Announcements

ADMINISTRATIVE PROCEDURES

European Parliament

2019/C 38 A/01  Recruitment notice PE/219/S — Temporary staff member — Administrator, information and communication technologies engineering specialist (AD 9) (female or male) .......................... 1
ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/219/S

TEMPORARY STAFF MEMBER

ADMINISTRATOR, INFORMATION AND COMMUNICATION TECHNOLOGIES ENGINEERING SPECIALIST (AD 9)

(female or male)

(2019/C 38 A/01)

Before applying, please read carefully the Guide for Candidates attached to this recruitment notice. The guide is an integral part of the recruitment notice and helps to understand the rules governing selection procedures and how to go about applying.

CONTENTS

A. JOB DESCRIPTION AND ELIGIBILITY
B. PROCEDURE
C. APPLICATIONS

ANNEX: GUIDE FOR CANDIDATES IN SELECTION PROCEDURES ORGANISED BY THE EUROPEAN PARLIAMENT
A. JOB DESCRIPTION AND ELIGIBILITY

1. General remarks

The European Parliament has decided to open the procedure for filling a temporary post (AD 9) of administrator in the Directorate-General for Finance, Directorate for Budget and Financial Services, Reengineering Financial Information Systems Unit, in the European Parliament’s Secretariat.

The contract will be concluded on an open-ended basis. Recruitment will be at grade AD 9, first step, the basic salary for which is EUR 7,845.39 per month. This salary is subject to the Community tax and to the other deductions provided for by the Conditions of Employment of Other Servants of the European Union (CEOS). It is exempt from national tax. The step at which you are recruited may be adjusted in accordance with your professional experience. Moreover, in certain circumstances allowances will be paid in addition to the basic salary.

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

2. Job description

Working directly under the Project Manager of the Financial Management System (FMS), you will perform advisory and supervision tasks in one or more of the entity’s areas of responsibility. The FMS project aims at replacing the current European Parliament financial applications with a S4/HANA platform (SAP). The FMS project scope mainly covers (a) budgetary, general and cost accounting processes, (b) assets, inventory and contract management procedures and associated reporting. Many of these processes are based on the rules set by the Financial Regulation applicable to the general budget of the European Union and its rules of application.

It also interacts with an important number of European Parliament in-house developed applications, based on different technologies. Most of these applications are used to prepare payments to European Parliament Members, staff and other external suppliers.

Based in Luxembourg (¹), you will be required to travel on a regular basis between Parliament’s three normal places of work (Brussels, Luxembourg and Strasbourg) and elsewhere.

You will work closely with the other members of the FMS Project during the phases of realisation, final preparation, go-live and after go-live support, with the directorates-general and, where necessary, with other European Institutions. You will provide management with timely and relevant advice and information on matters (a SAP solution based on S4/HANA and FMS applications landscape) falling within your sphere of responsibility.

The main tasks will include the following:

— advising senior management in the area of European Parliament applications evolution considering EP strategies;

— managing, supervising, motivating and coordinating one or more teams — optimising the use of the department’s resources to provide a high-quality service (organisation, management of human and budgetary resources, innovation, etc.) in its areas of responsibility;

— monitoring, coordinating and controlling the budgetary and contractual management of projects;

— drawing up, implementing and monitoring targets and action plans in accordance with the guidelines laid down by the management;

— understanding and analysing European Parliament requirements or, where appropriate, supervising the drawing-up of feasibility studies, proposing and implementing appropriate technical solutions;

(¹) This post may be transferred to one of Parliament's other places of work.
— preparing and following up calls for tenders in highly technical fields;
— accompanying senior management to or representing senior management at meetings and internal and external working parties and taking part in or chairing administrative meetings.

These duties call for the following competencies:
— innovating
— managing resources in a changing environment
— organising the operations
— influencing
— building teams
— drive for results.

3. Eligibility

On the closing date for applications, you must meet the following conditions:

(a) General conditions

Under Article 12(2) of the CEOS, you must:
— be a national of one of the European Union’s Member States,
— enjoy full rights as a citizen,
— have fulfilled any obligations imposed on them by the laws on military service,
— provide character references appropriate to the performance of the duties concerned.

(b) Specific conditions

(i) Qualifications and skills required

You must have a level of education which corresponds to completed university studies attested by a diploma in a field relevant to the job description given in Section A.2

— of at least four years’ duration, where the normal period of university education is four years or more,

or

— of three years’ duration followed by one year’s professional experience in a field relevant to the job description, where the normal period of university education is three years or more. This year of experience will not be taken into account when assessing the professional experience required under A.3(b)(ii).

The selection committee will take account of the differences between the Member States’ education systems. Examples of the minimum qualifications required are given in the table included in the Guide for Candidates.

(ii) Professional experience required

After gaining the qualifications specified under A.3(b)(i), you must have acquired at least 10 years’ professional experience relevant to the job description.

(iii) Knowledge of languages

You must have a thorough knowledge of one of the European Union’s official languages (language 1): Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish

and

a very good knowledge of English or French (language 2). Language 2 must be different from language 1 above.
The selection committee will take account of knowledge of other official languages of the European Union.

Following the judgment handed down by the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, Italy v Commission, the European Parliament must state the reasons for limiting the choice of the second language to a small number of EU official languages.

Candidates are thus informed that the two second-language options for this selection procedure, i.e. English and French, have been laid down in the interests of the service, which require newly recruited staff to be immediately operational and to be able to communicate effectively in their daily work, as those two languages (and specifically English) are the most common languages used in the area of expertise.

It has long been the practice to use mainly English and French for internal communication in the European Parliament, and these are also the languages most often needed when communicating with the outside world and in performing day-to-day work. Furthermore, in staff reports for 2016 the two languages most used by staff members in performing their duties, as attested by their assessor, were English (95 %) and French (90 %).

Therefore, in balancing the interests of the service and the needs and abilities of candidates, the European Parliament is entitled to require knowledge of one of those two languages to ensure that, whatever their first official language, all candidates are proficient in at least one of them.

In addition, in the interests of equality of treatment, all candidates, even if they have one of those two languages as their first official language, are required to have a satisfactory knowledge of a second language, which must be the other of those two languages.

The assessment of specific skills in one of those languages enables the European Parliament to judge whether the candidates can be immediately operational in the environment in which they will be required to work.

B. PROCEDURE

1. Admission to the selection procedure

The procedure is based on qualifications and tests.

If you

— meet the general eligibility conditions
— have submitted your application in accordance with the arrangements stipulated and by the closing date,

the selection committee will consider your application file with regard to the specific eligibility conditions.

If you meet the specific eligibility conditions, you will be admitted to the selection procedure.

The committee will base its decisions solely on information given in the application form which is substantiated by supporting documents

2. Assessment of qualifications

On the basis of an evaluation grid laid down in advance, the selection committee will assess the qualifications of candidates admitted to the selection procedure and draw up a list of the 20 best candidates to be invited to the written test.

The selection criteria are as follows:

— qualifications and diplomas relevant to the job description;
— experience in business analysis techniques;
— experience in managing IT projects;
— experience in finance management;
— experience in managing a team
— experience or certificate in project management methodology of SAP;
— experience of or training in S/4HANA compatible architectural components including reporting techniques;

— work experience in a multicultural and multinational environment.

Marking: 0 to 20 points. The 20 best candidates will be invited to the written test.

3. Tests

Written test

(a) Drafting test in language 2 (English or French), based on a set of documents, to test your ability to perform the duties as well as your ability to innovate and manage resources in a changing environment.

Time allowed: 3 hours

Marking: 0 to 40 points (pass mark: 20 points)

The 12 candidates who have obtained the highest number of points will be invited to the oral tests, provided they have achieved the pass mark.

Oral tests

(b) Interview with the selection committee in language 2 (English or French) to assess, taking account of all the information contained in your application files, your suitability to perform the duties set out in Section A.2, your ability to organise operations and build teams, and your drive for results. The selection committee may decide to test your language knowledge as specified on the application form.

Maximum time allowed: 45 minutes

Marking: 0 to 40 points (pass mark: 20 points)

(c) Group discussion in language 2 (English or French) to enable the selection committee to assess your adaptability, your negotiating and decision-making skills and your performance in a group.

The selection committee will determine the duration of this test on the basis of the ultimate composition of the groups.

Marking: 0 to 20 points (pass mark: 10 points)

4. List of suitable candidates

The list of suitable candidates will contain, in order of merit, the names of the six candidates who have obtained the highest overall scores in the procedure (assessment of qualifications and tests) and have passed each of the tests.

You will be informed individually of your results, and the list of suitable candidates will be posted on the official noticeboards in Parliament's buildings.

If you are offered a job, you will be required to produce the originals of all requisite documents, including diplomas and employment certificates, for verification.

The period of validity of the list of suitable candidates will expire on 31 December 2022: it may be extended. If it is, candidates on the list will be notified in good time.

C. APPLICATIONS

You must use either the original or a copy of the official application form supplied with the recruitment notice in this Official Journal published by the Publications Office of the European Union.
You are asked to read the Guide for Candidates carefully before completing your application form.

**Closing date for applications**

The application form and photocopies of documents must be sent by registered post (\(^1\)) by 28 February 2019 at the latest (as evidenced by the postmark) to the following address:

EUROPEAN PARLIAMENT
Talent Selection Unit — BMT 08 A 038
Selection procedure PE/219/S
(this selection procedure reference number must be quoted)
Rue Wiertz 60
1047 Brussels
BELGIUM

Applications sent by ordinary post or through the internal mail will not be considered. The Talent Selection Unit will not accept applications which are submitted in person.

Acknowledgement of receipt of application files will be given only if an item dispatched by registered post is accompanied by an advice of delivery form.

You are asked NOT TO TELEPHONE to ask about the timetable for the procedure.

If you have not received an email concerning your application by 29 March 2019, please write an email to: PE-219-S@ep.europa.eu

---

\(^1\) Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date of handing-in to the courier company as shown on the delivery form will be taken as the date of dispatch.
## ANNEX

**Guide for candidates in selection procedures organised by the European Parliament**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. INTRODUCTION</td>
<td>8</td>
</tr>
<tr>
<td>What form does a selection procedure take?</td>
<td>8</td>
</tr>
<tr>
<td>2. THE STAGES IN A SELECTION PROCEDURE</td>
<td>8</td>
</tr>
<tr>
<td>Receipt of application files</td>
<td>8</td>
</tr>
<tr>
<td>Assessment of compliance with the general conditions</td>
<td>9</td>
</tr>
<tr>
<td>Assessment of compliance with the specific conditions</td>
<td>9</td>
</tr>
<tr>
<td>Assessment of qualifications</td>
<td>9</td>
</tr>
<tr>
<td>Tests</td>
<td>10</td>
</tr>
<tr>
<td>List of suitable candidates</td>
<td>10</td>
</tr>
<tr>
<td>3. HOW TO APPLY</td>
<td>10</td>
</tr>
<tr>
<td>General remarks</td>
<td>10</td>
</tr>
<tr>
<td>How should the complete application file be submitted?</td>
<td>10</td>
</tr>
<tr>
<td>What supporting documents should be enclosed with the application file?</td>
<td>10</td>
</tr>
<tr>
<td>General remarks</td>
<td>10</td>
</tr>
<tr>
<td>Supporting documents demonstrating compliance with the general conditions</td>
<td>11</td>
</tr>
<tr>
<td>Supporting documents demonstrating compliance with the specific conditions and assessment of qualifications</td>
<td>11</td>
</tr>
<tr>
<td>4. COMMUNICATION</td>
<td>12</td>
</tr>
<tr>
<td>5. GENERAL INFORMATION</td>
<td>12</td>
</tr>
<tr>
<td>Equal opportunities</td>
<td>12</td>
</tr>
<tr>
<td>Requests from candidates for access to information concerning them</td>
<td>12</td>
</tr>
<tr>
<td>Protection of personal data</td>
<td>13</td>
</tr>
<tr>
<td>Travel and subsistence expenses</td>
<td>13</td>
</tr>
<tr>
<td>ANNEX I</td>
<td>14</td>
</tr>
<tr>
<td>ANNEX II</td>
<td>17</td>
</tr>
</tbody>
</table>
1. INTRODUCTION

What form does a selection procedure take?

Selection procedures consist of a series of stages in which candidates compete against one another; they are open to all citizens of the European Union who, on the deadline for submission of applications, meet the relevant criteria. They give all candidates a fair opportunity to demonstrate their skills, with a view to discrimination-free selection based on merit.

Successful candidates in a selection procedure are placed on a list of suitable candidates, on which the European Parliament will draw in order to fill the post to which the recruitment notice applies.

A selection committee, consisting of members representing the Administration and the Staff Committee, is appointed for each selection procedure. The proceedings of the selection committee are confidential and are conducted in accordance with Annex III to the Staff Regulations of Officials (1).

Candidates may not under any circumstances approach the selection committee themselves, either directly or indirectly. The appointing authority reserves the right to disqualify any candidate who disregards this instruction.

The selection committee adheres strictly to the eligibility criteria set out in the recruitment notice when deciding whether or not each candidate should be admitted to the selection procedure. Candidates admitted to a previous competition or selection procedure will not automatically be eligible.

In order to select the best candidates, the selection committee compares the candidates’ performance, with the aim of assessing their suitability to perform the duties described in the recruitment notice. This means that it must not only assess the candidates’ knowledge, but also identify the best-qualified individuals on the basis of their merit.

Please note that selection procedures take between six and nine months, depending on the number of candidates.

2. THE STAGES IN A SELECTION PROCEDURE

A selection procedure comprises the following stages:

— receipt of application files;
— assessment of compliance with the general conditions;
— assessment of compliance with the specific conditions;
— assessment of qualifications;
— tests;
— drawing-up of a list of suitable candidates.

Receipt of application files

Candidates must submit a complete application file, including the application form specific to the recruitment notice, completed and signed and accompanied by all the requisite supporting documents showing that they meet the general and specific conditions set out in the recruitment notice. Failure to do so will result in exclusion from the competition. The application file must be sent by registered post by the date specified in the recruitment notice. (Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date of handing-in to the courier company as shown on the delivery form will be taken as the date of dispatch). The address and closing date for applications are given in section C of the recruitment notice.

Assessment of compliance with the general conditions

The Talent Selection Unit will check applications in order to determine whether they are admissible, i.e. whether they have been submitted in the form and by the closing date given in the recruitment notice and whether each candidate meets the general eligibility conditions.

Candidates will therefore be automatically eliminated if they:

— send their application after the closing date, as evidenced by the postmark or by the delivery form of a private courier company, or

— do not send their application form by registered post or by private courier company, or

— do not use the official application form specific to the recruitment notice, or

— do not complete the official application form specific to the recruitment notice, or

— fail to sign the application form, or

— do not meet the general eligibility conditions.

After the closing date for applications, candidates will be informed individually if their application has been rejected.

A list of the candidates who meet the general conditions set out in the recruitment notice will be drawn up by the appointing authority and forwarded to the selection committee with the application files.

Assessment of compliance with the specific conditions

The selection committee will consider the application files and draw up a list of candidates who meet the specific conditions set out in the recruitment notice. It will base its decisions solely on the information given on the application form and substantiated by supporting documents enclosed with it.

Applications must give full details of candidates’ studies, training, knowledge of languages and, where appropriate, professional experience, as follows:

— as regards studies: the dates on which they began and ended and the nature of the diploma(s) obtained, as well as the subjects studied;

— as regards professional experience: the dates on which the periods of experience began and ended and the precise nature of the duties performed.

Candidates who have published studies or articles or any other texts relevant to the duties set out in the job description should mention these on the application form.

Candidates who do not meet the specific eligibility conditions set out in the recruitment notice will be eliminated at this stage.

The selection committee will inform all candidates by letter of its decision concerning their admission/non-admission to the procedure.

Assessment of qualifications

In order to select the candidates who are to be invited to the tests, the selection committee will assess the qualifications of the candidates admitted to the selection procedure. It will base its decisions solely on the information given on the application form and substantiated by supporting documents enclosed with it (see section 3 below). The selection committee will base its work on criteria which it has laid down in advance, taking account in particular of the qualifications specified in section B.2 of the recruitment notice.

The selection committee will inform all candidates by letter of its decision concerning their admission/non-admission to the tests.
Tests

All the tests are compulsory and eliminatory. The maximum number of candidates who may be admitted to the tests is specified in section B.2 of the recruitment notice.

For organisational reasons, candidates may be invited to all the written and oral tests. However, the tests will be marked in the order in which they appear in the recruitment notice. Consequently, if a candidate does not achieve the minimum mark required in one of the tests, the selection committee will not mark the subsequent tests.

The tests of candidates who give up will not be marked.

List of suitable candidates

The maximum number of candidates who may be placed on the list of suitable candidates is specified in section B.4 of the recruitment notice.

The inclusion of a candidate’s name on the list of suitable candidates means that he or she may be called for interview by one of Parliament’s departments, but it does not constitute either a right to, or a guarantee of, recruitment.

3. HOW TO APPLY

General remarks

Before applying, candidates should check carefully whether they meet all the eligibility conditions, both general and specific. To that end, candidates should first read the recruitment notice and this guide and take due note of the relevant requirements.

Although recruitment notices do not specify any age limit, please note the retirement age for staff laid down in the Staff Regulations of Officials of the European Union.

Candidates are required to complete the application form (original or copy) which is specific to the recruitment notice and contained in this Official Journal published by the Publications Office of the European Union.

Documents sent after the closing date will not be taken into account.

Candidates who have a disability or whose circumstances are such that they might cause difficulties during the tests (e.g. because they are pregnant or are breastfeeding, or because they have health problems or are undergoing medical treatment) must state that fact on the application form and provide any relevant information so that the Administration can take appropriate measures, where possible. If appropriate, they should enclose with their application form a separate sheet giving details of any arrangements which they consider necessary to help them take the tests.

How should the complete application file be submitted?

1. Complete and sign the application form specific to the recruitment notice for the selection procedure concerned.

2. Include a numbered list of all the supporting documents enclosed with the application.

3. Enclose all the supporting documents required, numbering them first.

4. Send the application file as specified in the recruitment notice and before the closing date given therein.

What supporting documents should be enclosed with the application file?

General remarks

Please do not send originals; only non-certified photocopies of the documents required should be enclosed. References to websites will not be regarded as constituting supporting documents. Printouts of pages from websites will not be regarded as certificates, although they may be enclosed purely to provide additional information.

Please note that successful candidates on the list of suitable candidates who are offered a job will be required to produce the originals of all the documents required before they can be recruited.
A curriculum vitae (CV) will not be regarded as a supporting document.

Candidates may not refer to application forms or any other documents already submitted in connection with previous applications (2).

None of the documents submitted with the application will be returned.

Supporting documents demonstrating compliance with the general conditions

No document is required at this stage to show that candidates:

— are a national of one of the European Union Member States,
— enjoy full rights as a citizen,
— have fulfilled any obligations imposed on them by the laws on military service,
— can provide character references appropriate to the performance of the duties concerned,

Candidates must sign the application form. By doing so, they declare on their honour that they meet these conditions and that the information supplied is true and complete.

Supporting documents demonstrating compliance with the specific conditions and assessment of qualifications

Candidates must provide the selection committee with all the information and documents it needs to verify the accuracy of the information given on the application form.

Diplomas and/or certificates attesting successful completion of studies

Candidates must supply photocopies of the diplomas or certificates attesting that they have completed studies of the level required by the recruitment notice.

The selection committee will take account of the different education systems in the European Union Member States.

In the case of post-secondary diplomas, the most detailed possible information must be provided, particularly concerning the subjects studied and the length of time for which they were studied, so that the selection committee can assess the relevance of the diplomas to the duties to be performed.

In the case of diplomas relating to technical or vocational training, further training or specialisation courses, candidates must state whether the course was full time or part time or consisted of evening classes, as well as the subjects covered and the official duration of the courses.

Professional experience

Professional experience will be taken into account only if it has been obtained more recently than the required diploma or certificate. The supporting documents must prove the duration and level of the professional experience, and the nature of the duties performed must be described in as much detail as possible, so that the selection committee can assess the relevance of the experience to the duties to be performed.

All such periods of work experience must be covered by supporting documents, for example:

— statements from former employers and the current employer certifying that candidates have the professional experience required for admission to the selection procedure;
— if, for reasons of confidentiality, candidates cannot enclose the required evidence of professional experience, it is essential, as a substitute for that evidence, that they enclose photocopies of the employment contract or letter of recruitment and the first and the most recent salary statements;
— where the work has not been performed on behalf of an employer (as a self-employed person, member of the liberal professions, etc.), invoices detailing the services provided or any other relevant official supporting document will be accepted as evidence.

Knowledge of languages

Knowledge of the required languages must be confirmed by a diploma, a certificate or a declaration on the candidate's honour, to be made on a separate sheet of paper, explaining how that knowledge was acquired.

(2) These conditions apply to all candidates, including officials and other servants of the European Union.
If, at any stage in the procedure, it is established that the information given on the application form is incorrect or is not substantiated by supporting documents, or that all the conditions set out in the recruitment notice have not been met, candidates will be disqualified.

4. COMMUNICATION

It is the responsibility of candidates to make sure that their application form (original or copy), completed and signed and accompanied by all the supporting documents required, is sent by registered post (\(^3\)) by the deadline specified, as evidenced by the postmark.

Applications sent by ordinary post or through the internal mail will not be considered. The Talent Selection Unit will not accept applications which are submitted in person.

Acknowledgement of receipt of application files will be given only if an item dispatched by registered post is accompanied by an advice of delivery form.

It is the responsibility of candidates to send a letter or email (\(^4\)) to the Talent Selection Unit if they do not receive an email concerning their application by the date given in the last paragraph of the recruitment notice.

Any correspondence from a candidate concerning an application must quote the name given in that application and the number of the selection procedure.

All correspondence forwarded by the European Parliament concerning a selection procedure, including invitations to tests, will be sent by email to the address given on the application form. Candidates are responsible for checking their email account regularly (at least twice a week) and for notifying the Talent Selection Unit of any change in their particulars.

All communications concerning the selection procedure should be sent by email to the following mailbox:

PE-219-S@ep.europa.eu

If candidates are no longer in a position to check their email account, it is their responsibility to inform the Talent Selection Unit immediately and to provide a new electronic address.

In order to safeguard the independence of the selection committee, candidates may not under any circumstances approach the selection committee themselves, either directly or indirectly; if they do so, they may be disqualified.

Any correspondence for consideration by the selection committee and any request for information or other correspondence concerning the procedure must be addressed solely to the Talent Selection Unit (\(^4\)), which will deal with all communications with candidates throughout the selection procedure until it has been completed.

5. GENERAL INFORMATION

Equal opportunities

The European Parliament takes great care to avoid any form of discrimination.

It is an equal-opportunities employer and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

Requests from candidates for access to information concerning them

Candidates in selection procedures are entitled to be given certain information which specifically concerns them, as described below. The European Parliament may therefore supply the following additional information to a candidate on request:

a) candidates who have not been invited to the written test may, on request, obtain a copy of the evaluation sheet concerning their qualifications. Requests must be made within one month of the date on which the letter notifying the decision was sent;

\(^3\) Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date of handing-in to the courier company as shown on the delivery form will be taken as the date of dispatch.

\(^4\) Address: EUROPEAN PARLIAMENT, Unité Sélection des talents — BMT 08 A 038, Selection procedure PE/219/S, Rue Wiertz 60, 1047 Brussels, Belgium, email address: PE-219-S@ep.europa.eu
b) candidates who do not pass the written test and/or who are not among those invited to the oral tests may, on request, obtain a copy of their test paper as well as a copy of their personal evaluation sheet setting out the selection committee's remarks on their performance. Requests must be made within one month of the date on which the letter notifying the decision was sent;

c) candidates who are invited to the oral tests but whose names do not appear on the list of suitable candidates will be informed of their results in the various tests only once the list of suitable candidates has been drawn up by the selection committee. They may, on request, obtain a copy of their written test paper and, for each of the written and oral tests, a copy of their personal evaluation sheet setting out the selection committee's remarks on their performance. Requests must be made within one month of the date on which the letter notifying the decision not to include their name on the list of suitable candidates was sent;

d) successful candidates will be informed only that they have been included on the list of suitable candidates.

Requests will be dealt with in accordance with the requirement for the work of the selection committee to be secret, as laid down in the Staff Regulations of Officials of the European Union (Annex III, Article 6), and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

**Protection of personal data**

The European Parliament, as the body responsible for organising selection procedures, ensures that candidates' personal data are processed in strict compliance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (\(^5\)), particularly as regards confidentiality and security.

**Travel and subsistence expenses**

A contribution will be made towards the travel and subsistence expenses of candidates invited to the tests. Candidates will be given details of the arrangements for this and the rates applicable in the letter inviting them to the tests.

The address given on the application form will be considered to be the place from which the candidate departs to attend the tests to which he or she has been invited. A change of address notified by a candidate after the European Parliament has sent the invitations to the tests will not be taken into consideration, unless Parliament considers that the circumstances invoked by the candidate amount to *force majeure* or are wholly exceptional.

---

## ANNEX I

**Indicative guide to qualifications giving access to function group AD competitions**<sup>(1)</sup> (to be assessed on a case-by-case basis)

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>University course of at least four years’ duration</th>
<th>University course of at least three years’ duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgique/België/Belgien</td>
<td>— Licence/Licentiaat / Diplôme d’études approfondies (DEA) / Diplôme d’études spécialisées (DES) / Diplôme d’études supérieures spécialisées (DESS) / Gediplomeerde in de Voortgezet Studies (GVS) / Gediplomeerde in de Gespecialiseerde Studies (GGS) / Gediplomeerde in de Aanvullende Studies (GAS) Agrégation de l’enseignement secondaire supérieur (AESS) / Agrégation Ingénieur industriel/Industriel ingenieur / Master — 60/120 ECTS / Master complémentaire — 60 ECTS ou plus Agrégation de l’enseignement secondaire supérieur (AESS) — 30 ECTS Doctorat/Doctoraal Diploma</td>
<td>Bachelor académique (dit «de transition») — 180 ECTS Academisch gerichte Bachelor — 180 ECTS</td>
</tr>
<tr>
<td>България</td>
<td>Диплома за висше образование Бакалавър — 240 ECTS / Магистър — 300 ECTS / Доктор Магистър след Бакалавър — 60 ECTS / Магистър след Професионален бакалавър по … — 120 ECTS</td>
<td>Диплом о уkończeniu bakalárského studia (Bakalár)</td>
</tr>
<tr>
<td>Česká republika</td>
<td>Diplom o ukončení vysokoškolského studia / Magistr / Doktor</td>
<td>Diplom o ukončení bakalářského studia (Bakalář)</td>
</tr>
<tr>
<td>Danmark</td>
<td>Kandidatgrad/Candidatus / Master/Magistergrad (Mag.Art) / Licenciatgrad / Ph.d.-grad</td>
<td>Bachelorgrad (B.A or B. Sc) / Professionsbachelorgrad / Diplomingeniør</td>
</tr>
<tr>
<td>Deutschland</td>
<td>Master (alle Hochschulen) / Diplom (Univ.) / Magister / Staatsexamen / Doktorgrad</td>
<td>Bachelor / Fachhochschulabschluss (FH) Staatsexamen (Regelstudienzeit 3 Jahre)</td>
</tr>
<tr>
<td>Eesti</td>
<td>Rakenduskõrghariduse diplom / Bakalaureusekraad (160 ainepunktit) / Magistrikraad / Arstikraad / Hambaarstikraad / Loomaarstikraad / Filsoofiadoktor / Doktorikraad (120–160 ainepunkti)</td>
<td>Bakalaureusekraad (min 120 ainepunktit) / Bakalaureusekraad (&lt; 160 ainepunktit)</td>
</tr>
<tr>
<td>Êire/Ireland</td>
<td>Céim Onórach Bhailteára (4 bliana/240 ECTS) Honours Bachelor Degree (4 years/ 240 ECTS) / Céim Ollscoil University Degree / Céim Máistir (60-120 ECTS) Master’s Degree (60-120 ECTS) / Céim Dochtaíra Doctorate</td>
<td>Céim Onórach Bhailteára (3 bliana/180 ECTS) (BA, B.Sc, B. Eng) Honours Bachelor Degree (3 years/180 ECTS) (BA, B.Sc, B. Eng)</td>
</tr>
</tbody>
</table>

<sup>(1)</sup> Access to grades 7-16 of function group AD is subject to the further condition of having acquired at least one year’s appropriate professional experience.
<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>University course of at least four years’ duration</th>
<th>University course of at least three years’ duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ελλάδα</td>
<td>Πτυχίο [ΕΠ (πανεπιστημίου, πολυτεχνείου), ΤΕΙ υποχρεωτικής τετραετούς φοίτησης] 4 χρόνια (1ος κύκλος) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)</td>
<td>Licenciado / Ingeniero / Arquitecto / Graduado / Máster Universitario / Doctor Diplomado / Ingeniero técnico Arquitecto técnico / Maestro</td>
</tr>
<tr>
<td>España</td>
<td>Licenciado / Ingeniero / Arquitecto / Graduado / Máster Universitario / Doctor</td>
<td>Licenciado / Ingeniero / Arquitecto / Graduado / Máster Universitario / Doctor</td>
</tr>
<tr>
<td>France</td>
<td>Maîtrise / MST (maîtrise des sciences et techniques) / MSG (maîtrise des sciences de gestion) DEST (diplôme d’études supérieures techniques) / DRT (diplôme de recherche technologique) DÉSS (diplôme d’études supérieures spécialisées) / DEA (diplôme d’études approfondies) Master 1 / Master 2 professionnel / Master 2 recherche Diplôme des grandes écoles / Diplôme d’ingénieur / Doctorat</td>
<td>Licence Diplôme universitaire (3 années) / Diplôme di Scuola diretta a fini speciali (3 anni) / Laurea — L180 credits</td>
</tr>
<tr>
<td>Italia</td>
<td>Diploma di Laurea (DL) — da 4 a 6 anni / Laurea specialistica (LS) / Laurea magistrale (LM) / Master universitario di primo livello / Diploma di Specializzazione (DS) / Dottorato di ricerca (DR)</td>
<td>Diploma universitario (3 anni) / Diploma di Scuola diretta a fini speciali (3 anni) / Laurea — L180 credits</td>
</tr>
<tr>
<td>Κύπρος</td>
<td>Πτυχίο (Πανεπιστημιακό Πτυχίο) Bachelor Μαστερ / Doctorat</td>
<td>Bachelor / Diplôme d’ingénieur technicien</td>
</tr>
<tr>
<td>Latvija</td>
<td>Bakalauro diploms (160 kreditpunkti) / Profesionālā bakalauro diploms / Magistra diploms / Profesionālā magistra diploms / Doktora grāds</td>
<td>Bakalauro diploms (min. 120 kreditpunkti)</td>
</tr>
<tr>
<td>Lietuva</td>
<td>Aukščio mokslo diplomas / Bakalauro diplomas / Magistro diplomas / Daktaro diplomas / Meno licenciatu diplomas</td>
<td>Profesinio bakalauro diplomas / Aukščio mokslo diplomas</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>Master / Diplôme d’ingénieur industriel / DESS en droit européen</td>
<td>Bachelor / Diplôme d’ingénieur technicien</td>
</tr>
<tr>
<td>Magyarország</td>
<td>Egyetemi oklevél / Alapfokozat — 240 kredit / Mesterfokozat / Doktori fokozat</td>
<td>Főiskolai oklevél / Alapfokozat — 180 kredit vagy annál több</td>
</tr>
<tr>
<td>Malta</td>
<td>Bachelor’s degree / Master of Arts / Doctorate</td>
<td>Bachelor’s degree</td>
</tr>
<tr>
<td>Nederland</td>
<td>HBO Bachelor degree HBO/WO Master’s degree Doctoraal examen/Doctoraat</td>
<td>Bachelor (WO)</td>
</tr>
<tr>
<td>Country</td>
<td>University course of at least four years’ duration</td>
<td>University course of at least three years’ duration</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Österreich</td>
<td>Master Magister/Magistra</td>
<td>Bachelor</td>
</tr>
<tr>
<td></td>
<td>Magister/Magistra (FH)</td>
<td>Bakkalaureus/Bakkalaurea</td>
</tr>
<tr>
<td></td>
<td>Diplom-Ingenieur/in</td>
<td>Bakkalaureus/Bakkalaurea (FH)</td>
</tr>
<tr>
<td></td>
<td>Diplom-Ingenieur/in (FH)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doktor/in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PhD</td>
<td></td>
</tr>
<tr>
<td>Polska</td>
<td>Magister / Magister inżynier</td>
<td>Licencjat / Inżynier</td>
</tr>
<tr>
<td></td>
<td>Dyplom doktora</td>
<td></td>
</tr>
<tr>
<td>Portugal</td>
<td>Licenciado / Mestre / Doutor</td>
<td>Bacharel / Licenciado</td>
</tr>
<tr>
<td>Republika Hrvatska</td>
<td>Baccalaureus / Baccalaurea (Sveučilišni Prvostupnik / Prvostupnica)</td>
<td>Baccalaureus / Baccalaurea (Sveučilišni Prvostupnik / Prvostupnica)</td>
</tr>
<tr>
<td></td>
<td>Stručni Specijalist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master degree (magistar struke) 300 kredit min magistar inženjer / magistrica inženjerka (mag. ing).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doktor struke / Doktor umjetnosti</td>
<td></td>
</tr>
<tr>
<td>România</td>
<td>Diplomă de Licenţă / Diplomă de inginer / Diplomă de urbanist / Diplomă de Master / Diplomă de Studii Aprofundate / Certificat de atestare (studii academice postuniversitare) / Diplomă de doctor</td>
<td>Diplomă de Licenţă</td>
</tr>
<tr>
<td>Slovenija</td>
<td>Univerzitetna diploma/ Magisterij / Specializacija / Doktorat</td>
<td>Diploma o pridobljeni visoki strokovni izobrazbi</td>
</tr>
<tr>
<td>Slovensko</td>
<td>Diplom o ukončení vysokoškolského štúdia / bakalár (Bc.) / magister magister/inžinier / ArtD</td>
<td>Diplom o ukončení bakalárskeho štúdia (bakalár)</td>
</tr>
<tr>
<td>Suomi/Finland</td>
<td>Maisterin tutkinto — Magister-examen</td>
<td>Kandidaatin tutkinto — Kandidatexamen</td>
</tr>
<tr>
<td></td>
<td>Ammattikorkeakoulututkinto — Yrkeshögskoleexamen (min 160 opintoviikkoa — studievektor)</td>
<td>Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa — studievektor)</td>
</tr>
<tr>
<td></td>
<td>Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen — antingen 4 år eller 2 år efter licentiatexamen / Lisensiaatti/Licentiat</td>
<td>Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen — antingen 4 år eller 2 år efter licentiatexamen / Lisensiaatti/Licentiat</td>
</tr>
<tr>
<td>Sverige</td>
<td>Magisterexamen (akademisk examen omfattande minst 160 poäng varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera) / Licentiatexamen / Doktorsexamen</td>
<td>Kandidatexamen (akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)</td>
</tr>
<tr>
<td></td>
<td>Meriter på avancerad nivå: Magisterexamen, 1 år, 60 högskolepoäng / Masterexamen, 2 år, 120 högskolepoäng</td>
<td>Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)</td>
</tr>
<tr>
<td></td>
<td>Meriter på forskarnivå: Licentiatexamen, 2 år, 120 högskolepoäng / Doktorsexamen, 4 år, 240 högskolepoäng</td>
<td></td>
</tr>
<tr>
<td>United Kingdom</td>
<td>Honours Bachelor degree / Master’s degree (MA, MB, MEng, MPhil, MSc) / Doctorate</td>
<td>(Honours) Bachelor degree</td>
</tr>
<tr>
<td></td>
<td>NB: Master’s degree in Scotland</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX II

REQUESTS FOR REVIEW — APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Candidates who consider that a decision has adversely affected them may request a review of the decision, launch an appeal procedure or lodge a complaint with the European Ombudsman (1).

Requests for review

Candidates may ask the selection committee to review its decision:

— not to admit them to the selection procedure
— not to invite them to the written test
— not to invite them to the oral tests.

The selection committee will not review its decision not to include candidates on the list of suitable candidates.

Substantiated requests for review must be sent by email to PE-219-S@ep.europa.eu within 10 calendar days of the date on which the Talent Selection Unit sent the email notifying the decision in question. A reply will be sent as soon as possible.

Appeals

— Lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union (2), which should be addressed to:

The Secretary-General
European Parliament
Konrad Adenauer Building
L-2929 Luxembourg
LUXEMBOURG

This option is available at all stages of the selection procedure.

Please note the broad measure of discretion enjoyed by selection committees, whose decisions are independently arrived at and cannot be changed by the appointing authority. The selection committee’s decisions are subject to review only in the event of a clear violation of the rules governing their work. In that event, a decision by a selection committee may be challenged directly before the General Court of the European Union without a complaint having first been lodged under Article 90(2) of the Staff Regulations of Officials of the European Union.

— Submit an appeal to the:

General Court of the European Union
L-2925 Luxembourg
LUXEMBOURG

under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials of the European Union.

This option is available only in relation to decisions taken by the selection committee.

(1) Reviews, appeals or complaints to the European Ombudsman will not interrupt the work of the selection committee.
In the case of administrative decisions denying admission to the selection procedure on the grounds that the application does not meet the eligibility conditions set out in section B.1 of the notice, an appeal may be submitted to the General Court of the European Union only after a complaint has first been lodged as described above.

Appeals to the General Court of the European Union may be made only through a lawyer authorised to practise before a court of a Member State of the European Union or of the European Economic Area.

The time limits laid down in Articles 90 and 91 of the Staff Regulations of Officials of the European Union which apply to these two types of appeal start to run either from the date of notification of the original decision adversely affecting you or, only in the case of a request for a review, from the date on which you are notified of the selection committee’s original reply to the request.

**Complaints to the European Ombudsman**

Any European Union citizen can make a complaint to:

The European Ombudsman

1, Avenue du Président Robert Schuman — B.P. 403

67001 STRASBOURG CEDEX

FRANCE

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman’s duties (3).

You should note that complaints made to the Ombudsman have no suspensive effect on the time limit laid down in Article 91 of the Staff Regulations of Officials of the European Union for lodging appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

---

RECUREMENT NOTICE PE/219/S
APPLICATION FORM

(please write in block capitals in black ink)

ALL SECTIONS MUST BE FILLED IN

1. NAME
   FORENAME(S)
   ........................................................................................................

2. ADDRESS
   (All correspondence will be sent to this address. Please inform us immediately of any change in address.)
   Street: ........................................................................................................
   No: ........................................................................................................
   Postcode: ..................  Town: .............................................................  Country: .................................................................
   Telephone number: Private: .................................................................  Office: ..............................................................................
   E-mail address: .................................................................................. @

3. DATE AND PLACE OF BIRTH: ..............................................................

4. GENDER:  Male □  Female □

5. CURRENT NATIONALITY (if you have dual nationality, please give both):
   ...........................................................................................................

5. KNOWLEDGE OF THE OFFICIAL LANGUAGES OF THE EU (*):

   Language 1
   Language 2 (compulsory language chosen ( X ) for tests B.3.a), b) and c))
   (ONE LANGUAGE):
   EN: ( )  FR: ( )
   Other languages:

(*) Bulgarian = BG / Croatian = HR / Czech = CS / Danish = DA / Dutch = NL / English = EN / Estonian = ET / Finnish = FI / French = FR / German = DE / Greek = EL / Hungarian = HU / Irish = GA / Italian = IT / Latvian = LV / Lithuanian = LT / Maltese = MT / Polish = PL / Portuguese = PT / Romanian = RO / Slovak = SK / Slovene = SL / Spanish = ES / Swedish = SV
7. **EDUCATION**

### A. Primary, secondary, advanced secondary or technical education

<table>
<thead>
<tr>
<th>Name and address of the establishment: (town, country)</th>
<th>Duration of studies</th>
<th>Certificates or diplomas obtained. Specify official length of course and main subjects studied.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>from</td>
<td>to (*)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. Post-secondary education

<table>
<thead>
<tr>
<th>Name and address of university or other establishment (town, country)</th>
<th>Duration of studies</th>
<th>Degree or diploma obtained. Specify official length of course and main subjects studied.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>from</td>
<td>to (*)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### C. Postgraduate education

<table>
<thead>
<tr>
<th>Name and address of university or institute (town, country)</th>
<th>Duration of studies</th>
<th>Degree or diploma obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>from</td>
<td>to (*)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*) Specify the date (month and year) on which the studies were completed and/or the qualification was obtained.
### PROFESSIONAL EXPERIENCE

(enclose numbered photocopies). Continue on separate sheet(s) if necessary.

<table>
<thead>
<tr>
<th>Position held and job description</th>
<th>Employer's name and address</th>
<th>From DD / MM / YY (day, month, year)</th>
<th>To DD / MM / YY (day, month, year)</th>
<th>DURATION YY / MM / DD (year, month, day)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>/ /</td>
<td>/ /</td>
<td>/ /</td>
</tr>
</tbody>
</table>

Professional experience in TOTAL: / / / YY / MM / DD
9. Do you have a physical disability or are your personal circumstances such that they might give rise to problems during the tests (e.g. you are pregnant, are breastfeeding, or have health problems)?

☐ Yes ☐ No

If the answer is yes, please give details (so that the Administration can make appropriate arrangements, wherever possible). Continue on additional sheets if necessary.

10. Names, addresses and telephone numbers of persons to contact if you cannot be contacted directly:

-----------------------------------------------------------

-----------------------------------------------------------

DECLA RATION

1. I solemnly declare that the information given in this application form and the documents enclosed with it is true and complete.

2. I also solemnly declare that:
   a) I am a national of one of the Member States of the Union and enjoy full rights as a citizen;
   b) I have fulfilled all obligations imposed on me by the laws on military service;
   c) I can provide character references appropriate to the performance of the duties concerned.

3. I understand that, for my application to be admissible, I must submit this form together with all the supporting documents required to demonstrate that I meet the eligibility criteria (see Section A.3 of the notice of the recruitment notice) by the closing date.

4. I am aware that the decisions of the selection board are based solely on the supporting documents submitted with the application form and that no references to personnel files will be accepted.

5. I hereby consent / do not consent (delete as appropriate) to the European Parliament including my name on the list of suitable candidates that will be posted on the official notice boards in its buildings, should my application be successful.

Date and signature: ..................................................

Annexes: number  U U

DO NOT FORGET TO SIGN THE FORM!