

## V

(Announcements)

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

## NOTICE OF OPEN COMPETITIONS

**EPSO/AST/118/11**

**Assistants (AST 3)**

(2011/C 350 A/01)

*Are you interested in working for the European institutions?*

*Does your profile meet our criteria?*

*Why not apply?*

*Give yourself a chance to succeed.*

The European Personnel Selection Office (EPSO) is organising a test-based open competition to establish a reserve pool from which to recruit assistants (\*).

**EPSO/AST/118/11 — Assistants (AST 3)**

**in the following fields:**

1. **FINANCIAL MANAGEMENT/ACCOUNTING**
2. **COMMUNICATION**
3. **PROJECT MANAGEMENT/PROGRAMME MANAGEMENT/CONTRACT MANAGEMENT**

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 must be deemed also to constitute a reference to a person of the female sex.

## I. GENERAL BACKGROUND

1. Number of successful candidates by field	Field 1 = 62 Field 2 = 37 Field 3 = 53
2. Remarks	You may not apply for more than one of these fields. 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.

## II. DUTIES

AST 3 assistants contribute to performing the functions of their institution or agency under the supervision of an administrator and are called upon to carry out executive, implementation, support and logistics tasks in different fields of activity.

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

*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 of 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 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.	<b>Qualification: see annex</b>																								
2.2.	<b>Professional experience: see annex</b>																								
2.3.	<p><b>Knowledge of languages</b></p> <p><b>The official languages of the European Union are:</b></p> <table style="width: 100%; border: none;"> <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	<p><b>Main language:</b> a thorough knowledge of one of the official languages of the European Union.</p>																								
and																									
(b) Language 2	<p><b>Second language (must be different from Language 1):</b> a satisfactory knowledge of English, French or German.</p>																								

## IV. ADMISSION TESTS

1. <b>You will be invited to sit the tests</b>	<p>You will be invited to sit the tests if you have validated your application on time (see Section VII).</p> <p><b>NB:</b></p> <p>1. by validating your application, you are declaring that you meet the general and specific conditions listed in Section III;</p> <p>2. you must reserve a date to sit the tests; this <b>must</b> be done by the deadline notified to you via your EPSO account.</p>	
2. <b>Nature and marking of tests</b>	A series of tests comprising multiple-choice questions to assess your general aptitudes and competencies as regards:	
<b>Test (a)</b>	Verbal reasoning	Marking: this test will be marked out of 20. Pass mark: 10 points
<b>Test (b)</b>	Numerical reasoning	Marking: this test will be marked out of 10.
<b>Test (c)</b>	Abstract reasoning	Marking: this test will be marked out of 10.
		The aggregate pass mark for tests (b) and (c) is 10.
<b>Test (d)</b>	Professional skills: accuracy and precision	Marking: this test will be marked out of 20.
<b>Test (e)</b>	Professional skills: prioritising and organising	Marking: this test will be marked out of 20.
		The aggregate pass mark for tests (d) and (e) is 20
<b>Test (f)</b>	Situational judgement	Marking: this test will be marked out of 40. Pass mark: 24 points
3. <b>Language of the tests</b>	<p>Language 1 for tests (a), (b) and (c)</p> <p>Language 2 for tests (d), (e) and (f)</p>	

## V. OPEN COMPETITION

1. <b>You will be admitted * to the assessment centre</b>	<p>— if you <sup>(1)</sup> have obtained one of the best marks <sup>(2)</sup> and the pass mark in the admission tests, <b>and</b></p> <p>— if <b>the information given in your online application</b> shows that you fulfil the general and specific conditions listed in Section III.</p> <p>* <b>Admission</b> will be confirmed subject to subsequent verification of the supporting documents which you must bring with you to the assessment centre. Supporting documents will be verified for candidates who satisfy the eligibility conditions and who have obtained the highest aggregate marks in the assessment tests, in descending order, until the number of successful candidates sought in this competition notice is reached.</p> <p>The files of candidates below this threshold will not be examined.</p>
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<sup>(1)</sup> Where a number of candidates tie for the last available place, they will all be invited to the assessment centre.

<sup>(2)</sup> The number of candidates invited to the assessment centre will be approximately 2,5 times the number of successful candidates indicated in this competition notice and will be published on EPSO's website ([www.eu-careers.eu](http://www.eu-careers.eu)).

2. <b>Assessment centre</b>	<p>You will be invited to take part in a case study <sup>(3)</sup> in your chosen field and the other tests at the assessment centre, which will be normally be held in Brussels over 1 day.</p> <p>You will be assessed on your specific competencies in the field you have chosen and the following general competencies:</p> <ul style="list-style-type: none"> <li>— <b>Analysis and problem-solving</b></li> <li>— <b>Communication</b></li> <li>— <b>Delivering quality and results</b></li> <li>— <b>Learning and development</b></li> <li>— <b>Prioritising and organising</b></li> <li>— <b>Resilience</b></li> <li>— <b>Working with others</b></li> </ul> <p>Details of how these competencies are defined are set out in point 1.2 of the guide to open competitions.</p> <p>These competencies will be tested by means of:</p> <ul style="list-style-type: none"> <li>(a) an in-tray exercise;</li> <li>(b) a structured interview;</li> <li>(c) a case study in the chosen field;</li> <li>(d) a group exercise.</li> </ul> <p><b>These individual competencies will be tested in accordance with the following model:</b></p>			
	In-tray	Structured interview	Case study	Group exercise
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
3. <b>Languages for the assessment centre</b>	Language 2			
4. <b>Marking</b>	<p><b>Specific competencies</b></p> <p>Test (c): a case study in the chosen field</p> <p>Marked out of 30</p> <p>Pass mark: 15 points</p> <p><b>Weighting: 30 % of the overall mark</b></p> <p><b>General competencies</b></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 35 out of 70 for all seven general competencies</p> <p><b>Weighting: 70 % of the overall mark</b></p>			

<sup>(3)</sup> For organisational reasons, the case study may be organised in test centres situated in the Member States and/or Brussels, irrespective of the other assessment centre tests.

## VI. RESERVE LISTS

1. <b>Candidates placed on the reserve lists</b>	The selection board will place you on the reserve list <sup>(4)</sup> if you have obtained the pass marks and one of the highest aggregate marks in the assessment tests (see number of successful candidates, Section I.1) and <b>your supporting documents</b> show that you meet all the eligibility requirements.
2. <b>Classification</b>	The lists 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.

## VII. HOW TO APPLY

1. <b>Online application</b>	You must apply online by following the instructions on the EPSO website. <b>Closing date: 17 January 2012 at 12.00 (midday)</b> , Brussels time.
2. <b>Application form</b>	If you are one of the candidates invited to the assessment centre, <b>at a later stage</b> you must submit <sup>(5)</sup> a full application file (signed online application form and supporting documents). <b>Procedure:</b> see point 6.1 of the guide to open competitions.

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

<sup>(5)</sup> You will be informed of the closing date via your EPSO account.

## ANNEX

**1. FINANCIAL MANAGEMENT/ACCOUNTING****1. Duties**

Assistants will carry out their duties in one or more of the sectors related to the various budgetary and financial activities of the institution.

Using specific IT tools (in particular the integrated system of accounts), they will be called upon to carry out tasks such as, for example:

- assisting with the implementation of accounting and financial systems,
- keeping financial and/or budget accounts,
- contributing to the design, drawing up and implementation of Financial Regulation procedures,
- participating in drawing up the budget estimates and drawing up the annual reports and accounts,
- assisting with closure of the accounts and the presentation of financial statements,
- planning and managing public procurement procedures,
- carrying out financial and operational management of contracts or subsidies,
- participating in cash management and/or imprest accounts and carrying out bank reconciliation,
- monitoring financial and budget procedures (appropriations, commitments, verification of invoices and payments) and procedures for receivables,
- supervising accounting methods and the financial management of revenue.

**2. Diplomas/qualifications**

A level of post-secondary education attested by a diploma showing completion of studies in the field of finance or accounting.

**OR**

A level of secondary education attested by a diploma giving access to post-secondary education, and at least 3 years' professional experience in the field of finance or accounting.

**NB:** These years will not be counted towards the number of years' professional experience required in point 3 below.

**3. Professional experience**

After obtaining the required diploma, at least 3 years' professional experience in the field of finance or accounting.

## 2. COMMUNICATION

### 1. Duties

Assistants will carry out their duties in one or more of the sectors related to internal and external communications and information (relations with the press, media and the public, preparation and dissemination of information, organisation of events related to promoting the image of the European Union, publication of information documents, and analyses of media and their impact).

They will be called upon to carry out tasks such as, for example:

- handling contacts with the press, the media and the public,
- drafting, revising and preparing various documents for publication (press files and thematic files, press releases, and press briefings),
- organising different types of events (press conferences, interviews, information campaigns, and exhibitions),
- preparing information documents, publications, brochures of promotional material and/or audiovisual products,
- managing communication activities through websites, social media and collaborative platforms,
- participating in the analysis of the media impact of communication activities,
- liaising and coordinating with stakeholders (Publications Office, contractors, etc.), and supporting the institution in its communications activities.

### 2. Diplomas/Qualifications

A level of post-secondary education attested by a diploma showing completion of studies in one of the following fields: communication, media studies, journalism or public relations.

**OR**

A level of secondary education attested by a diploma giving access to post-secondary education, and at least 3 years' professional experience relevant to the duties concerned in one of the following sectors: press agency, PR agency, journalism, communications consultant, web and/or external communication in public or private bodies.

**NB:** These years will not be counted towards the number of years' professional experience required in point 3 below.

### 3. Professional experience

After obtaining the required diploma, at least 3 years' professional experience relevant to the duties concerned in one of the following sectors: press agency, PR agency, journalism, communications consultant, web and/or external communication in public or private bodies.

### 3. PROJECT/PROGRAMME/CONTRACT MANAGEMENT

#### 1. Duties

Assistants will carry out their duties in one or more of the sectors related to management of (scientific, technical, administrative, and cooperation) projects/programmes/contracts in the institution.

They will be called upon to carry out support and logistics tasks such as, for example:

- assisting in preparing programmes and work programmes,
- assisting in drafting the terms of reference of contracts, specifications, calls for proposals and financing agreements,
- preparing/verifying calls for proposals/invitations to tender, and calls for expressions of interest, with a view to concluding contracts and agreements relating to grants,
- preparing and participating in selection committee meetings to supervise the procedures for selection and award of scholarships/grants,
- assisting in the preparation of financing decisions,
- preparing and following procurement procedures, including the evaluation of tenders,
- assisting national, regional and local authorities and participants in implementing programmes/projects/contracts,
- assisting with the supervision and/or evaluation of the implementation of programmes/projects/contracts,
- handling and following project and contract management and their continuity: following the life cycle of the project (commitments, payments, and closings),
- analysing interim and final reports on the implementation of programmes/projects/contracts,
- handling operations at the end of programmes/projects/contracts.

#### 2. Diplomas/Qualifications

A level of post-secondary education attested by a diploma showing completion of studies.

**OR**

A level of secondary education attested by a diploma giving access to post-secondary education, followed by at least 3 years' professional experience relevant to the nature of the duties.

**NB:** These years will not be counted towards the number of years' professional experience required in point 3 below.

#### 3. Professional experience

After obtaining the required diploma, at least 3 years' professional experience relevant to the nature of the duties.

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