in the field of radio programme production;

3. additional training in the field of photo reportage production;

4. professional experience in audiovisual TV/radio/photo production during the past 10 years, beyond the 3 years required after completing your studies;

5. professional experience in assessing the requirements, demands and constraints of audiovisual media (TV/radio/photo) with respect to European news topics;

6. professional experience in producing audiovisual work (TV/radio/photo) using new technologies (the Internet);

7. professional experience in the editing and post-production of TV or radio programmes or photo reportages;

8. professional experience in production planning for programmes and reports (TV/radio/photo);

9. professional experience in directing technical teams (TV/radio/photo);

10. professional experience in the selection of technical resources (TV/radio/photo);

11. professional experience of the latest distribution techniques for TV/radio/photo content (online news sites);

12. professional experience in managing annual audiovisual (TV/radio/photo) production budgets.

II. AUDIOVISUAL TECHNICIANS (11 APPOINTMENTS)

Audiovisual technicians will be working in an advanced technological setting and will be involved in the setting up of new projects and the maintenance and renewal of existing installations. Recruited technicians should have strong analytical skills and problem-solving ability. They should be excellent team workers and should have the ability to perform under pressure.

1. **Duties**

— Overseeing the operation, maintenance and adjustment of broadcasting and multimedia equipment,

— analysing and specifying the technical aspects of new equipment in the light of technological developments and user requirements,

— monitoring the installation of new equipment and conformity checks on it,

— ensuring the development and design of new projects, mainly geared towards web and IT technology,

— providing IT back-up for the TV, multimedia and photo services, in particular the configuration of the first level of networks, servers and IT applications, and the supervision of back-up and system security applications.

2. **Qualifications**

A level of education which corresponds to a completed post-secondary diploma in one of the following fields: broadcast and multimedia audiovisual technology, electronics, or computing.

3. **Professional experience**

At least 3 years' professional experience as an audiovisual technician. This experience must have been acquired after obtaining the diploma/qualification required under point 2.

4. **Selection criteria**

As part of the selection on the basis of qualifications, the selection board will take into consideration the following:

1. additional training in field of electronics in general;

2. additional training in the field of analogue and digital video technology;

3. additional training in the field of analogue and digital audio technology;

4. additional training in the field of TV studio lighting (dimmers, spotlights, lighting control desk, communications protocols);

5. professional experience in the field of TV studio lighting (dimmers, spotlights, lighting control desk, communications protocols);

6. additional training in information technology (including management of client/server applications, database management software, data security software, TCP/IP networks);

7. additional training in information technology relating to audiovisual broadcasting and multimedia (video and audio compression, transmission protocols, streaming, video-on-demand, recording formats);

8. additional training in information technology relating to the archiving and indexing of multimedia electronic data;

9. additional training in the field of computer-aided design (Autocad);

10. professional experience in information technology and web technology (including management of client/server applications, database management software, and data security software);

11. professional experience in managing teams;

12. professional experience as an audiovisual technician during the last 10 years, beyond the 3 years required under point II.3;

13. professional experience in IT support for TV, multimedia and photo services;

14. professional experience in conference equipment (simultaneous interpreting, projectors, videoconferencing).

III. AUDIOVISUAL ARCHIVISTS (5 APPOINTMENTS)

The audiovisual archives of the EU institutions contain unique historical and topical footage of key moments in the past and daily activities. Archivists working in this environment should be aware of this particular heritage and at the same time be familiar with the latest technological tools to manage archives. The audiovisual archivists should have strong interpersonal and organisational skills and have a flair for innovation and initiative.

1. **Duties**

— The organisation, management and use of television, multimedia, radio and photo archives,

— the use and management of specific documentary databases to index and describe new sequences for inclusion in the archives database and publication on the Internet,

— working with television, multimedia and radio and photo professionals (producers, journalists, documentalists etc.) to provide images adapted to their needs and providing production teams with archive images,

— keeping a technology watch: adapting archive management to new information technologies.

2. **Qualifications**

(a) A level of education which corresponds to a completed post-secondary diploma in audiovisual or document archiving

OR

(b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years in audiovisual archiving.

3. **Professional experience**

At least 3 years' professional experience in audiovisual archiving. You must have gained this experience:

— since obtaining the qualification required under point 2(a)

OR

— since obtaining the qualification and in addition to the professional experience required under point 2(b).

4. **Selection criteria**

As part of the selection on the basis of qualifications, the selection board will take into consideration the following:

1. additional training in audiovisual or document archiving;

2. professional experience as an audiovisual archivist during the last 10 years, beyond the 3 years required under 'Professional experience';

3. thorough proven knowledge of one of the two languages (FR or EN) used in indexing;

4. professional experience of audiovisual database management techniques;

5. proven theoretical knowledge of digitisation management and processing techniques;

6. professional experience of digitisation management and processing techniques;

7. familiarity with the history of European integration, European affairs, and how the European institutions work;

8. knowledge of audiovisual production processes;

9. knowledge of the audiovisual technical vocabulary and tools;

10. professional experience in assessing the requirements, demands and constraints of audiovisual media with respect to European news topics;

11. professional experience of the latest distribution techniques for TV, radio and photo content;

12. proven theoretical knowledge in the field of copyright and image rights management;

13. professional experience in the field of copyright and image rights management;

14. experience of researching and negotiating the acquisition of audiovisual content (TV, radio, photo).

IV. SPECIALIST WEB GRAPHIC ARTIST 'MULTIMEDIA AND MOBILE' (5 APPOINTMENTS)

As a genuine web artist, you will be the standard-bearer of the institution's public image. You have the talent necessary to define visual identities, develop house styles and, in particular, transpose ideas, concepts and information into new and original graphic forms. The ability to organise and prioritise multimedia content and make it readable and accessible constitutes an integral part of your skills.

1. **Duties**

— Taking part as a fully-fledged web artist in the creation of new visual identities and/or house styles and ensuring, where necessary, that they are updated,

— ensuring daily graphical production for communication content and/or cultural content for the websites,

— graphically transposing ideas, concepts and functions in an evocative, original, efficient and artistic form in accordance with house style and the rules on accessibility (Web Accessibility Initiative),

— taking part in the design and the graphic and ergonomic modelling of new multimedia and computer graphics products and of new mobile applications, and subsequently creating original models, offering optimal readability and ease of use,

— taking part in the ergonomic design of pages, new sections and websites in cooperation with the design team and putting forward illustrative models.

2. **Qualifications**

A level of education which corresponds to a completed post-secondary diploma in applied graphic or multimedia arts.

3. **Professional experience**

At least 3 years' professional experience in a web agency. This experience must have been acquired after obtaining the diploma/qualification required under point 2.

4. **Selection criteria**

As part of the selection on the basis of qualifications, the selection board will take into consideration the following:

1. professional experience in the field of visual creation for professionals and communication aimed at the general public, beyond the 3 years required under point 3 above. This additional experience must have been gained within the last 10 years;

2. professional experience in graphic and artistic design for both the Internet and mobile web applications;

3. proven theoretical knowledge of the Internet world, in particular of recent trends, the most widely used collaborative, data exchange and sharing platforms, and of nomad Internet access;

4. extensive professional experience of the Internet world, in particular of recent trends, the most widely used collaborative, data exchange and sharing platforms and nomad Internet access;

5. professional experience in the field of graphic and multimedia production tools;

6. professional experience in the field of web and mobile oriented ergonomics;

7. proven theoretical knowledge or professional experience of standards on accessibility (WCAG 2.0, WAI-ARIA) and declarative languages (W3C);

8. professional experience in managing multilingualism.

V. MULTIMEDIA AND MOBILE WEB DEVELOPER (5 APPOINTMENTS)

As a web developer, you will be able to understand the functional analysis drafted by the site designer and translate it into a technical analysis, while contributing, as part of a development team, to the creation of new features, components, services and/or applications in an innovative and multi-disciplinary IT environment.

1. **Duties**

— Designing and developing dynamic multimedia content contribution and publication tools for the web, including the mobile web, as part of the Directorate-General's IT and communications development policy,

— designing and developing rich interfaces, products, multimedia services and rich media services in line with the rules established by the Web Accessibility Initiative,

— drafting the technical requirements in order to meet the interactivity and communication goals set,

— giving an informed opinion on technical feasibility and drafting technical analyses based on editorial and functional analyses of products to be published and of models prepared by the web design team,

— abiding by good practice in coding, carrying out unit and interoperability tests, validating the features developed and content by reference to the standards in force (house style, visual identity, W3C, WAI),

— taking part in the development of plans and series of tests with a view to reception of deliverables.

2. **Qualifications**

A level of education which corresponds to a completed post-secondary diploma in the development of web or mobile web applications.

3. **Professional experience**

At least 3 years' professional experience as a web developer in the 'rich media' or video broadcasting field. This experience must have been acquired after obtaining the diploma/qualification required under point 2.

4. **Selection criteria**

As part of the selection on the basis of qualifications, the selection board will take into consideration the following:

1. professional experience as a web developer, beyond the 3 years required under point 3 above. This additional experience must have been gained within the last 10 years;

2. proven theoretical knowledge of state-of-the-art multimedia communications technology (including audiovisual retransmission) via the Internet (including nomad access), of technical architectures and of collaborative, data exchange and sharing platforms;

3. professional experience of state-of-the-art multimedia communications technology (including audiovisual retransmission) via the Internet (including nomad access), of technical architectures and of collaborative, data exchange and sharing platforms;

4. proven theoretical knowledge of the state-of-the-art and professional experience in managing multimedia content, workflow, and production processes for structured and non-structured content;

5. proven theoretical knowledge of standards on accessibility (WCGA 2.0, WAI-ARIA) and human-computer interaction ergonomics;

6. professional experience of standards on accessibility (WCGA 2.0, WAI-ARIA) and user-interface HCI ergonomics;

7. professional experience of declarative languages (W3C), programming languages (Java and C++) and frameworks (Spring and JPA);

8. proven theoretical knowledge of browsers and operating systems for workstations and the most commonly used mobile devices;

9. professional experience of browsers and operating systems for workstations and the most commonly used mobile devices;

10. professional experience with Apache web servers and the Tomcat servlet;

11. proven theoretical knowledge and professional experience of UML notation and RUP methods;

12. proven theoretical knowledge of state-of-the-art site indexing techniques;

13. professional experience in the field of site indexing.

VI. WEBSITE AND APPLICATIONS DESIGNER (5 APPOINTMENTS)

As the web designer, you are the vital link between the 'business' and the IT personnel. You have the necessary capacity for abstraction in order to analyse and formulate clearly any problems you are asked to address in a variety of areas and, in particular, 'multimedia and multilingual' Internet editorial design, and the means required to enhance communication, data sharing and exchanges via the Internet. Your knowledge of the Internet and the related technology must enable you to be aware of everything before anyone else and to share that knowledge.

1. **Duties**

— Taking part in identifying, analysing, formulating and drafting the editorial requirements of users who wish to publish information on the Internet,

— taking part in defining the editorial architecture and the publishing approach for an editorial product, a multimedia module, one or more sections or a website, including mobile versions,

— taking part in the ergonomic design of a webpage, a new section, a website or a mobile application in cooperation with the web designers,

— assisting the web designers in creating the models for a website in line with the approach chosen for the products to be put online,

— being involved in drafting the specifications and detailed features of classical websites and/or those designed for mobile devices,

— assisting the web designers and developers in creating applications for mobile devices and in defining browsing and ergonomic principles in a manner appropriate for the operating environment,

— providing the technical teams and web designers with the necessary recommendations in terms of indexing, accessibility and tracking statistics,

— monitoring the latest trends in web design and development (graphics, technical features, new functionalities).

2. **Qualifications**

A level of education which corresponds to a completed post-secondary diploma in website design and web applications.

3. **Professional experience**

At least 3 years' professional experience of creating standard websites and websites for mobile devices. This experience must have been acquired after obtaining the diploma/qualification required under point 2.

4. **Selection criteria**

As part of the selection on the basis of qualifications, the selection board will take into consideration the following:

1. professional experience of designing websites and web applications, beyond the 3 years required under point 3 above. This additional experience must have been gained within the last 10 years;

2. professional experience of 'multimedia and multilingual' editorial design;

3. professional experience of designing websites for mobile devices;

4. professional experience of drafting user requirements and functional website analyses;

5. proven theoretical knowledge and professional experience of state-of-the-art design, ergonomics and Internet browsing principles, including for the latest generation of mobile devices;

6. proven theoretical knowledge and extensive professional experience of the Internet world, in particular of recent trends, video broadcasting resources, the most widely used collaborative, data exchange and sharing platforms and nomad Internet access;

7. proven theoretical knowledge and professional experience of accessibility standards, indexing, and tracking statistics;

8. proven theoretical knowledge of browsers and operating systems for workstations and the most commonly used mobile devices;

9. professional experience of browsers and operating systems for workstations and the most commonly used mobile devices.

ANNEX II

EPSO/AST/103/10 — ASSISTANTS (AST 3)

ARCHIVE AND DOCUMENT MANAGEMENT

1. **Duties**

In general, the role of assistants in archive and document management is to develop and implement rules and procedures for the management of documents in a complex and multicultural environment marked by the development of new technologies. They must administer and provide services relating to the current, intermediate and historic archives, and for historical research. In addition, they will be required to disseminate information, provide training, manage teams and take part in/speak before in-house and outside events.

It should be properly emphasised that the purpose of this competition is not to recruit information technology (IT) or library science specialists.

The main duties involved, which may vary from one institution to another, include:

— Collecting, recording, indexing, filing, sorting, preserving and storing documents in accordance with current international standards, using electronic document and archive management systems,

— establishing, organising and/or updating filing plans, establishing and updating management schedules; helping to guarantee document authenticity, particularly in an electronic environment,

— managing digital archives, including reception and input, cataloguing them, establishing and updating the archiving and document retrieval metadata, by using, setting up and maintaining electronic systems for managing electronic archives,

— writing up historical context descriptions of the collections, entering document and file references, compiling files and drawing up the content analysis of archives selected for permanent retention based on current international standards,

— undertaking comprehensive search procedures for archived files and documents and assisting visitors and researchers in a technical and professional capacity.

2. **Qualifications**

A level of education which corresponds to a completed post-secondary diploma in archiving or document management

OR

a level of education which corresponds to a completed post-secondary diploma, followed by a course of at least 1 year in archiving or document management, attested by a diploma.

3. **Professional experience**

After obtaining the diploma required, at least 3 years' professional experience in archiving and/or document management.

Additional training attested by a diploma obtained in the course of full-time studies in the field of archiving/document management can be taken into account, counting for up to 1 year.

4. **Selection criteria**

As part of the selection on the basis of qualifications, the selection board will take into consideration the following:

1. professional experience within the archives or document management department of a public or private organisation;

2. professional experience in the development of international standards for document management and archives;

3. professional experience in the application of international standards for document management and archives;

4. professional experience in the development and use of electronic document management systems, including experience with systems for recording documents, filing plans, management schedules and other relevant tools;

5. professional experience in the development and use of applications for electronic archive management;

6. professional experience in searching for documents in various media (paper, digital, microfiches, audiovisual);

7. professional experience in sorting and describing archives;

8. professional experience in client services or inter-department communications (i.e. with the IT department, operational departments, etc.);

9. professional experience in training procedures;

10. additional training in archiving and/or document management.

ANNEX III

EPSO/AST/104/10 — ASSISTANTS (AST 4)

NUCLEAR INSPECTION

An open competition in the domain Nuclear Safeguards is being held to appoint nuclear inspectors (AST 4) for the DG 'Energy' and the Joint Research Centre (JRC) of the European Commission.

The mission of the DG 'Energy' in the field of Nuclear Safeguards is to ensure that the duties and obligations, pertaining to the non-diversion of nuclear materials, as these are described in Chapter VII of the EURATOM Treaty establishing the Euratom Safeguards System, are complied with.

The mission of the JRC is to provide customer-driven scientific and technical support for the conception, development, implementation and monitoring of EU policies. As a service of the European Commission, the JRC functions as a reference centre of science and technology for the Union. Close to the policy-making process, it serves the common interest of the Member States, while being independent of special interests, whether private or national.

Nuclear inspectors are required to verify the correctness of declarations and reports of nuclear installation operators, perform physical verification of nuclear materials and draft reports on the findings. Under supervision of the hierarchy, they also ensure the relevant communication with operators, national stakeholders and international organisations. They may be further required to assist in the development, installation and maintenance of safeguards equipment.

The purpose of the competition is to draw up a reserve list to fill vacant posts in DG 'Energy' and in the Joint Research Centre's services working in the area of nuclear Safeguards and more particularly, in the Institute for Transuranium Elements in Karlsruhe (ITU), in the Institute for Energy (IE) in Petten, the Netherlands and at the Ispra Site Management (ISD) in Ispra, Italy.

1. **Duties**

The duties of nuclear inspectors mainly involve:

— inspections in nuclear installations covering all stages of the nuclear fuel cycle (i.e. mining of fissile materials, conversion, enrichment, fuel fabrication, operation of nuclear reactors, reprocessing of spent nuclear fuel, waste treatment and final repositories), with the aim of verifying the technical characteristics of these installations, the supporting documentation for the accountancy declarations that were submitted by the operator and whether such documentation corresponds to the physical reality. Verification includes performing of quantitative and qualitative measurements, taking of samples, as well as evaluation of the measurement data, video surveillance and seal data,

— verification of the conformity and the consistency of the nuclear material accountancy declarations received from nuclear operators. This includes uploading of data into a computerised accountancy system, analysis of anomalies reported by the system and follow-up of such anomalies with the nuclear operators concerned,

— participation in the elaboration of nuclear installation-specific Safeguards control arrangements, representation of the Commission during meetings with operators, national authorities and international organisations, and drafting of comprehensive reports,

— analysis of samples of nuclear materials and swipes, either in on-site laboratories or in the laboratories of the European Commission. This includes calibration and qualification testing of the analysis equipment and handling of radioactive samples in a controlled environment,

— development, preparation and calibration of equipment and instruments for use during on-site inspection activities.

Different teams may be in charge of one or the other of the above listed duties. Although a candidate may be a specialist in one or the other group of tasks, having multidisciplinary skills across the above-mentioned areas can be an advantage. Nuclear inspectors are encouraged to move over the years from one team to another.

These activities are governed by the provisions of the Euratom Treaty and secondary legislation adopted under it, as well as by international agreements to which the European Atomic Energy Community is a party. They involve frequent missions and require access to controlled areas of nuclear installations. Given the often isolated location of nuclear installations, inspectors are required to have a driving license.

Nuclear inspectors are subject to security vetting.

2. **Qualifications**

(a) A level of education which corresponds to a completed post-secondary diploma in an area which is either technical or oriented towards the natural and applied sciences, such as: nuclear physics, nuclear chemistry, radiation protection, radiobiology, physics, chemistry or engineering

OR

(b) have completed a course of general or technical secondary education and obtained a diploma giving access to post-secondary education, followed by at least 3 years' professional experience in a relevant field.

NB: These 3 years of professional experience cannot be counted towards the professional experience required under 3 below.

3. **Professional experience**

At least **8 years'** professional experience, **six of them** relating to nuclear energy, acquired in the nuclear industry, a nuclear research centre, a national or international public body or another relevant area. You must have gained this experience:

— since obtaining the qualification required under point 2(a)

OR

— since obtaining the qualification and in addition to the professional experience required under point 2(b).

Periods of further training related to the required specialisation and undertaken since obtaining the required diploma can be taken into account, counting for up to 1 year.

A PhD in a subject related to the field concerned obtained in the course of full-time studies can be taken into account, counting for up to **3** years. If the candidate obtained the PhD diploma in less than 3 years, only the actual duration of the studies will be counted.

4. **Selection criteria**

As part of the selection on the basis of qualifications, the selection board will take into consideration the following:

1. Professional experience in the development of experimental techniques in nuclear physics, nuclear chemistry, radiation protection, radiobiology, physics, chemistry, engineering or other relevant discipline in the technical field or the applied sciences; including performance, analysis and evaluation of experiments;

2. professional experience in the application of experimental techniques in nuclear physics, nuclear chemistry, radiation protection, radiobiology, physics, chemistry, engineering or other relevant discipline in the technical field or the applied sciences; including performance, analysis and evaluation of experiments;

3. professional experience in the development of measurement techniques in nuclear physics, nuclear chemistry, radiation protection, radiobiology, physics, chemistry, engineering or other relevant discipline in the technical field or the applied sciences;

4. professional experience in the application of measurement techniques in nuclear physics, nuclear chemistry, radiation protection, radiobiology, physics, chemistry, engineering or other relevant discipline in the technical field or the applied sciences;

5. professional experience in informatics related to the development or application of experimental or measurement techniques in nuclear physics, nuclear chemistry, radiation protection, radiobiology, physics, chemistry, engineering or other relevant discipline in the technical field or the applied sciences;

6. professional experience in informatics related to data base management and accountancy applications;

7. professional experience related to regulatory aspects in the nuclear field;

8. professional experience in nuclear material accountancy;

9. international experience in at least one of the areas mentioned above (1 to 8), including experience acquired through cooperation with relevant international organisations;

10. experience in negotiations with third parties, e.g. authorities of Member States, representatives of operators of facilities or companies;

11. a proven written and oral command of additional languages on top of the minimum number required to be eligible for this competition.