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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/170/S

(2013/C 235 A/01)

The European Parliament has decided to organise a selection procedure on the basis of qualifications and tests for the purpose of establishing a list of suitable candidates to fill the post of

HEAD OF UNIT (AD 9)

European Parliament Information Office in Cyprus

(female or male)

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 will help you to understand the rules governing selection procedures and how you should go about applying.

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A. DUTIES AND ELIGIBILITY (PROFILE SOUGHT)

1. General remarks

The appointing authority has decided to open the procedure for filling the post of head of unit (AD, grade 9) for Parliament's Information Office in Cyprus, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union.

The European Parliament 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.

2. Job description

Reporting to the Director of Information Offices, the Head of Unit will be responsible for the operation of Parliament's Information Office in Cyprus.

Based in Nicosia ⁽¹⁾, the Head of Unit will supervise a team and will be required to make regular visits to Parliament's three places of work (Brussels, Luxembourg and Strasbourg) and elsewhere.

He/she will work closely together with the other departments in the directorate-general to ensure effective and consistent cooperation among the various departments at all levels and will provide management with timely and appropriate advice and information on issues within his/her area of responsibility.

These tasks require forward planning ability, diplomacy, the ability to liaise effectively with representatives of the political, economic and social spheres and the ability to lead a team and manage a budget.

Importance is attached to the ability to deal with a wide range of problems, often of a complex nature, respond rapidly to changing circumstances and communicate effectively. Candidates must show initiative, imagination and strong motivation. They must be capable of working intensively on a regular basis, both on their own and as part of a team, and of adapting to a multicultural and multilingual working environment. They will also wish to continue their professional training throughout their career.

Candidates should note that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 29 March 2004.

The main duties are as follows:

In the areas of information and communication

- Plan, organise and implement communication activities aimed at citizens, opinion-multipliers and civil society.
- Implement a proactive information policy vis-à-vis national, regional and local media to ensure the best possible coverage of Parliament's activities for opinion-multipliers, the general public and civil society.
- Plan and develop communication and information instruments: website, joint audiovisual productions, publications for the general public, media reviews, etc.

Managerial and supervisory

- Managing, motivating and coordinating a team of staff members with a view to the best possible use of human resources and to ensuring service quality.
- Ensuring the budgetary and financial management of all the information office's activities in line with the rules in force.

⁽¹⁾ This post may be transferred to one of Parliament's other places of work.

- Ensuring that the central departments of the directorate-general and of Parliament's Secretariat are kept informed of public opinion on Parliament's activities and specific programmes of national interest.
- Providing support for Parliament's bodies when they undertake activities in the Member State (President's visits, committee meetings or visits, etc.) and ensuring logistical support to MEPs and parliamentary leaders and delegations.
- Ensuring good relations with national and regional public authorities and with the Commission's Representation.

3. Eligibility (profile sought)

On the closing date for applications, candidates must meet the conditions set out below:

(a) General conditions

Under Article 28 of the Staff Regulations, candidates must:

- be a national of one of the European Union Member States and 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

Candidates must have a level of education which corresponds to completed university studies attested by a diploma officially recognised in one of the European Union Member States in a field relevant to the job description given in Section A.2:

- of at least four years' duration, when 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, when the normal period of university education is three years or more. This year of experience will not be taken into account when evaluating the professional experience stipulated under A.3(b)(ii).

The selection committee will take account of the different education systems in the European Union Member States. Examples of the minimum qualifications required are shown in the table included in the guide for candidates.

(ii) Professional experience required

After gaining the qualifications stipulated under A.3(b)(i), candidates must have acquired professional experience of at least **10 years** relevant to the job description, including **3 years** in a managerial position.

(iii) Knowledge of languages

Candidates must have:

thorough knowledge of Greek (language 1)

and

very good knowledge of English, French or German (language 2).

The selection committee will take account of knowledge of other official languages ⁽¹⁾ of the European Union.

⁽¹⁾ The official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Portuguese, Polish, Romanian, Slovak, Slovenian, Spanish and Swedish.

In accordance with the judgment of the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, Italian Republic v European Commission, the European Parliament can limit the choice of second language to a restricted number of official languages of the European Union.

Candidates are informed that the second languages for this selection procedure have been chosen according to the interests of the service, which require new recruits to be immediately operational and able to communicate effectively in their daily work. The effective functioning of the institution might otherwise be severely hampered.

Based on long-standing practices of the EU institutions concerning the languages used for internal communication, and taking into account the various services' requirements as regards external communications and the handling of casework, the languages most widely used are English, French and German. In addition, English, French and German are by far the most frequently chosen second languages of candidates in competitions and other selection procedures when they have the possibility to choose their second language. This confirms the level of education and professional skills which may be expected of candidates for posts in the European Union institutions, i.e. thorough knowledge of at least one of these languages. Therefore, in balancing the interests of the service and the needs and abilities of candidates, given the specific field of this selection procedure, the European Parliament is entitled to organise tests in these three languages to ensure that, whatever their first official language, all candidates have a thorough knowledge of at least one of these three official languages as a working language.

In addition, in the interests of equality of treatment, all candidates, even if they have one of these three languages as their first official language, are required to take tests 3(b), (c) and (d) in their second language, which must be one of these three languages. The assessment of specific skills enables the European Parliament to judge whether the candidates can be immediately operational in an environment similar to that in which they will be required to work.

B. PROCEDURE

1. Admission to the selection procedure

The procedure will be organised on the basis of **qualifications and tests**.

- (a) The appointing authority will draw up a list of candidates who have submitted their applications in the required form and by the closing date and who meet the general conditions set out in Section A.3(a). This list will be forwarded to the selection committee with the application files (***for more details see the Guide for Candidates***).
- (b) The selection committee will consider the application files and draw up a list of candidates who meet the specific conditions set out in Section A.3(b).

It will base its decisions **solely** on the information given on the application form and **substantiated by the supporting documents enclosed with it** (***for more details see the Guide for Candidates***).

2. Assessment of qualifications

On the basis of criteria laid down in advance, the selection committee will assess the qualifications of the candidates admitted to the selection procedure and draw up a list of the **12 best candidates**, who will be admitted to the tests.

The job description (point A.2) focuses on the skills required to manage the activities of Parliament's Information Office in Cyprus and optimise communication between Parliament's bodies and national, regional and local actors.

Therefore, when assessing candidates' qualifications, the selection committee will take particular account of:

- experience of planning, organising and implementing communication via various media (website, audio-visual productions, publications for the general public),
- experience of organising events,
- experience of a multicultural environment,

- knowledge of the European Union and/or international affairs,
- experience of managing, motivating and coordinating teams,
- experience of budgetary resource and financial management.

Marking: 0 to 20 points.

3. Tests

Written tests

- (a) Drafting test in Greek, to test candidates' ability to analyse and summarise and their ability to draft a press release.

Time allowed: 1 hour

Marking: 0 to 30 points (pass mark: 15 points).

- (b) Drafting test in English, French or German (language 2), based on a set of documents (maximum 20 pages), to test candidates' management skills (knowledge of the rules and regulations applicable to the European Union institutions, notably in the field of personnel and finance, and administrative management skills).

Time allowed: 3 hours

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

The **six candidates** who have scored the highest number of points in the course of the written tests will be invited to the oral tests, provided that they have attained the pass mark in each test.

Oral tests

- (c) Interview with the selection committee in English, French or German (language 2) to assess, taking account of all the information contained in the candidates' application files, their suitability to perform management tasks at a European Union institution, working in a multicultural environment. The selection committee may decide to test the candidates' knowledge of languages as indicated on the application form.

Maximum time allowed: 45 minutes

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

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

The selection committee will decide how long this test should last on the basis of the composition of the groups.

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

4. List of suitable candidates

The list will contain, in order of merit, the names of the **three candidates** who have obtained the highest overall scores in the tests and have passed each of the tests.

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

The candidates on the list will be invited to interviews held as part of the standard procedure for filling head of unit posts. The list of suitable candidates will remain valid until the post in question has been definitively filled, and recruitment will be at grade AD 9.

C. APPLICATIONS

Candidates must use the official application form (original or copy) which is specific to this recruitment notice and contained in the Official Journal published by the Publications Office of the European Union. The form may be completed in English, French or German.

Candidates are asked to read the Guide for Candidates carefully before completing their application forms.

Closing date for applications

The application form and photocopies of documents must be sent not later than **16 September 2013** (as evidenced by the postmark), **by registered post** ⁽¹⁾, to the following address:

PARLEMENT EUROPÉEN
Unité concours — MON 04 S 010
Procédure de sélection PE/170/S
(*this selection procedure reference number must be quoted*)
Rue Wiertz 60
1047 Bruxelles/Brussel
BELGIQUE/BELGIË

Please DO NOT TELEPHONE to ask about the timetable for the procedure.

You are reminded that it is your responsibility as a candidate to send a fax (+32 22831717) or an e-mail (PE-170-S@ep.europa.eu) or to write to the Competitions and Selection Procedures Unit if you have not received an e-mail concerning your application by 30 November 2013.

⁽¹⁾ Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In this case, the date appearing on the delivery form will be taken as the date of dispatch.

ANNEX

Guide for candidates in selection procedures organised by the European Parliament

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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.

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 VARIOUS STAGES OF A SELECTION PROCEDURE

A selection procedure comprises the following stages:

- receipt of applications,
- assessment for compliance with the general conditions,
- assessment for compliance with the specific conditions,
- assessment of qualifications (admission to tests),
- tests,
- list of suitable candidates.

Receipt of application files

Should you decide to apply, you 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 you meet the general and specific conditions set out in the recruitment notice. Failure to do so will result in your 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 which case the date appearing 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 for compliance with the general conditions

The Competitions and Selection Procedures 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 indicated 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,
- do not send their application form by registered post or by private courier company,
- do not use and properly complete the official application form specific to the recruitment notice,
- fail to sign the application form,
- do not meet the general eligibility conditions.

After the closing date for applications, candidates will be individually informed 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 for 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 forms and **substantiated by supporting documents** enclosed with it.

Your application must give full details of your studies, training, professional experience and knowledge of languages, as follows:

- as regards your 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 your 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, articles, reports 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 post of its decision concerning their admission/non-admission to the procedure.

Assessment of qualifications

In order to select the candidates who will be invited to take part in the tests, the selection committee will assess the qualifications of those admitted to the selection procedure (see paragraph above). 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 post 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 can 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 eliminatory 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 included on the list of suitable candidates is laid down 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 points

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

Although recruitment notices do not specify an age limit, you should note that the retirement age for staff is laid down in the Staff Regulations of Officials of the European Union (http://ec.europa.eu/civil_service/docs/toc100_en.pdf).

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.

If you have a disability or if your circumstances are such that they might cause difficulties during the tests (e.g. because you are pregnant or are breastfeeding, or because you have health problems or are undergoing medical treatment), you 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, please enclose with your application form a separate sheet giving details of any arrangements which you consider necessary to help you 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 your application.
3. Enclose all the supporting documents required, which you should first number.
4. Submit 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 points

Do not send the originals of the documents required: you need only send photocopies, which do not have to be authenticated. References to websites will not be regarded as constituting supporting documents. Print-outs of pages from websites will not be regarded as certificates, although they may be enclosed purely to provide additional information.

Your attention is drawn to the fact 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.

You may not refer to application forms or any other documents already submitted in connection with previous applications ⁽¹⁾.

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

Supporting documents demonstrating compliance with the general conditions

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

- are nationals of a European Union Member State,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on them by the laws on military service,
- can provide appropriate character references for performing 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 your experience to the duties to be performed.

⁽¹⁾ These conditions apply to all candidates, including officials and other servants of the European Union.

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

- statements from former employers and your current employer certifying that you possess the professional experience required for admission to the selection procedure,
- if, for reasons of confidentiality, you cannot enclose the required evidence of professional experience, it is essential, as a substitute for that evidence, to enclose photocopies of the employment contract or letter of recruitment and/or 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 or order forms 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.

If, at any stage in the procedure, it is established that the information given in your application form is incorrect or is not substantiated by supporting documents, or that all the conditions set out in the recruitment notice are not met, you will be disqualified.

4. COMMUNICATION

It is your responsibility to make sure that your application form (original or copy), duly completed and signed and accompanied by all the supporting documents, is sent by registered post ⁽¹⁾ by the required deadline, as evidenced by the postmark.

It is your responsibility to send a letter, fax or e-mail ⁽²⁾ to the Competitions and Selection Procedures Unit if you do not receive, by e-mail, a letter concerning your 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 sent by the European Parliament concerning a selection procedure, including invitations to tests, will be sent by ordinary post to the address given on the application form. You are responsible for checking your e-mail account (including the spam folder) regularly (**at least twice a week**) and for notifying the Competitions and Selection Procedures Unit of any change in your particulars.

All communications concerning the selection procedure should be sent by e-mail to the following mailbox: PE-170-S@ep.europa.eu

If you are no longer in a position to check your e-mail account, **it is your responsibility to inform the Competitions and Selection Procedures Unit immediately** and to provide a new electronic address.

In the interests of clarity and comprehension, all texts of a general nature, communications to or from candidates, invitations to the various tests and any correspondence between the Competitions and Selection Procedures Unit and candidates will be in English, French or German. There will be no correspondence in a candidate's main language (language 1).

⁽¹⁾ Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In this case, the date appearing on the delivery form will be taken as the date of dispatch.

⁽²⁾ Address: EUROPEAN PARLIAMENT, Competitions and Selection Procedures Unit — MON 04 S 010, Selection procedure PE/170/S, Rue Wiertz 60, 1047 Bruxelles/Brussel, BELGIQUE/BELGIË.
Fax: +32 22831717. E-mail: PE-170-S@ep.europa.eu

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 Competitions and Selection Procedures Unit ⁽¹⁾, which will deal with all communications with candidates throughout the competition until it has been completed.

5. GENERAL INFORMATION

Equal opportunities

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

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) those candidates who are not successful in the written tests and/or who are not among those invited to the oral test may, on request, obtain copies of their test papers as well as a copy of their personal evaluation sheet setting out the selection committee's remarks on their performance. All requests must be made within one month of the date on which the letter notifying a candidate of the decision ending his/her participation in the selection procedure was sent;
- (b) 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. These candidates may also obtain copies of their written tests in the same way as outlined under point (a);
- (c) 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 (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 selections, 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 ⁽²⁾, particularly as regards confidentiality and security.

⁽¹⁾ Address: EUROPEAN PARLIAMENT, Competitions and Selection Procedures Unit — MON 04 S 010, Selection procedure PE/170/S, Rue Wiertz 60, 1047 Bruxelles/Brussel, BELGIQUE/BELGIË.

Fax: +32 22831717. E-mail: PE-170-S@ep.europa.eu

⁽²⁾ OJ L 8, 12.1.2001, p. 1.

Travel and subsistence expenses

A contribution will be made towards the travel and subsistence expenses of candidates invited to the tests. You will be given details of the arrangements for this and the rates applicable in the letter inviting you 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 ⁽¹⁾.

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Belgique/België	Licence — Licentiaat	
България	Диплома за висше образование Бакалавър/магистър	
Česká republika	Diplom o ukončení vysokoškolského studia/Magistr	Diplom o ukončení Bakalářského studia
Danmark	Kandidatgrad	Bachelorgrad
Deutschland	Hochschulabschluss/Fachhochschulabschluss (8 Semester)/ Master	Fachhochschulabschluss (6-7 Semester)/Bachelor
Eesti	Bakalaureusekraad (160 ainepunkti)/Magistrikraad	Bakalaureusekraad (< 160 ainepunkti)
Éire/Ireland	University degree (4 years)	Bachelor's degree
Ελλάδα	Πτυχίο Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)	
España	Licenciatura	Diplomado/Ingeniero técnico
France	Maitrise/Master	Licence
Hrvatska	Baccalaureus/Baccalaurea Magistar/Magistra	Baccalaureus/Baccalaurea
Italia	Laurea specialistica-LS/Laurea	Laurea-L(breve)
Κύπρος	Πανεπιστημιακό Πτυχίο	
Latvija	Bakalaura diploms (160 kredīti)/Maģistra diploms	Bakalaura diploms (< 160 kredīti)
Lietuva	Bakalauras (160 kreditas)/Magistras	Bakalauras (< 160 kreditas)
Luxembourg		
Magyarország	Egyetemi Oklevél	Főiskola Oklevél
Malta	University degree (4 years)	Bachelor's degree
Nederland	Doctoraal examen/Master	Bachelor
Österreich	Universitätsdiplom/Fachhochschuldiplom (8 Semester)/Magister (tra)	Fachhochschuldiplom (6-7 Semester)/Bakkalaureus(rea)
Polska	Magister/Magister inżynier	Licencjat/Inżynier
Portugal	Licenciatura	Bacharelato
România	Diplomă de Licență (4 ans)	Diplomă de Licență
Slovenija	Univerzitetna diploma (4 leta ali več)	Univerzitetna diploma (najmanj 3 leta)
Slovensko	Diplom o ukončení vysokoškolského štúdia/Magister	Diplom o ukončení Bakalářského štúdia
Suomi/Finland	Maisterin tutkinto — Magisterexamen/Ammattikorkeakoulutut- kinto — Yrkeshögskoleexamen (min 160 opintoviikkoa — studieveckor)	Kandidaatin tutkinto — Kandidatexamen/Ammattikorkeakoulu- tutkinto — Yrkeshögskoleexamen (min 120 opintoviikkoa — studieveckor)

⁽¹⁾ Access to grades 7 to 16 of function group AD is subject to the further condition of having acquired at least one year's relevant professional experience.

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Sverige	Magisterexamen (Akademisk examen omfattande minst 160 poäng varav 80 fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera)	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)
United Kingdom	University degree (4 years)	Bachelor's degree

Qualifications obtained outside the European Union must have been validated by a competent national authority of a Member State by the closing date for applications.

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

You can submit a request for a review, giving your reasons:

- either by e-mail to the mailbox for the procedure: PE-170-S@ ep.europa.eu
- or by fax, to the following number: +32 22831717

within **10 calendar days** of the date on which the Competitions and Selection Procedures Unit sent the e-mail informing you of the decision in question.

A reply will be sent to you as soon as possible.

This option is available only at the following stages: admission to the competition and admission to the written and oral tests.

Appeals

- You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, which should be addressed to:

M. le Secrétaire général
Parlement européen
Bât. Konrad Adenauer
2929 Luxembourg
LUXEMBOURG

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

Your attention is drawn to the wide 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 in the European Union Civil Service Tribunal without a complaint having first been lodged under Article 90(2) of the Staff Regulations.

- You may submit a judicial appeal to the:

Tribunal de la fonction publique de l'Union européenne
2925 Luxembourg
LUXEMBOURG

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

This option is available only in relation to decisions taken by 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 criteria referred to in Section B.1 of the notice, it is possible to appeal to the European Union Civil Service Tribunal only after having first lodged a complaint as described above.

Appeals to the European Union Civil Service Tribunal 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 ⁽²⁾ 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.

⁽¹⁾ Reviews, appeals or complaints to the European Ombudsman will not interrupt the work of the selection committee.

⁽²⁾ See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1080/2010 of the European Parliament and of the Council of 24 November 2010 amending the Staff Regulations of Officials of the European Communities and the Conditions of Employment of Other Servants of those Communities (OJ L 311, 26.11.2010, p. 1).

Complaints to the European Ombudsman

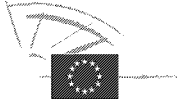
Any European Union citizen can make a complaint to the European Ombudsman:

Médiateur européen
1, avenue du Président Robert Schuman
CS 30403
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 ⁽¹⁾.

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 for lodging appeals with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union.

⁽¹⁾ OJ L 113, 4.5.1994, p. 15.



EUROPEAN PARLIAMENT

Secretariat
Competitions and
Selection Procedures Unit
1047 Brussels

RECRUITMENT NOTICE PE/170/S

APPLICATION FORM

(to be filled in using block letters and black ink)

ALL FIELDS MUST BE FILLED IN

1. SURNAME FORENAMES

2. ADDRESS
(All correspondence will be sent to this address. Tel.:
Please inform us immediately of any change of address). Home:
Street: No: Work:
Postcode: Town: Country:
E-mail: @

3. DATE AND PLACE OF BIRTH:

4. SEX: Male Female

5. CURRENT NATIONALITY (in the case of dual nationality, please give both):
.....

6. KNOWLEDGE OF OFFICIAL EUROPEAN UNION LANGUAGES (*):

Main language: Language 2: Other languages:

el de: en: fr:

(*) bg = Bulgarian / cs = Czech / da = Danish / de = German / el = Greek / en = English / es = Spanish / et = Estonian / fi = Finnish / fr = French / ga = Irish / hr = Croatian / hu = Hungarian / it = Italian / lt = Lithuanian / lv = Latvian / mt = Maltese / nl = Dutch / pl = Polish / pt = Portuguese / ro = Romanian / sk = Slovak / sl = Slovenian / sv = Swedish

7. EDUCATION

A. Primary, secondary, advanced secondary or technical education			
Name and address of establishment (town/city and country)	Years of study		Certificates and/or diplomas obtained. State official length of course and main subjects.
	from	to (*)	
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B. Higher education			
Name and address of university or other establishment (town/city and country)	Years of study		Degree or diploma obtained. State official length of course and main subjects.
	from	to (*)	
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C. Postgraduate education			
Name and address of university or institute (town/city and country)	Years of study		Diploma or other qualification obtained
	from	to (*)	
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(*) State the date (month and year) when the studies were completed and/or the qualification was obtained.

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

Nature and description of duties	Name and address of employer	from DD / MM / YY	to DD / MM / YY	DURATION DD / MM / YY
If managerial duties performed, please describe on a separate sheet!		UU UU UU UU UU UU	UU UU UU UU UU UU	UU UU UU UU UU UU
If managerial duties performed, please describe on a separate sheet!		UU UU UU UU UU UU	UU UU UU UU UU UU	UU UU UU UU UU UU
If managerial duties performed, please describe on a separate sheet!		UU UU UU UU UU UU	UU UU UU UU UU UU	UU UU UU UU UU UU
If managerial duties performed, please describe on a separate sheet!		UU UU UU UU UU UU	UU UU UU UU UU UU	UU UU UU UU UU UU

TOTAL professional experience:

UU UU UU
YY MM DD

TOTAL professional experience in managerial positions only:

UU UU UU
YY MM DD

9. Do you have a physical disability or are your specific circumstances (e.g. pregnant, breast-feeding, health problems, etc.) such as to create problems in connection with the organisation of the tests:

- Yes No

If yes, please give details (to enable the Administration to make the necessary arrangements, if it can). Continue on separate sheet(s) if necessary:

.....
.....

10. Names, addresses and telephone numbers of persons to be contacted should you not be available:

.....
.....

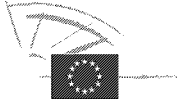
DECLARATION

1. I declare on my honour that the information provided in this application form and in the documents enclosed with it is true and complete.
2. I further declare on my honour that:
 - a) I am a national of one of the Member States and enjoy my full rights as a citizen;
 - b) I have fulfilled any obligations imposed on me by the laws concerning military service;
 - c) I meet the character requirements for the duties involved.
3. I am also aware that my application will be rejected if I fail to submit photocopies of all supporting documents required to prove that I meet the conditions of eligibility (see Section A.3 of the recruitment notice).
4. I understand that the decisions of the selection committee are based solely on the supporting documents provided by candidates with their application forms and that no references to personal files will be accepted.
5. I hereby authorise/do not authorise (delete as appropriate) the European Parliament to publish my name on the list of suitable candidates which will be posted on the noticeboards in its buildings.

Date and signature:

Enclosures: number □□

DO NOT FORGET TO SIGN THE FORM!



PARLEMENT EUROPÉEN

Secrétariat
Unité Concours
et procédures de sélection
1047 Bruxelles

AVIS DE RECRUTEMENT PE/170/S

ACTE DE CANDIDATURE

(à remplir à l'encre noire en caractères d'imprimerie)

TOUS LES CHAMPS DOIVENT ÊTRE REMPLIS

1. NOM PRÉNOMS

2. ADRESSE
(Toute correspondance vous sera expédiée à cette adresse. N° tél.
Veillez nous informer immédiatement de tout changement d'adresse.) Privé:
Rue: N°: Bureau:
Code postal: Localité: Pays:
Adresse électronique: @

3. DATE ET LIEU DE NAISSANCE:

4. SEXE: Masculin Féminin

5. NATIONALITÉ ACTUELLE (en cas de double nationalité, indiquez les deux):
.....

6. CONNAISSANCES DES LANGUES OFFICIELLES DE L'UNION EUROPÉENNE (*):

Langue principale: Langue 2: Autres langues:

el	de:	<input type="checkbox"/>	en:	<input type="checkbox"/>	fr:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(*) bg = bulgare – cs = tchèque – da = danois – de = allemand – el = grec – en = anglais – es = espagnol – et = estonien – fi = finnois – fr = français – ga = irlandais – hr = croate – hu = hongrois – it = italien – lt = lituanien – lv = letton – mt = maltais – nl = néerlandais – pl = polonais – pt = portugais – ro = roumain – sk = slovaque – sl = slovène – sv = suédois

7. ÉTUDES

A. Études primaires, secondaires, moyennes ou techniques			
Nom et adresse de l'établissement (ville, pays)	Périodes d'études		Certificats ou diplômes obtenus. Indiquez la durée officielle du cycle et les matières principales
	de	à (*)	
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B. Études supérieures ou universitaires			
Nom et adresse de l'université ou de l'établissement (ville, pays)	Périodes d'études		Diplômes ou titres obtenus. Indiquez la durée officielle du cycle et les matières principales
	de	à (*)	
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C. Études postuniversitaires			
Nom et adresse de l'université ou de l'institut (ville, pays)	Périodes d'études		Diplômes ou titres obtenus
	de	à (*)	
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(*) Précisez la date (mois, année) de fin d'études et/ou d'obtention du diplôme ou du certificat.

8. EXPÉRIENCE PROFESSIONNELLE (joindre les photocopies numérotées). Employer des feuilles supplémentaires si nécessaire.

Nature et description des tâches	Nom et adresse de l'employeur	de J J / M M / A A	à J J / M M / A A	DURÉE J J / M M / A A
Fonction d'encadrement Si oui, veuillez spécifier sur une feuille séparée!		J J / M M / A A	J J / M M / A A	J J / M M / A A
Fonction d'encadrement Si oui, veuillez spécifier sur une feuille séparée!		J J / M M / A A	J J / M M / A A	J J / M M / A A
Fonction d'encadrement Si oui, veuillez spécifier sur une feuille séparée!		J J / M M / A A	J J / M M / A A	J J / M M / A A
Fonction d'encadrement Si oui, veuillez spécifier sur une feuille séparée!		J J / M M / A A	J J / M M / A A	J J / M M / A A

TOTAL expérience professionnelle:

J J / M M / A A

TOTAL expérience professionnelle dans des fonctions d'encadrement uniquement:

J J / M M / A A

9. Avez-vous un handicap physique ou vous trouvez-vous dans une situation particulière (par exemple, grossesse, allaitement, état de santé, etc.) qui pourrait poser des difficultés lors du déroulement des épreuves?

Oui Non

Si oui, donnez des précisions (afin de permettre à l'administration de prendre, si possible, les mesures nécessaires). Employer des feuilles supplémentaires si nécessaire:

.....
.....

10. Nom, adresse et numéro de téléphone de personnes à contacter en cas d'absence:

.....
.....

DÉCLARATION SUR L'HONNEUR

1. Je soussigné(e) déclare sur l'honneur que les indications portées au présent acte de candidature et à ses annexes sont véridiques et complètes.
2. Je déclare également sur l'honneur:
 - a) être ressortissant(e) d'un des États membres et y jouir des droits civiques;
 - b) me trouver en position régulière au regard des lois de recrutement qui me sont applicables en matière militaire;
 - c) réunir les garanties de moralité requises pour l'exercice des fonctions envisagées.
3. Je suis conscient(e) qu'il est indispensable pour la recevabilité de ma candidature que je présente, avec mon acte de candidature, dans le délai imparti, toutes les pièces justificatives nécessaires à prouver que je remplis les conditions d'admission requises (voir titre A.3 de l'avis de recrutement).
4. Je suis conscient(e) que le comité de sélection se fonde exclusivement sur les pièces justificatives fournies par les candidats avec l'acte de candidature pour prendre ses décisions et qu'aucune référence au dossier personnel ne sera acceptée.
5. J'autorise/Je n'autorise pas (biffer la mention inutile) le Parlement européen à faire figurer mon nom sur la liste d'aptitude qui sera affichée sur les panneaux d'information des bâtiments du Parlement européen.

Date et signature:

Annexes: nombre

NE PAS OUBLIER DE SIGNER!



EUROPÄISCHES PARLAMENT

Sekretariat
Referat Auswahl-
und Ausleseverfahren
1047 Brüssel

AUSLESEVERFAHREN Nr. PE/170/S

BEWERBUNGSFRAGEBOGEN

(mit schwarzer Tinte in Druckbuchstaben auszufüllen)

ALLE FELDER MÜSSEN AUSGEFÜLLT WERDEN

1. NAME VORNAMEN
.....

2. ANSCHRIFT
(Der gesamte Schriftverkehr wird an diese Anschrift gerichtet. Tel.-Nr.:
Teilen Sie uns bitte unverzüglich jede Änderung der Anschrift mit.) Privat:
Straße: Nr: Arbeitsplatz:
Postleitzahl: Ort: Land:
Elektronische Adresse: @

3. GEBURTSDATUM UND GEBURTSORT:

4. GESCHLECHT: männlich weiblich

5. DERZEITIGE STAATSANGEHÖRIGKEIT (bei doppelter Staatsangehörigkeit sind beide anzugeben):
.....

6. KENNTNISSE DER AMTSSPRACHEN DER EUROPÄISCHEN UNION (*):

Hauptsprache: Sprache 2: Weitere Sprachen:

EL	DE: <input style="width: 40px; height: 20px;" type="text"/>	EN: <input style="width: 40px; height: 20px;" type="text"/>	FR: <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
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(*) BG = Bulgarisch/ES = Spanisch/CS = Tschechisch/DA = Dänisch/DE = Deutsch/ET = Estnisch/EL = Griechisch/EN = Englisch/FR = Französisch/GA = Irisch/HR = Kroatisch/IT = Italienisch/LV = Lettisch/LT = Litauisch/HU = Ungarisch/MT = Maltesisch/NL = Niederländisch/PL = Polnisch/PT = Portugiesisch/RO = Rumänisch/SK = Slowakisch/SL = Slowenisch/FI = Finnisch/SV = Schwedisch.

8. BERUFSERFAHRUNG (Fügen Sie nummerierte Fotokopien der Belege bei).
Erforderlichenfalls sind zusätzliche Blätter zu verwenden.

Art und Beschreibung der Tätigkeit:	Name und Anschrift des Arbeitgebers	Von T T/M M/J J	Bis T T/M M/J J	DAUER T T/M M/J J
Führungsposition? wenn ja, bitte genaue Angaben dazu auf einem zusätzlichen Blatt!		 	 	
Führungsposition? wenn ja, bitte genaue Angaben dazu auf einem zusätzlichen Blatt!		 	 	
Führungsposition? wenn ja, bitte genaue Angaben dazu auf einem zusätzlichen Blatt!		 	 	
Führungsposition? wenn ja, bitte genaue Angaben dazu auf einem zusätzlichen Blatt!		 	 	

SUMME Berufserfahrung:

SUMME Berufserfahrung ausschließlich in Führungspositionen:

9. Haben Sie eine körperliche Behinderung oder befinden Sie sich in einer besonderen Situation (zum Beispiel, Schwangerschaft, Stillzeit, gesundheitliche Probleme usw.), die Ihnen die Teilnahme an den Prüfungen erschweren könnte?

Ja Nein

Wenn ja, machen Sie bitte nähere Angaben (um der Verwaltung Gelegenheit zu geben, entsprechende Vorkehrungen zu treffen). Erforderlichenfalls sind zusätzliche Blätter zu verwenden:

.....
.....

10. Name, Anschrift und Telefonnummer der bei Abwesenheit zu benachrichtigenden Personen:

.....
.....

EHRENWÖRTLICHE ERKLÄRUNG

1. Ich, der (die) Unterzeichnete, erkläre ehrenwörtlich, dass die Angaben und Anlagen in diesem Bewerbungsfragebogen wahrheitsgetreu und vollständig sind.
2. Ich erkläre weiterhin ehrenwörtlich, dass
 - a) ich Staatsangehörige(r) eines Mitgliedstaats bin und die bürgerlichen Ehrenrechte besitze;
 - b) ich meinen Verpflichtungen aus den für mich geltenden Wehrgesetzen nachgekommen bin;
 - c) ich den für die Ausübung der angestrebten Tätigkeit notwendigen sittlichen Anforderungen genüge.
3. Ich weiß, dass meine Bewerbung nur zulässig ist, wenn ich innerhalb der vorgeschriebenen Frist zusammen mit meinem Bewerbungsfragebogen sämtliche erforderlichen Belege einreiche, mit denen ich nachweisen kann, dass ich die erforderlichen Zulassungsbedingungen erfülle (siehe Titel A.3 der Stellenausschreibung).
4. Ich weiß, dass der Auswahlausschuss sich bei seinen Beschlüssen ausschließlich auf die von den Bewerbern mit dem Bewerbungsfragebogen eingereichten Belege stützt, und dass keine Unterlagen, die sich in der Personalakte befinden, akzeptiert werden.
5. Ich bin damit einverstanden/Ich bin nicht damit einverstanden (Nichtzutreffendes bitte streichen), dass das Europäische Parlament meinen Namen auf die Eignungsliste setzt, die an den Anschlagtafeln in den Gebäuden des Europäischen Parlaments veröffentlicht wird.

Datum und Unterschrift:

Anlagen: insgesamt:

BITTE VERGESSEN SIE NICHT ZU UNTERSCHREIBEN!