

V

(Announcements)

ADMINISTRATIVE PROCEDURES

COURT OF AUDITORS

Vacancy notice ECA/2020/5

Health and Safety Officer – 1 post

Presidency – Legal Service

(AD function group, grade AD6-AD7)

(2020/C 58 A/01)

WHO WE ARE

The European Court of Auditors (ECA) is the European Union's external auditor. Established in 1977, the ECA is one of the EU's seven institutions. We are based in Luxembourg and employ around 900 audit, support and administrative staff of all EU nationalities.

The ECA operates as a collegiate body of 27 Members, one Member from each EU Member State. Our auditors check that the EU keeps good accounts and correctly applies its financial rules, and that its policies and programmes achieve their intended objectives and deliver value for money.

Through our work, we contribute to improving the EU's financial management and promote accountability and transparency. We warn of risks, provide assurance, indicate shortcomings and successes and offer guidance to EU policymakers and legislators. We present our observations and recommendations to the European Parliament, the Council of the EU, and national governments and parliaments, as well as the general public.

The Legal Service provides the Court with legal advice and support in all areas of its activity, including advice on its powers and prerogatives, legal questions arising in the context of its audits, and staff and administrative matters.

In its role as independent advisor on the ECA's activities, and having regard to current legislation, the Legal Service is now expanding its functions to include the post of Health and Safety Officer. To avoid any conflicts of interest, this post will be fully autonomous and independent from other ECA departments.

WHAT WE ARE OFFERING

The ECA has decided to launch a recruitment procedure to appoint a Health and Safety Officer (grade AD6-AD7) in the Legal Service, which reports to the Presidency, and to draw up a reserve list of suitable candidates on the basis of Article 29(2) of the Staff Regulations of Officials of the European Union ('the Staff Regulations'). While the list remains valid it will be used to fill any posts that become vacant. This exceptional recruitment procedure, which concerns a post requiring special qualifications, will run in parallel with internal and interinstitutional recruitment procedures, in accordance with Article 29(1)(a) to (c) of the Staff Regulations. This is being done with a view to widening the Appointing Authority's choice of candidates.

Under the authority of the Head of the Legal Service, the Health and Safety Officer will be responsible for, among other things:

- organising a general assessment of compliance at the ECA with the current health and safety rules and regulations,
- helping to draw up an ECA strategy for promoting the health and safety of staff,

- monitoring and assessing working conditions and the associated resources, as well as evaluations, risk analysis and rules in relation to the prevention of accidents,
- carrying out regular visits with the buildings and security teams so as to establish and manage security and maintenance logs,
- helping the departments responsible to make, update and circulate contingency plans in the areas of health and safety, alerts, alarms, security intervention and evacuation,
- issue internal opinions on health and safety at work,
- help to prepare and organise evacuation exercises,
- maintain relations with the relevant national and EU authorities, in particular Luxembourg's Labour and Mines Inspectorate, with colleagues at the ECA (Security Service, Medical Service, Directorate of Information, Workplace and Innovation, Joint Health and Safety Committee, etc.), with other supervisory bodies in the area of health and safety and with the ambulance and fire services.

The basic monthly salary for grades AD6 and AD7 (step 1) is EUR 5 524,91 / EUR 6 251,08. Under the Staff Regulations, and depending on individual circumstances and household composition, certain allowances may be added to this basic salary, which is subject to EU tax and exempt from national tax.

Three years' professional experience will be required for recruitment at grade AD6, and six years' professional experience for recruitment at grade AD7.

The EU institutions offer their own pension plan and social security system, based on contributions deducted from salaries at source. Children of staff may be enrolled free of charge at the European School.

WHAT WE ARE LOOKING FOR

I. Eligibility criteria

This recruitment procedure is open to candidates who meet the following eligibility criteria on the application deadline.

1. Legal requirements

In accordance with Article 28 of the Staff Regulations:

- be a national of an EU Member State,
- be entitled to their full rights as a citizen,
- have fulfilled any obligations imposed on them by the recruitment laws concerning military service,
- meet the character requirements for the duties involved.

2. Qualifications

In accordance with Article 5 of the Staff Regulations, to meet the requirements of the post, candidates must have a level of education which corresponds to completed university studies of at least three years, attested by a diploma in engineering, architecture or a field relating to building or health and safety, and at least three years' professional experience in an EU Member State, after the diploma was obtained, in a field directly related to the duties to be performed; these three years must have been completed by the deadline for applications.

3. Knowledge of languages

Given the nature of the duties to be performed, a knowledge of French corresponding to at least level C2 (in understanding, speaking and writing) and a knowledge of English corresponding to at least level C1 (in the same categories) are required.

To assess your foreign language skills, see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

II. Special requirements

Candidates must be able to demonstrate:

- in-depth knowledge of current health and safety rules and regulations,
- a good knowledge of the EU institutions,
- excellent interpersonal, reasoning, negotiating and conflict resolution skills enabling the postholder to work with all levels of ECA management and staff and with external stakeholders and partners,
- a sense of service (customer service and the capacity to work towards solutions) and proven ability to respect deadlines, perform as instructed and work both alone and as part of a team,
- excellent speaking and drafting skills in the ECA's working languages (English and French),
- discretion and professionalism.

The following will be regarded as assets:

- a qualification obtained in an EU Member State as health and safety officer, or equivalent training leading to a qualification in the area of health, safety and risk prevention, as referred to in Council Directive 89/391/EEC ⁽¹⁾,
- a knowledge of German corresponding to at least level B2 (in understanding, speaking and writing).

III. Selection procedure

The selection board will preselect eligible candidates on the basis of the special requirements in section II above. A maximum of ten candidates ⁽²⁾ will be chosen in this way, asked to prepare a written case study and invited for interview.

At the end of this procedure, the selection board will draw up a reserve list comprising a maximum of five candidates who best meet the specific requirements in section II above. The successful candidates will be ranked in alphabetical order.

Candidates will first be recruited to fill the single post now vacant; thereafter they will be recruited to meet requirements and as posts become available.

Inclusion on the reserve list does not confer the right to a post. The ECA's Appointing Authority is responsible for any offers of employment. The list will remain valid until 31 December 2020 and may be renewed.

APPLICATIONS

The deadline for applications is midday (CET) on 20 March 2020.

Applications must be written in English or French and submitted **only via the online form** published with this vacancy notice at

https://www.eca.europa.eu/en/Pages/JobOpportunities.aspx#page-search---index---lang---en_US

⁽¹⁾ Council Directive 89/391/EEC of 12 June 1989 on the introduction of measures to encourage improvements in the safety and health of workers at work (OJ L 183, 29.6.1989, p. 1).

⁽²⁾ Provided there are sufficient candidates.

Applications must be accompanied by the following documents:

- a letter of motivation (**maximum 1 page**, drawn up using the Europass cover letter template – see <http://europass.cedefop.europa.eu/>),
- an up-to-date curriculum vitae (**maximum 3 pages**, drawn up using the Europass CV template – see <http://europass.cedefop.europa.eu/>),
- a copy of a health and safety qualification obtained in an EU Member State, or an equivalent qualification in the area of health, safety and risk prevention.

Only the information provided in the CV and the letter of motivation will be taken into account for the assessment of applications.

This information will be regarded as authentic and accurate and thus will engage the applicant's liability.

Candidates must be able, on request, to provide written supporting documents relating to their qualifications, professional experience and current duties.

Candidates must complete their online application in time. We strongly advise against waiting until the last few hours before the application deadline. Experience has shown that the system may become overloaded as the deadline approaches, making it difficult to complete an application on time.

Applications that do not strictly follow these instructions will be rejected.

RECRUITMENT POLICY

In line with its equal opportunities policy and Article 1d of the Staff Regulations, the ECA embraces diversity and promotes equal opportunities. It accepts applications without discrimination on any grounds and takes steps to ensure that recruitment is evenly balanced between men and women, as required by Article 23 of the Charter of Fundamental Rights of the European Union. The ECA also takes measures to reconcile working life with family life.

If you require any special arrangements (for specific handicap or disability) in order to take part in this selection procedure, please send an email in good time to ECA-Recrutement@eca.europa.eu

DATA PROTECTION

The ECA is committed to ensuring that candidates' personal data are processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council ⁽³⁾.

For more information, see our specific privacy statement for employment vacancies at:

https://www.eca.europa.eu/Lists/ECADocuments/Specific_Privacy_Statement_vacancies/Specific_Privacy_Statement_vacancies_EN.PDF

Where a vacancy notice or a call for expressions of interest leads to a reserve list with the names of successful candidates, that list will be published on the ECA's website and intranet pages, where it will remain until it expires. You have the right to ask for your name not to appear on a published reserve list. To do so, please write to ECA-recrutement@eca.europa.eu

REQUESTS FOR RECONSIDERATION – COMPLAINTS AND APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage in the selection procedure, you consider that a decision taken in your regard is wrong, the following options are available.

⁽³⁾ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

I. Request for the selection board to reconsider its decision

You may submit a written reasoned request for reconsideration of a decision taken by the selection board. This request must be sent, within 10 days of notification of the decision, to ECA-Recours@eca.europa.eu

II. Complaints

Under Article 90(2) of the Staff Regulations, you may submit a complaint against the ECA's decision to reject your application within three months of being notified thereof. This complaint should be sent to the following address:

Secretary-General
European Court of Auditors
12, rue Alcide De Gasperi
L-1615 Luxembourg
LUXEMBOURG

III. Judicial appeals

Under Article 91 of the Staff Regulations, you may appeal against a decision to reject your complaint, insofar as it adversely affects you, to the Court of Justice of the European Union. The action must be brought by a lawyer within three months of notification of the decision to reject the complaint.

IV. Complaints to the European Ombudsman

If you believe that the handling of your application has involved maladministration by the European Court of Auditors, you may lodge a complaint with the European Ombudsman, having first contacted the Court with the aim of settling the dispute. You must submit your complaint in writing within two years of discovering the relevant facts. An online complaints form is available on the European Ombudsman's website. Applying to the European Ombudsman will not suspend the appeal deadlines given above.
