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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITIONS EPSO/AD/230/12 (AD 5) AND EPSO/AD/231/12 (AD 7)

(2012/C 76 A/01)

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

EPSO/AD/230/12 (AD 5) AND EPSO/AD/231/12 (AD 7)

Administrators in the following fields:

1. EUROPEAN PUBLIC ADMINISTRATION
2. LAW
3. AUDIT
4. COMMUNICATION
5. EXTERNAL RELATIONS

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 to open competitions published in Official Journal C 315 A of 28 October 2011 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.

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(*) Any reference in this notice to a person of the male sex should be deemed also to constitute a reference to a person of the female sex.

I. GENERAL BACKGROUND

1. Number of successful candidates per competition and field	AD 5	AD 7
1 =	76	38
2 =	51	13
3 =	38	5
4 =	28	14
5 =	26	7
2. Remarks	<p>This notice relates to two competitions, each comprising a number of fields. You may apply for only one competition and only one field.</p> <p>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.</p> <p>However:</p> <ul style="list-style-type: none"> — if you have applied for the competition at AD 7 grade, and — if, in the AD 7 grade admission tests, you obtained one of the highest scores in order to be invited to the next stage of the competition, and — if you do not have the required qualifications for the AD 7 competition but do meet the conditions for admission to the AD 5 competition, <p>the selection board may, with your consent (given in your online application), reassign your application to the AD 5 competition in the same field.</p> <p>In this case, your results will be compared with the results of the candidates for the AD 5 competition and, if you are one of the candidates with the highest marks in the admission tests for this competition (in the selected field), you will be invited to the assessment centre.</p> <p>Any reassignment will take place before you are invited to the assessment centre and will be based solely on the information given in your online application form. Candidates whose scores are below the threshold for the best scores for the AD 7 competition will not be considered for reassignment to the AD 5 competition.</p>	

II. DUTIES

AD 5 is the grade at which graduates enter an administrator's career in the European institutions. Administrators recruited at this grade can undertake, under supervision, three main types of work: policy formulation, operational delivery, and resource management. We are particularly looking for candidates with a potential for career development.

Grade AD 7

Administrators recruited at this grade may, in addition to the type of work required at grade AD 5, be required to coordinate teams and supervise work.

There is a detailed description of the various fields in the Annex.

III. ELIGIBILITY

On the closing date for online applications ⁽¹⁾, 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.

⁽¹⁾ An exception is made as regards diplomas for candidates who are in their final year at university (see point 2 of the Annex).

2. Specific conditions

2.1.	Diplomas/Qualifications See point 2 of the Annex.																								
2.2.	Professional experience See point 3 of the Annex.																								
2.3.	Knowledge of languages The official languages of the European Union are: <table border="0"> <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>	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:	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 TESTS

The admission tests are organised by EPSO and you will do 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.

1. Invitation	You will be invited to sit the tests if you have validated your application on time (see Section VII). NB: 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.	
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.
Test (d)	Situational judgement	Marking: this test will be marked out of 40. Pass mark: 24
3. Language of the tests	Language 1: tests (a), (b) and (c). Language 2: test (d).	

V. ASSESSMENT CENTRE

1. Invitation	<p>You will be invited to the assessment centre:</p> <ul style="list-style-type: none"> — if you have obtained the pass marks in the admission tests, and — if you have obtained one of the highest aggregate marks ⁽²⁾ for the admission tests, and — if the assessment made on the basis of the information given in your online application ⁽³⁾ shows that you fulfil the general and specific conditions listed in Section III. <p>The number of candidates invited to the assessment centre will be approximately 2,5 times the number of successful candidates indicated in the competition notice and it will be published on EPSO's website (www.eu-careers.eu).</p>			
2. Assessment centre	<p>The role of the assessment centre is to assess the following competencies:</p> <p>A. Specific competencies in the field</p> <p>Specific competencies in the field will be tested through the case study alone.</p> <p>B. General competencies ⁽⁴⁾:</p> <ul style="list-style-type: none"> — Analysis and problem-solving — Communication — Delivering quality and results — Learning and development — Prioritising and organising — Resilience — Working with others — Leadership <p>The general competencies will be tested by means ⁽⁵⁾ of:</p> <p>(a) a case study in the chosen field; (b) a group exercise; (c) an oral presentation; (d) a structured interview.</p> <p>You will be invited to take part in a case study ⁽⁶⁾ in your chosen field (an integral part of the overall assessment), and the other tests at the assessment centre, which will normally be held in Brussels over 1 or 1½ days.</p> <p>Each general competency will be tested twice, as follows:</p>			
AD 5/AD 7	Case study	Group exercise	Oral presentation	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

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

⁽³⁾ This information will be verified against the supporting documents before the reserve list is drawn up (see Sections VI.1 and VII.2).

⁽⁴⁾ Details of how these competencies are defined are set out in point 1.2 of the guide to open competitions.

⁽⁵⁾ The content of these exercises is approved by the selection board.

⁽⁶⁾ For organisational reasons, the case study may be organised in test centres in the Member States and/or in Brussels, separately from the other assessment centre tests.

3. Language for the assessment centre	Language 2
4. Marking and breakdown of marks	<p>Specific competencies in the chosen field</p> <p>Marked out of 20.</p> <p>Pass mark: 10</p> <p>Weighting: 25 % of the overall mark</p> <p>General competencies</p> <p>Each general competency will be marked out of 10.</p> <p>Pass mark:</p> <p>3 for each competency, and</p> <p>an aggregate of 50 out of 80 for all eight general competencies</p> <p>Weighting: 75 % of the overall mark</p>

VI. RESERVE LISTS

1. Candidates placed on the reserve lists	<p>The selection board will place your name on the reserve list:</p> <ul style="list-style-type: none"> — if you have obtained the specified pass marks ⁽⁷⁾ and are one of the candidates with the highest aggregate marks in your assessment tests (see number of successful candidates, Section I.1), and — if your supporting documents show that you meet all the eligibility requirements. <p>The verification will be made in descending order 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.</p> <p>The files of candidates below this threshold will not be examined. If verification shows that the information ⁽⁸⁾ given by any candidate in their online application form is not borne out by appropriate supporting documents, they will be disqualified from the competition.</p>
2. Classification	<p>The lists for each competition will be drawn up by field and by merit group (maximum of four groups) and names will be listed in alphabetical order within each group.</p>

VII. HOW TO APPLY

1. Online application	<p>You must apply online by following the instructions on the EPSO website and particularly in the online application manual.</p> <p>Deadline (including validation): 17 April 2012 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 bring with you your full application file (signed online application form and supporting documents) when you come to the assessment centre ⁽⁹⁾.</p> <p>Procedure: see point 6.1 of the guide to open competitions.</p>

⁽⁷⁾ Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

⁽⁸⁾ Information concerning the general conditions is verified by EPSO and that concerning the specific conditions by the selection board.

⁽⁹⁾ You will be notified in good time of the date when you have to attend the assessment centre via your EPSO account.

ANNEX

1. EUROPEAN PUBLIC ADMINISTRATION**1. Duties**

The general role of administrators in the field of European Public Administration is to support decision-makers in fulfilling the mission of their institution or body.

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

- design, implementation, follow-up and control of programmes and action plans,
- management of resources including staff, finances and equipment,
- assisting decision-makers by means of written or oral contributions,
- drafting policy analysis briefings,
- external communication as well as internal reporting and communication,
- interservice and interinstitutional coordination and consultation, as well as relations with external stakeholders,
- drafting contracts, preparing calls for proposals and tender procedures, and participating in evaluation committees for monitoring selection procedures and the allocation of proposals.

2. Diplomas/Qualifications**Grade AD 5**

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2012 at the latest.

Grade AD 7

A level of education which corresponds to completed university studies of at least 4 years attested by a diploma.

Or

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma, followed by professional experience of at least 1 year relevant to the duties involved.

NB: The minimum of 1 year's professional experience cannot be counted towards the professional experience required under 3 below.

3. Professional experience**Grade AD 5**

No professional experience is required.

Grade AD 7

At least 6 years' graduate-level professional experience relevant to the duties involved. Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

2. LAW**1. Duties**

The general role of administrators in the field of law is to support decision-makers in fulfilling the mission of their institution or body, provide legal counsel and advice to management and/or operational units within their department, and ensuring compliance with EU and national law.

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

- assisting decision-makers by means of written or oral contributions,
- legal analysis, research, advice and assistance as well as supervision of legal matters,
- drafting legal documents,

- internal reporting and communication on legal matters,
- coordination with and consultation of other services on legal issues,
- management of resources including staff, finances and equipment,
- design, implementation, monitoring and control of programmes and action plans.

2. Diplomas/Qualifications

Grade AD 5

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in law.

Students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2012 at the latest.

Grade AD 7

A level of education which corresponds to completed university studies of at least 4 years attested by a diploma in law.

Or

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in law, followed by professional experience of at least 1 year relevant to the duties involved.

NB: The minimum of 1 year's professional experience cannot be counted towards the professional experience required under 3 below.

3. Professional experience

Grade AD 5

No professional experience is required.

Grade AD 7

At least 6 years' graduate-level professional experience relevant to the duties involved. Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

3. AUDIT

1. Duties

The general role of administrators in the field of audit is to support decision-makers in fulfilling the mission of their institution or body.

They also work in areas such as financial, performance and internal audit. Auditors provide assurance and advisory services in all operational fields of the European Union with the aim of improving governance and management. This might involve operations in the 27 Member States and also in third countries.

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

- external audit, and both financial audits and scrutiny of sound financial management, including implementation and reporting,
- external control and inspections, and improvement of control systems,
- internal audit, methodological support, advice and training,
- interservice coordination and consultation on audit issues,
- information and advice on audit issues.

2. Diplomas/Qualifications

Grade AD 5

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma relevant to the duties involved, or professional training/a professional qualification of an equivalent level relevant to those duties.

Students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2012 at the latest.

Grade AD 7

A level of education which corresponds to completed university studies of at least 4 years attested by a diploma relevant to the duties involved, or professional training/a professional qualification of an equivalent level relevant to those duties.

Or

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma relevant to the duties involved, or professional training/a professional qualification of an equivalent level relevant to those duties, followed by professional experience of at least 1 year relevant to those duties.

NB: The minimum of 1 year's professional experience cannot be counted towards the professional experience required under 3 below.

Please note that you may be required to provide formal proof of the subjects studied so as to make it easier for the selection board to assess whether your qualifications are relevant.

3. Professional experience**Grade AD 5**

No professional experience is required.

Grade AD 7

At least 6 years' graduate-level professional experience relevant to the duties involved. Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

4. COMMUNICATION**1. Duties**

The officials sought will work in one or more of the following areas:

- as a spokesperson and/or speech writer,
- internal and/or external communication,
- communication, press and broadcast information,
- communication and web-based information,
- strategic and crisis communication,
- relations with the press, broadcasting media, political circles, and the public at large,
- organising events related to the promotion of European Union policies and priorities,
- designing websites, blogs and other discussion sites.

Your duties will involve performing analyses and administrative, advisory and drafting work, including:

- implementing various aspects of communication and information policy,
- organising press conferences and audiovisual broadcasts,
- creating graphic elements/logos, posters, brochures, and documents in general,
- designing and producing graphics for the web,
- providing media support for top-level management,
- devising, implementing, and evaluating information and communication strategies, plans, campaigns, and activities through various media, depending on the target audience,
- drafting press releases, reports, and texts for various media (web, audiovisual, radio, publications, etc.),
- writing speeches and compiling reviews,
- analysing public opinion, the media, and the situation in the Member States,
- monitoring/issuing alerts and media impact analysis.

2. Diplomas/Qualifications

Grade AD 5

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in one of the following fields: communication, media studies, journalism, public relations or political science.

Students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2012 at the latest.

Grade AD 7

A level of education which corresponds to completed university studies of at least 4 years attested by a diploma in one of the following fields: communication, media studies, journalism, public relations or political science.

Or

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in one of the following fields: communication, media studies, journalism, public relations or political science; followed by professional experience of at least 1 year relevant to the duties involved.

NB: The minimum of 1 year's professional experience cannot be counted towards the professional experience required under 3 below.

3. Professional experience

Grade AD 5

No professional experience is required.

Grade AD 7

At least 6 years' graduate-level professional experience relevant to the duties involved. Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

5. EXTERNAL RELATIONS

1. Duties

The general role of administrators in the field of External Relations is to implement and to take part in the definition of the foreign policy of the European Union (EU), which derives from the bilateral and multilateral agreements signed by the EU, the external aspect of EU internal policies, and from the EU's common foreign and security policy and the common defence policy. The career of external relations officials can include postings to EU delegations.

The main duties involved include:

- implementing bilateral, regional, and multilateral agreements between the EU and third countries and international organisations,
- contributing towards the coordination of the common foreign and security policy with the external aspect of EU internal policies,
- coordinating the external action of the EU in liaison with Member States and various EU institutions,
- sustaining diplomatic relations with EU partner countries and promoting EU interests,
- external and internal communication, and relations with outside bodies, in particular embassies, international and regional organisations, and civil society,
- political reporting, drafting political analysis notes and briefings for decision-makers,
- organising and taking part in high-level meetings subject to official protocol,
- working closely with EU delegations around the world.

2. Diplomas/Qualifications

Grade AD 5

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2012 at the latest.

Grade AD 7

A level of education which corresponds to completed university studies of at least 4 years attested by a diploma.

Or

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma, followed by professional experience of at least 1 year relevant to the duties involved.

NB: The minimum of 1 year's professional experience cannot be counted towards the professional experience required under 3 below.

3. Professional experience

Grade AD 5

No professional experience is required.

Grade AD 7

At least 6 years' graduate-level professional experience relevant to the duties involved. Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.
