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III

(Notices)

EUROPEAN PARLIAMENT

GUIDE FOR CANDIDATES IN OPEN COMPETITIONS ORGANISED BY THE EUROPEAN PARLIAMENT

(2003/C 270 A/01)

This guide is for information only. In its proceedings, the selection board is not required by law to comply with any text other than the notice of competition.

- A. THE WORK OF SELECTION BOARDS
- B. CONDITIONS FOR ADMISSION TO THE COMPETITIONS
- C. TRAVEL AND SUBSISTENCE EXPENSES
- D. RECRUITMENT
- E. CAREER PROGRESSION AND WORKING CONDITIONS

ANNEX: INSTRUCTIONS FOR COMPLETING THE OPTICAL READER FORM ENCLOSED WITH THE APPLICATION FORM

A. THE WORK OF SELECTION BOARDS

whether or not candidates are to be admitted. Candidates admitted to a previous competition will not automatically be eligible.

1. A selection board is set up for each competition; it consists of members representing the administration and the staff committee.

B. CONDITIONS FOR ADMISSION TO THE COMPETITIONS

2. The proceedings of the selection board are secret. Candidates are asked not to submit letters of recommendation (or similar documents), as the selection board is unable to take them into account in its deliberations.
3. The selection board adheres strictly to the conditions for admission in the notice of competition when deciding

1. Education, certificates and diplomas

- (a) In the case of technical or vocational training, or specialist or refresher training, you must specify whether the course was full time or part time, what subjects were covered and how long the course lasted.

- (b) You must supply photocopies of certificates or diplomas to show that you have completed studies of the level required by the notice of competition (section III(B)(1)).

2. Experience

- (a) Professional experience is counted only from the time you obtained the certificate or diploma required for admission to the competition.
- (b) You must provide supporting documents confirming the *length and level* of your professional experience. If, for reasons of confidentiality, you are unable to enclose the necessary certificates of employment, you *must* provide photocopies of your employment contract or your letter of recruitment and/or your first payslip; you must in any event provide a copy of your most recent payslip.

3. Knowledge of languages

Section 7 of the application form in this issue of the *Official Journal of the European Union* refers to your own knowledge; the details which the optical reader form asks you to provide refer to the specific conditions for admission which the notice of competition lays down.

For example: take the case of a candidate who is completely bilingual (Greek/Portuguese) for family reasons and applying for an English-language competition (having studied English at university). In section 7(a) of the application form, she would put: Greek/Portuguese, and in section 7(b) her level of knowledge of other European Union official languages, including of necessity the language or languages that the competition requires.

(See also the instructions concerning the optical reader form, zones 22 to 26, enclosed with this guide.)

In any case you must provide documentary evidence to support any claim to knowledge of official languages (see section III(B)(3) of the notice of competition).

Candidates who fail to provide the required documentary evidence of their educational and training qualifications, professional experience and knowledge of languages cannot be admitted to the tests.

4. The application form

Applications postmarked after the closing date specified in the notice of competition will not be considered.

You must use the official application form and optical reader form specific to the competition for which you are applying. Only the application form and optical reader form enclosed in the *Official Journal of the European Union* printed by the Office for Official Publications of the European Communities will be considered to be originals. For this reason, photocopies or any other copy of such documents (obtained electronically, for instance) will not be accepted.

References to documents submitted in connection with previous applications will not be considered.

You must provide all the supporting documents and necessary information by the closing date stated in the notice of the competition. No supporting document will be accepted after that date.

You must sign the completed application form. The act of signing is a solemn declaration that the details are complete and true.

The Annex to this guide gives detailed instructions on how to complete the optical reader form, which is part of the application form. Please follow them carefully.

5. Appeals

Any decision by the selection board may be the subject either of a complaint under Article 90(2) of the Staff Regulations of officials of the European Communities, addressed to the Secretariat of the European Parliament; or an appeal under Article 236 (new) of the EC Treaty and Article 91 of the Staff Regulations. The time limits for these two forms of proceedings will run from the date of notification of the decision of the selection board concerned.

C. TRAVEL AND SUBSISTENCE EXPENSES

A flat-rate contribution is made towards candidates' travel and subsistence expenses. You will be given details of the scale and how to apply in the letter inviting you to the tests.

D. RECRUITMENT

1. Please note that inclusion on the shortlist is not a guarantee of a job. The recruitment procedure is as follows: successful candidates may be called to one or more interviews with heads of department from the European Parliament or one of the other Community institutions. After these interviews, they may receive a specific offer of employment. In addition, they must undergo a statutory medical examination to establish that they meet the standards of physical fitness required for the job.

2. Once the shortlist is adopted, candidates may apply to the following unit for further information:

European Parliament
Recruitment Department Secretariat
KAD 2B003
L-2929 Luxembourg.

E. CAREER PROGRESSION AND WORKING CONDITIONS

1. **Categories of post**

All posts in the European Parliament and other Community institutions, whether permanent or temporary, are graded as follows:

(a) *Category A*

Staff who have completed a course of university education and obtained a degree or diploma, engaged in administrative and advisory duties in the areas of European Union activity

Category A runs from grade A 8 up to grade A 4. It is divided into three career brackets: A 8 (assistant administrator), A 7/A 6 (administrator), and A 5/A 4 (principal administrator). Grades A 3, A 2 and A 1 cover the duties of Head of Division (unit), director and director-general respectively.

Language service (LA)

Staff who have completed a course of university education and obtained a degree or diploma, working as translators or interpreters; the LA career structure is the same as that of category A above.

The LA service is divided into three career brackets: LA 8 (assistant translator, assistant interpreter), LA 7/LA 6 (translator, interpreter), and LA 5/LA 4 (head of translation or interpretation group, reviser, principal translator, principal interpreter).

Grade LA 3 corresponds to head of translation or interpretation division and/or head of unit. There is no grade LA 2 or LA 1.

NOTE:

The linguistic duties specified above require, in addition to the mother tongue or main language, thorough knowledge of at least two other official languages of the European Union.

(b) *Category B*

Staff who have completed a course of advanced secondary education and obtained a certificate or diploma, engaged in executive duties (comparable with those performed by an executive officer)

Category B runs from grade B 5 up to grade B 1.

It is divided into three career brackets: B 5/B 4 (administrative assistant, technical assistant, secretarial assistant), B 3/B 2 (senior administrative assistant, senior technical assistant, senior secretarial assistant) and B 1 (principal administrative assistant).

(c) *Category C*

Staff who have completed a course of secondary education and/or a course of vocational education at secondary level and obtained a certificate or diploma, engaged in clerical or secretarial duties

Category C runs from grade C 5 up to grade C 1.

It is divided into three career brackets: C 5/C 4 (clerical assistant, typist), C 3/C 2 (clerical officer, secretary/typist), and C 1 (executive secretary, principal secretary, principal clerical officer).

(d) *Category D*

Staff who have completed at least a course of primary education and/or vocational education and obtained a certificate or diploma, engaged in manual or service duties (messenger, driver, workshop staff, etc.)

Category D runs from grade D 4 up to grade D 1.

It is divided into three career brackets: D 4 (unskilled employee, unskilled worker), D 3/D 2 (skilled employee, skilled worker), and D 1 (head of unit).

(e) *Probationary period*

Officials other than those in grades A 1 and A 2 have to serve a probationary period, which must be satisfactorily completed before they can be established, i.e. before their appointment can be made permanent. The probationary period is nine months for officials in categories A and B and the Language service, and six months for officials in Categories C and D.

2. **Basic salary, allowances, deductions, Community tax, and pre-school and school education for children of officials**

(a) *Basic salary*

There is a basic salary scale, divided into a number of steps, for each grade. Staff automatically move up to the next step every two years until they reach the top of the scale. On recruitment, staff are placed in the career bracket grade and step reflecting the length of their relevant professional experience.

(b) *Allowances*

In addition to the basic salary, certain allowances may be payable in circumstances laid down by the Staff Regulations, including:

an expatriation allowance (granted to officials who are obliged to move abroad following their recruitment) or a foreign residence allowance (granted to officials who are not entitled to the expatriation allowance and linked to certain nationality requirements), amounting respectively to 16 % or 4 % of the basic salary, as well as the following family allowances, paid monthly:

1. a household allowance of 5 % of the basic salary;
2. a dependent child allowance;
3. an education allowance to cover the costs of schooling, with a monthly ceiling per dependent child.

In certain circumstances, in particular where staff are obliged to change their place of residence as a result of recruitment, the European Parliament and other institutions may also reimburse expenses incurred in order to take up employment, such as removal expenses.

(c) *Deductions*

Staff pay is subject to deduction of certain compulsory contributions (for insurance, sickness benefit, pension and the temporary contribution).

(d) *Community tax*

The remuneration of officials of the European institutions is also subject to Community tax, deducted at source. This tax forms part of the revenue for the European Union's budget. Total revenue from the tax reduces the Member States'

financial contribution to the European Union budget by the same amount. For this reason, in accordance with Article 13(2) of the Protocol on Privileges and Immunities, officials' pay is not subject to national taxation.

On 1 July 2002, for grade B 5, first step, the basic salary that is the starting point for calculating net monthly pay before deductions or allowances, was EUR 3 010,37 for grade A 7, first step, the basic salary was EUR 4 612,02.

(e) *Pre-school and school establishments for the children of staff*

There are European Schools in the main places of work of the Community institutions, providing education in several language sections at infant, primary and secondary level leading to the European baccalaureate. The Schools' curriculum and their diplomas are recognised by all the Member States.

There are also creches for children below school age.

3. **Address of the European Parliament Competitions Department**

The European Parliament Competitions Department is responsible for communications with candidates until the competition procedure is closed.

Please address any request for information or other correspondence on the conduct of the procedure to:

European Parliament
Competitions Department Secretariat
KAD 0F002
L-2929 Luxembourg.

However, to obtain copies of the *Official Journal of the European Union* containing the notice of competition, application form and optical reader form, available only in the language(s) of the competition, please send an unstamped envelope (23 x 32 cm), or self-adhesive label, bearing your name and address and the reference 'PE/68/S' or 'PE/69/S' to:

European Parliament
Competitions Department
KAD 0F009
L-2929 Luxembourg
Tel. (352) 43 00 23944
Fax (352) 43 00 27740.

ANNEX

INSTRUCTIONS FOR COMPLETING THE OPTICAL READER FORM ENCLOSED WITH THE APPLICATION FORM

The optical reader form is an integral part of the application form and helps to speed up the processing of applications. For this reason you should fill it in with great care.

Candidates who do not use this form will be disqualified automatically.

The form will be scanned by an optical reader. This makes it essential to carry out the following instructions.

GENERAL INSTRUCTIONS

- Complete the form *clearly and precisely, in handwriting, using black ink.*
- Greek candidates must fill in the form using Roman characters.
- You must use the characters shown below, with accents where appropriate, copying the style of lettering as closely as you can:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	-	1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Ä	Æ	Å	Á	À	Â	Ã	ß	Ç	É	È	Í	Î	Ï	Ñ	Ö	Ó	Ô	Ø	Õ	Ü	Ú
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

- Enter one character per box; leave one box empty between words.
- Do not fold, crease or staple the optical form, or attach it to another part of your application form by any other method.
- Do not use correction fluid.
- **Do not use photocopies of the optical reader form. Only the original can be scanned.** Further copies may be obtained from the following address:
 EUROPEAN PARLIAMENT
 Competitions Department
 KAD 0F009
 L-2929 Luxembourg ⁽¹⁾.
- Do not write on the back of the optical reader form.
- Send the optical reader form, with the application form and the photocopies of the documents required, in an A4-size card-backed envelope to the address quoted in the notice of competition. Mark the envelope 'PLEASE DO NOT BEND/NE PAS PLIER, S.V.P.'

⁽¹⁾ In any correspondence with Parliament's Competitions Department, please quote the competition number and the candidate's surname and forename.

SPECIAL INSTRUCTIONS FOR FILLING IN SECTIONS OF THE OPTICAL READER FORM**PART A. PERSONAL DETAILS****ZONE 1: SURNAME**

Write your family name as stated at section 1 on the first page of the application form. Write the characters shown in the general instructions as clearly as you can.

ZONE 2: FORENAME

Write your forename as stated at section 1 of the application form. Write the characters shown in the general instructions as clearly as you can.

ZONE 3: DATE OF BIRTH

Write the date in the order shown below (day, month, year):

2	3	/	0	7	/	1	9	6	5
---	---	---	---	---	---	---	---	---	---

ZONE 4: MARRIED

Put an x in the box if you are married.

ZONE 5: SEX

Put an x in the appropriate box.

ZONE 6: EXEMPTION FROM AGE-LIMIT

Not applicable

ZONE 7: NATIONALITY

Put an x in the box showing your nationality. If you have two, mark both boxes.

The codes for the different nationalities are as follows:

B	Belgian	D	German	DK	Danish
E	Spanish	F	French	GR	Greek
I	Italian	IRL	Irish	L	Luxembourgish
NL	Dutch	P	Portuguese	A	Austrian
FIN	Finnish	S	Swedish	UK	British

ZONE 8: ADDRESS FOR CORRESPONDENCE

Repeat the address given in the application form, carefully following the general instructions above. All correspondence relating to the competition, including an invitation to the tests, will be sent to you at that address. It is your responsibility to notify the Competitions Department promptly of any changes.

Write the characters shown in the General Instructions as clearly as you can.

[illegible]

ZONES 9 and 10: **NUMBER/BOX**

Leave blank.

ZONE 11: **POSTCODE**

Do not include the letter(s) indicating the country in the 'postcode' zone. For example:

0	X	1	0		9	L	H		
---	---	---	---	--	---	---	---	--	--

ZONE 12: **TOWN or CITY**

Indicate the name of the town or city.

ZONE 13: COUNTRY

To indicate the country, follow the detailed instructions given for zone 7.

SECTION RESERVED FOR OFFICIALS AND OTHER SERVANTS OF THE EUROPEAN COMMUNITIES

ZONE 14: **INSTITUTION**

Indicate the institution for which you work by using one of the numbers below.

ECONOMIC AND SOCIAL COMMITTEE OF THE EUROPEAN COMMUNITIES:	1
COMMITTEE OF THE REGIONS OF THE EUROPEAN UNION:	2
COMMISSION OF THE EUROPEAN COMMUNITIES:	3
COUNCIL OF THE EUROPEAN UNION:	4
EUROPEAN COURT OF AUDITORS:	5
COURT OF JUSTICE OF THE EUROPEAN COMMUNITIES:	6
EUROPEAN OMBUDSMAN:	7
EUROPEAN PARLIAMENT:	8
COURT OF FIRST INSTANCE OF THE EUROPEAN COMMUNITIES:	9
EUROPEAN INVESTMENT BANK:	10
EUROPEAN ENVIRONMENT AGENCY:	11
EUROPEAN AGENCY FOR THE EVALUATION OF MEDICINAL PRODUCTS:	12
EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK:	13
EUROPEAN CENTRE FOR THE DEVELOPMENT OF VOCATIONAL TRAINING:	14
EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF LIVING AND WORKING CONDITIONS:	15
EUROPEAN TRAINING FOUNDATION:	16
EUROPEAN MONITORING CENTRE FOR DRUGS AND DRUG ADDICTION:	17
COMMUNITY PLANT VARIETY OFFICE:	18
OFFICE FOR HARMONIZATION IN THE INTERNAL MARKET:	19
TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION:	20
EUROPEAN MONITORING CENTRE ON RACISM AND XENOPHOBIA:	21

ZONES 15 and 16: Indicate your personnel number, category and grade.

ZONE 17: STATUS

Indicate your status with the institution using one of the codes below.

Official:	01
Temporary staff:	02
Auxiliary:	03
Local staff:	04

**ZONES 18, 19
and 20:**

Indicate the number (in arabic numerals) of your directorate-general (zone 18), the name of your department (zone 19) and your internal telephone extension number (zone 20).

PART B. APPLICATION DETAILS

ZONE 21: AREA

If you are taking part in a competition with several areas or options, mark the option or area in which you wish to apply, as marked in the corresponding section of your application form.

If the competition in which you are taking part does not have any areas or options, **leave blank**.

ZONES 22 to 26: LANGUAGES

CAUTION!

(See also point B(3) of the guide for candidates.)

Language 1 (zone 22, already marked), normally, this will be your mother tongue and the language in which most of the tests will be conducted.

Mark your next best language, your knowledge of which will be tested during the competition, as language 2 (zone 23), and so on (zones 24 to 26).

The codes for the different languages are as follows:

ES	Spanish	DA	Danish	DE	German
EL	Greek	EN	English	FR	French
IT	Italian	NL	Dutch	PT	Portuguese
FI	Finnish	SV	Swedish		

PART C. MISCELLANEOUS

ZONE 27: SOURCE

Indicate the publication in which you found out about this competition, by writing in this zone one of the codes below. This will enable Parliament to target its future press advertising more effectively.

- 997 INTERNET
- 998 OTHER SOURCES
- 999 OFFICIAL JOURNAL OF THE EUROPEAN UNION

ZONES 28 to 30: **KNOWLEDGE OF WORD PROCESSING**

Indicate here which word-processing software you know best. Column 01 refers to MS-DOS, and column 02 to Windows. Choose one code only among the five options.

Note: if the specific conditions for admission to the competition in which you are taking part do not require knowledge of word processing, leave blank.

ZONE 31: **KEYBOARD USED**

Indicate the type of keyboard you use, choosing one of the codes below. Choose one code only.

AZERTY:	01
QWERTY:	02
GREEK:	03
OTHER:	04

Note: if the specific conditions for admission to the competition in which you are taking part do not require knowledge of word processing, leave blank.

NOTICE TO CANDIDATES WITH ELECTRONIC ACCESS TO THIS TEXT

(2003/C 270 A/02)

ONLY THE APPLICATION FORM AND OPTICAL READER FORM ENCLOSED IN THE *OFFICIAL JOURNAL OF THE EUROPEAN UNION* PRINTED BY THE OFFICE FOR OFFICIAL PUBLICATIONS OF THE EUROPEAN COMMUNITIES WILL BE REGARDED AS ORIGINALS. FOR THIS REASON, PHOTOCOPIES OR ANY OTHER COPY OF THESE DOCUMENTS (OBTAINED ELECTRONICALLY, FOR INSTANCE) WILL NOT BE ACCEPTED.

TO OBTAIN THE *OFFICIAL JOURNAL OF THE EUROPEAN UNION*, PLEASE APPLY, BEFORE 8 DECEMBER 2003, TO ONE OF THE FOLLOWING ADDRESSES:

- EUROPEAN PARLIAMENT
Competitions and Selection Procedures Department
KAD 0F009
L-2929 **LUXEMBOURG**
Fax: (352) 43 00 27740
E-mail: joconcours@europarl.eu.int
- EUROPEAN PARLIAMENT
Division for Relations with Staff in Brussels
Bâtiment MTY, Bureaux 03R008, 03R002,
rue Montoyer/Montoyerstraat, 70
B-1047 **BRUSSELS**
- ONE OF THE EUROPEAN PARLIAMENT'S INFORMATION OFFICES SHOWN BELOW:
 - 8, Leof. Amalias, GR-10557 **ATHINAI**
 - Unter den Linden 78, D-10117 **BERLIN**
 - Christian IX's Gade 2,2, DK-1111 **KØBENHAVN K**
 - 43, Molesworth Street, **DUBLIN 2**, Ireland
 - Pohjoisesplanadi 31, FIN-00131 **HELSINKI**
 - 6, Korte Vijverberg, 2513 AB **DEN HAAG**, Nederland
 - Centro Europeu Jean Monnet, Largo Jean Monnet, 1 - 6º / P-1269-070 **LISBOA**
 - 2, Queen Anne's Gate, **LONDON** SW1H 9AA, United Kingdom
 - Paseo de la Castellana 46, 5a, E-28046 **MADRID**
 - 288, Bvd St Germain, F-75341 **PARIS** CEDEX 07
 - 149, via Quattro Novembre, I-00187 **ROMA**
 - Nybrogatan 11, III, S-11439 **STOCKHOLM**
 - Kärntnerring 5-7, A-1010 **WIEN**,

QUOTING THE REFERENCE 'SELECTION PROCEDURE **PE/68/S**' or 'SELECTION PROCEDURE **PE/69/S**', THE **LANGUAGE** IN WHICH YOU WISH TO RECEIVE THE DOCUMENTATION AND THE **ADDRESS** TO WHICH IT SHOULD BE SENT.

RECRUITMENT NOTICE PE/68/S**for doctors**

(2003/C 270 A/03)

The European Parliament's Secretariat in Luxembourg is organising a selection procedure based on qualifications and tests to recruit a

TEMPORARY MEMBER OF STAFF**ADMINISTRATOR (DOCTOR)****(grade A 7)**

(female or male)

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I. INTRODUCTION**1. General remarks**

The European Parliament's Secretariat is seeking to recruit a member of staff (doctor) on a temporary contract for its medical service in Brussels.

This contract will be concluded for a specified period and may be renewed. Recruitment will be to grade A 7, first step, for which the basic monthly salary on 1 July 2002 was EUR 4 612,02. This salary is subject to Community

tax and the other deductions laid down in the Conditions of employment of other servants of the European Communities (CEOS); it is exempt from national taxation. However, the step at which the successful candidate is recruited may be adjusted in accordance with his or her professional experience. Moreover, under certain circumstances allowances will be paid in addition to the basic salary.

The duties involved call for interpersonal skills, a very high degree of commitment (frequent meetings, irregular working hours), flexibility, a willingness to adapt to variable workloads and the ability to work in a team in an international environment.

The temporary member of staff recruited will also be required to complete a probationary period of not more than six months.

2. Equal opportunities

The European Parliament is an equal opportunities employer. It encourages applications from qualified women and men, with no discrimination on grounds of disability, ethnic origin, religion, age or sexual orientation.

3. Location

Brussels. This post may be transferred to one of Parliament's other two places of work.

4. Approximate timetable for the selection procedure

- Assessment on the basis of qualifications: February 2004
- Oral test: April 2004
- List of suitable candidates drawn up: May 2004

Please DO NOT TELEPHONE to ask about the timetable.

Taking account of the approximate timetable and your responsibility as a candidate, you are asked to send a fax ((352) 43 00 27740) or write to the Competitions Department if you have not received a letter concerning your application by 29 February 2004.

5. Recommendations

Before filling in the application form, please read carefully the recruitment notice and its Annex enclosed in this issue of the Official Journal of the European Union. (You are strongly advised to keep a copy of this issue for reference.)

They contain details of the conditions to be met, how to fill in the application form and optical reader form, careers and working conditions.

6. **You may under no circumstances approach the Selection Committee yourself, either directly or indirectly. The appointing authority reserves the right to disqualify any candidate who disregards this instruction.**

7. **The closing date for applications is 16 December 2003.**

II. JOB DESCRIPTION

Temporary member of staff (doctor), responsible for duties including:

- carrying out medical consultations and giving emergency treatment,
- carrying out occupational medicine duties covered under the Staff Regulations (pre-employment medical check-ups, annual check-ups, half-time on medical grounds, Invalidity Committee work, organisation of medical examinations, etc.),
- providing advice (on health, screening, psychology, treatment, adaptation of work stations, conflict management, etc.), and medical and administrative opinions,
- providing a vaccination service,
- where necessary, contacting external doctors and/or hospitals.

Please note that working hours are flexible and some travelling to Strasbourg and Luxembourg will be required.

III. CONDITIONS FOR ADMISSION TO THE SELECTION PROCEDURE

The procedure is open to candidates who fulfil the following conditions *on the closing date for applications*:

A. GENERAL CONDITIONS

Under Article 12(2) of the Conditions of employment of other servants of the European Communities, 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 you by the laws on military service,
- produce the appropriate character references as to your suitability for the performance of your duties.

IMPORTANT: Please read the declaration at the end of the application form carefully.

B. SPECIFIC CONDITIONS

1. Qualifications and professional experience required

- (a) University degree conferring a licence to practise medicine, recognised in at least one Member State
- (b) At least two years' recent professional experience in the areas listed in the job description

2. Knowledge of languages

You must have a thorough knowledge of one of the official languages of the European Union (Spanish, Danish, German, Greek, English, French, Italian, Dutch, Portuguese, Finnish and Swedish) and a good knowledge of a second.

For practical reasons knowledge of French and English is desirable.

3. Supporting documents required

You must give details of your professional experience, training, studies and language skills on the application form and **substantiate this by means of supporting documents.**

You must supply proof of the professional experience referred to in section III(B)(1), by producing one or more supporting documents from among those listed for guidance below:

- employment contracts or certificates, letters or attestations of appointment, indicating the exact nature of the activity performed, which must be accompanied by salary slips clearly showing the dates on which such periods of professional experience began and, where relevant, ended,
- in the case of current professional activity, both the initial contract and your most recent salary slip as proof of the duration of that activity,
- proof of professional activity as a self-employed person (e.g. tax returns, VAT declarations, an entry in the trade register, social security documents, invoices).

A curriculum vitae will not be regarded as a supporting document.

Unless clearly borne out by your certificates or diplomas, ANY claim to a knowledge of official languages — including your mother tongue or first language — must be substantiated by means of supporting documents enclosed with your application form. In the absence of such documentary evidence, please enclose a separate sheet giving a very full and detailed account of how you acquired such knowledge.

This point also applies to officials and other servants of the European Communities.

IV. ADMISSION TO THE SELECTION PROCEDURE AND TESTS

This post will be filled on the basis of **qualifications and tests.**

1. A list of the candidates who have submitted their applications in the form required and by the closing date (section X) who meet the general conditions set out in section III(A) will be drawn up by the appointing authority and forwarded to the Selection Committee with the application files.

2. Accordingly, candidates **will automatically be eliminated** if they:

- forward their application after the closing date, as evidenced by the postmark,
- do not forward their application form by registered post or by private courier (section X(3)),
- fail to sign their application form,
- do not use and duly complete in full the official application form and optical reader form ⁽¹⁾ enclosed in this issue of the *Official Journal of the European Union*,

and/or

- do not meet the general conditions for admission.

You will be informed **after the closing date for applications** if your application has been rejected.

⁽¹⁾ Only the application form and optical reader form enclosed in the *Official Journal of the European Union* printed by the Office for Official Publications of the European Communities will be regarded as originals. For this reason, photocopies or any other copy of these documents (obtained electronically, for instance) will not be accepted.

3. The Selection Committee will consider the application files and draw up a list of candidates who meet the specific conditions set out in Section III(B).

It will base its decisions **exclusively** on the information given on the application forms **and substantiated by supporting documents**.

Candidates who do not meet the conditions for admission set out in section III(B) or who have failed to substantiate their claims by means of relevant supporting documents submitted within the time required will be eliminated at this stage.

4. On the basis of criteria it has laid down in advance (section VI), 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 oral tests.

5. With a view to ascertaining candidates' knowledge, the Committee will devise oral tests on the basis of criteria it has laid down in advance.

In the light of the results, it will designate the **three candidates** it considers most suited to performing the duties described in section II of this recruitment notice.

6. You will receive a personal letter informing you of the Selection Committee's decision on whether to admit you to the tests.

7. Please note that the Selection Committee may CANCEL the decision to admit you to the selection procedure if at any stage whatever in the procedure it finds that

— you do not meet one or more of the general, particular or specific conditions governing admission to the selection procedure,

or

— the claims made in your application form are not supported by the requisite documents or prove to be inaccurate.

V. REQUESTS FOR FURTHER INFORMATION — APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Details of the various procedures concerning requests for further information, appeals and complaints to the European Ombudsman are set out in Annex II to this recruitment notice.

VI. ASSESSMENT ON THE BASIS 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 oral tests.

Marking: 0 to 20 points.

VII. INVITATION TO THE TESTS

You will be invited to the tests by ordinary (non-registered) post. You are responsible for informing the Selection Committee secretariat of any change in your particulars and/or address (section X(4)).

VIII. NATURE, DURATION AND MARKING OF THE TESTS

Candidates on the list referred to in section VI will be invited to the following oral tests⁽¹⁾

- (a) interview with the Selection Committee to assess your ability to perform the duties described in section II, 'Job Description' in a European institution, particularly your knowledge of occupational medicine, ergonomics and emergency medical treatment, taking account of all the information contained in your application file.

Marking: 0 to 40 points

Candidates scoring less than 20 will be eliminated;

- (b) conversation with the Selection Committee to test your knowledge of languages (section III(B)(2)).

Marking: 0 to 20 points

Candidates scoring less than 10 will be eliminated;

- (c) Group discussion to enable the Selection Committee to assess your adaptability, negotiating and decision-making skills and performance in a group.

Marking: 0 to 20 points.

Candidates scoring less than 10 will be eliminated.

⁽¹⁾ The total time allocated for oral tests (a) and (b) will be one hour. The time allocated for test (c) will be laid down by the Selection Committee and notified to candidates when they are invited to the tests.

EUROPEAN PARLIAMENT

Secretariat
Competitions and selection
procedures Department
L-2929 Luxembourg

APPLICATION FORM

(to be completed in block capitals using black ink)

1. Surname ⁽¹⁾: Forenames (underline the usual forename):
2. ADDRESS: Telephone No:
(All correspondence will be sent to you at this address. Please inform us immediately of any change of address.)
Private:
No: Street: Work:
Town: Postcode: Country:
3. DATE AND PLACE OF BIRTH:
4. SEX: Male: ☐ Female: ☐
5. PRESENT NATIONALITY (if dual, indicate both):
6. ADMINISTRATIVE POSITION: Official/temporary/auxiliary/member of local staff:
7. KNOWLEDGE OF LANGUAGES (to complete this item, please see the 'Guide for candidates', section B(3))
(a) Main official language:
(b) Other languages:
- | | German | English | Danish | Spanish | French | Greek | Italian | Dutch | Portuguese | Finnish | Swedish |
|-----------|--------|---------|--------|---------|--------|-------|---------|-------|------------|---------|---------|
| Very good | | | | | | | | | | | |
| Good | | | | | | | | | | | |
| Fair | | | | | | | | | | | |
8. Please state how you learned about the competition or notice of recruitment:
☐ In the press (give the name of the newspaper or journal)
☐ Some other means.

⁽¹⁾ IMPORTANT: Your application will be registered under this name. Please use it and quote the number of the competition or notice of recruitment in all correspondence. Any other name (e.g. maiden name) appearing on diplomas or certificates accompanying this application should be indicated here:

9. EDUCATION (attach photocopies of the diplomas and certificates you need to qualify as a candidate):

[illegible]

(*) State the date (month and year) when the studies were completed and/or the qualification was obtained.

10. WORKS PUBLISHED (specify those with a bearing on the post for which you are applying; use extra sheets if necessary):

11. OFFICE SKILLS (for category B and C competitions it is compulsory to complete the following details):

Typing: ☐ YES ☐ NO

Speed:

Keyboard normally used:

☐ AZERTY ☐ QWERTY ☐ QWERTZ ☐ QZERTY ☐ GREEK ☐ OTHER

Shorthand: ☐ YES ☐ NO

Speed:

Word processing: ☐ YES ☐ NO

Program(s) used:

EUROPEAN PARLIAMENT

Secretariat
Competitions and selection
procedures Department
L-2929 Luxembourg

APPLICATION FORM

(to be completed in block capitals using black ink)

1. Surname ⁽¹⁾: Forenames (underline the usual forename):
2. ADDRESS: Telephone No:
(All correspondence will be sent to you at this address. Please inform us immediately of any change of address.)
Private:
No: Street: Work:
Town: Postcode: Country:
3. DATE AND PLACE OF BIRTH:
4. SEX: Male: ☐ Female: ☐
5. PRESENT NATIONALITY (if dual, indicate both):
6. ADMINISTRATIVE POSITION: Official/temporary/auxiliary/member of local staff:
7. KNOWLEDGE OF LANGUAGES (to complete this item, please see the 'Guide for candidates', section B(3))
(a) Main official language:
(b) Other languages:
- | | German | English | Danish | Spanish | French | Greek | Italian | Dutch | Portuguese | Finnish | Swedish |
|-----------|--------|---------|--------|---------|--------|-------|---------|-------|------------|---------|---------|
| Very good | | | | | | | | | | | |
| Good | | | | | | | | | | | |
| Fair | | | | | | | | | | | |
8. Please state how you learned about the competition or notice of recruitment:
☐ In the press (give the name of the newspaper or journal)
☐ Some other means.

⁽¹⁾ IMPORTANT: Your application will be registered under this name. Please use it and quote the number of the competition or notice of recruitment in all correspondence. Any other name (e.g. maiden name) appearing on diplomas or certificates accompanying this application should be indicated here:

9. EDUCATION (attach photocopies of the diplomas and certificates you need to qualify as a candidate):

[illegible]

(*) State the date (month and year) when the studies were completed and/or the qualification was obtained.

10. WORKS PUBLISHED (specify those with a bearing on the post for which you are applying; use extra sheets if necessary):

11. OFFICE SKILLS (for category B and C competitions it is compulsory to complete the following details):

Typing: ☐ YES ☐ NO

Speed:

Keyboard normally used:

☐ AZERTY ☐ QWERTY ☐ QWERTZ ☐ QZERTY ☐ GREEK ☐ OTHER

Shorthand: ☐ YES ☐ NO

Speed:

Word processing: ☐ YES ☐ NO

Program(s) used:

12. PROFESSIONAL EXPERIENCE (attach photocopies of supporting documents):

Give details of the post(s) you have held hitherto and professional experience acquired.

1. Present or most recent post				2. Previous post			
Dates		Length (months)	Most recent gross monthly salary	Dates		Length (months)	Last gross monthly salary
from	to			from	to		
... / ... / ...	... / ... / ...			... / ... / ...	... / ... / ...		
Exact designation of post:				Exact designation of post:			
Name and address of employer:				Name and address of employer:			
Nature of work:				Nature of work:			
Notice required:							
Reasons for leaving:				Reasons for leaving:			
Earlier posts:							
3. Name and address of employer: from / / to / / Length (months): Nature of work: Reasons for leaving:							
4. Name and address of employer: from / / to / / Length (months): Nature of work: Reasons for leaving:							

Continue on additional sheets if necessary.

13. **Long** periods spent abroad (please indicate country, year and reasons for stay):

.....

.....

.....

14. Have you a physical handicap which might pose difficulties during the tests: ☐ YES ☐ NO
If yes, please give details (to enable the administration to make the necessary arrangements, if it can):

.....

.....

15. Name, address and telephone number of persons to be contacted should you not be available (e.g. parents):

.....

.....

16. Have you ever been found guilty of any offence by a court or tribunal ? If so give details:

.....

DECLARATION

I declare on my word of honour that the information provided in this application form is true and complete.

I further declare on my word of 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.

I undertake to produce on request supporting documents in respect of (a), (b) and (c) and accept that any false statement or omission on my part, intentional or otherwise, may invalidate my application.

I agree to undergo the compulsory medical examination to ensure that I am physically fit to perform the duties involved.

Date and signature:

Annexes: number ☐ ☐

DO NOT FORGET TO SIGN THIS FORM

12. PROFESSIONAL EXPERIENCE (attach photocopies of supporting documents):

Give details of the post(s) you have held hitherto and professional experience acquired.

1. Present or most recent post				2. Previous post			
Dates		Length (months)	Most recent gross monthly salary	Dates		Length (months)	Last gross monthly salary
from	to			from	to		
... / ... / ...	... / ... / ...			... / ... / ...	... / ... / ...		
Exact designation of post:				Exact designation of post:			
Name and address of employer:				Name and address of employer:			
Nature of work:				Nature of work:			
Notice required:							
Reasons for leaving:				Reasons for leaving:			
Earlier posts:							
3. Name and address of employer: from / / to / / Length (months): Nature of work: Reasons for leaving:							
4. Name and address of employer: from / / to / / Length (months): Nature of work: Reasons for leaving:							

Continue on additional sheets if necessary.

13. Long periods spent abroad (please indicate country, year and reasons for stay):

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.....

.....

14. Have you a physical handicap which might pose difficulties during the tests: ☐ YES ☐ NO
If yes, please give details (to enable the administration to make the necessary arrangements, if it can):

.....

.....

15. Name, address and telephone number of persons to be contacted should you not be available (e.g. parents):

.....

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16. Have you ever been found guilty of any offence by a court or tribunal ? If so give details:

.....

DECLARATION

I declare on my word of honour that the information provided in this application form is true and complete.

I further declare on my word of 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.

I undertake to produce on request supporting documents in respect of (a), (b) and (c) and accept that any false statement or omission on my part, intentional or otherwise, may invalidate my application.

I agree to undergo the compulsory medical examination to ensure that I am physically fit to perform the duties involved.

Date and signature:

Annexes: number ☐ ☐

DO NOT FORGET TO SIGN THIS FORM

IX. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

1. The list of suitable candidates will contain, in order of merit, the names of the **three best candidates** who have obtained the highest number of points on the basis of the entire procedure (assessment on the basis of qualifications and tests).
2. Candidates will be informed individually of their results and copies of the list drawn up on the basis of the selection procedure will be forwarded to the successful candidates; copies of the list will be posted on the noticeboards on Parliament's premises.

X. APPLICATIONS

Instructions for the optical reader form are included in this issue of the *Official Journal of the European Union*. Please read them carefully.

1. The application form and the optical reader form enclosed with this recruitment notice must be duly completed (section IV(2)).

You must duly fill in and sign the application form and enclose with it the optical reader form and photocopies of supporting documents to show that you meet the specific conditions for admission to the procedure (section III(B)), so that the Selection Committee can verify the claims made on the application form. If you fail to do so, you will be disqualified. Candidates who are not in possession of their diploma may submit a certificate by the educational establishment confirming that they were awarded the diploma concerned.

Each page of the photocopies of supporting documents submitted *must* be numbered. All the supporting documents enclosed with the application form *must* be listed on a contents page giving a description of each document and the corresponding page number(s).

In compiling your application file, you may not refer to documents, application forms or information sheets already submitted in connection with previous applications.

None of the papers in the application file will be returned to you.

2. If you have a physical disability, please enclose with your application form a separate sheet giving details of any arrangements which you consider necessary to help you take the tests.

3. The application form, the optical reader form and the photocopied supporting documents must be sent, by registered post ⁽¹⁾, by **16 December 2003** (as evidenced by the postmark), to the following address:

EUROPEAN PARLIAMENT
Competitions Department, Bâtiment Konrad Adenauer,
Bureau 0F009
Selection procedure PE/68/S
(please quote this selection procedure reference number)
L-2929 Luxembourg.

Points 1 and 3 apply to all candidates, including officials and other servants of the European Communities.

4. Officials and other servants of the European Communities employed in the European Parliament's information offices, representations of the European Commission and European bodies deemed equivalent to European institutions (see 'zone 14: institutions' in the instructions for the optical reader form), outside the normal places of work, and in the external delegations of the European Union may fax notice of their intention of applying to the Competitions Department ((352) 43 00 27740) at the latest by 12 noon, Luxembourg time, on **16 December 2003** as evidenced by the date and time of dispatch of the fax.

For such applications to be admissible, the requisite documents (see points 1 and 3 above) must be dispatched by registered post ⁽¹⁾ in the 10 working days following the closing date for applications, as evidenced by the postmark.

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

All correspondence concerning the selection procedure, including invitations to the tests, will be sent to the address ⁽²⁾ stated in the application form and optical form (which should obviously be the same). This address will be considered to be the place from which the candidate will set out to **the nearest place at which the tests are being held.**

⁽¹⁾ Applications forwarded by private courier service will be dealt with as if they had been sent by registered post. In such cases, the date appearing on the delivery form will be taken as the date of dispatch.

⁽²⁾ If for special and exceptional reasons candidates ask to be sent any correspondence concerning the selection procedure at an address other than their actual place of residence, they must enclose a separate sheet giving full and detailed reasons for their request. Any statement of this kind will be treated in complete confidence.

Organisational reasons dictate that no change of address will be permitted once the invitations to the tests have been sent out, except on grounds equivalent to force majeure or unforeseeable circumstances, which candidates must duly set out in writing and which the European Parliament's administration accepts as being wholly exceptional. In no event will any such change be permitted less than 15 days before the date on which the tests take place.

It is your responsibility to notify the Competitions Department in writing and in good time of any change in your particulars and/or address. Details of such changes should be sent to:

EUROPEAN PARLIAMENT

Competitions Department, Bâtiment Konrad Adenauer,
Bureau 0E013

Secretariat for Selection Procedure PE/68/S
(please quote this reference number)

L-2929 Luxembourg.

6. Successful candidates placed on the list of suitable candidates who are offered a job will in due course be required to produce the originals of their diplomas and their employment certificates for verification.

ANNEX I

GUIDE TO QUALIFICATIONS GIVING ACCESS TO CATEGORY A COMPETITIONS

BELGIQUE/BELGIË	Licence ou équivalent (*) Licentie of gelijkwaardig diploma (*)
DANMARK	Kandidateksamen og tilsvarende (*)
DEUTSCHLAND	Hochschulabschluss/Fachhochschulabschluss oder gleichwertiger Schulabschluss (*)
ΕΛΛΑΔΑ	Πανεπιστημιακό πτυχίο ή ισοδύναμο δίπλωμα (*)
ESPAÑA	Licenciatura o equivalente (*)
FRANCE	Maîtrise ou équivalent (*)
IRELAND	University degree with first or second class honours or equivalent qualifications (*)
ITALIA	Diploma di laurea di secondo livello o equipollente (*)
LUXEMBOURG	Il n'existe pas de diplôme universitaire national
NEDERLAND	Doctoraalexamen Getuigschrift HBO of gelijkwaardig diploma (*)
ÖSTERREICH	Hochschulabschluss, Fachhochschulabschluss oder gleichwertiger Schulabschluss (*)
PORTUGAL	Licenciatura ou equivalente (*)
SUOMI/FINLAND	Filosofian maisteri tai vastaava (*) Filosofie magister eller motsvarande (*)
SVERIGE	Fil. kand. eller motsvarande (*)
UNITED KINGDOM	University degree with first or second class honours or equivalent qualifications (*)

QUALIFICATIONS OBTAINED OUTSIDE THE EUROPEAN UNION MUST BE APPROVED BY A COMPETENT NATIONAL AUTHORITY OF A MEMBER STATE.

(*) Assessed on a case-by-case basis.

ANNEX II

REQUESTS FOR FURTHER INFORMATION — APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If at any stage of the selection procedure you think that a decision has adversely affected you, you can ask for details of the decision, launch one of the appeals procedures or lodge a complaint with the European Ombudsman.

— **Request for further information**

You can ask for information by sending a letter explaining your reasons to:

European Parliament
Competitions Department — KAD 0F002
Selection procedure PE/68/S
L-2929 Luxembourg,

within 30 calendar days of the date postmarked on the letter informing you of this decision. The selection committee will reply as soon as possible.

— **Appeals**

- You can, pursuant to Article 46 of the Conditions of employment of other servants of the European Communities (CEOS), make a complaint under Article 90(2) of the Staff Regulations of officials of the European Communities, which should be addressed to Monsieur le Secrétaire général du Parlement européen:

Parlement européen
Bâtiment Schuman
L-2929 Luxembourg.

- You can bring an appeal before the:

Court of First Instance of the European Communities
Boulevard Konrad Adenauer
L-2925 Luxembourg,

on the basis of Article 236 (new) of the EC Treaty and Article 91 of the Staff Regulations.

The time limits (see Staff Regulations published in *Official Journal of the European Communities* L 56 of 4 March 1968) for initiating these two types of procedure start to run from the date of notification of the original decision adversely affecting you.

— **Complaint to the European Ombudsman**

Like any citizen of the European Union you can make a complaint to the European Ombudsman:

The European Ombudsman
1 avenue du Président Robert Schuman — BP 403
F-67001 Strasbourg Cedex,

under Article 195(1) of the EC Treaty and in accordance with the conditions laid down in the decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in *Official Journal of the European Communities* L 113 of 4 May 1994.

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 Court of First Instance under Article 236 (new) of the EC Treaty.

RECRUITMENT NOTICE PE/69/S**for nurses**

(2003/C 270 A/04)

The European Parliament's Secretariat in Luxembourg is organising a selection procedure based on qualifications and tests to recruit a

TEMPORARY MEMBER OF STAFF**ADMINISTRATIVE ASSISTANT (NURSE)****(Grade B 5)**

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- II. JOB DESCRIPTION
- III. CONDITIONS FOR ADMISSION TO THE SELECTION PROCEDURE
- IV. ADMISSION TO THE SELECTION PROCEDURE AND TESTS
- V. REQUESTS FOR FURTHER INFORMATION – APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN
- VI. ASSESSMENT ON THE BASIS OF QUALIFICATIONS
- VII. INVITATION TO THE TESTS
- VIII. NATURE, DURATION AND MARKING OF THE TESTS
- IX. INCLUSION ON THE LIST OF SUITABLE CANDIDATES
- X. APPLICATIONS
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I. INTRODUCTION**1. General remarks**

The European Parliament's Secretariat is seeking to recruit a member of staff (nurse) on a temporary contract for its medical service in Brussels.

This contract will be concluded for a specified period and may be renewed. Recruitment will be to grade B 5, first step, for which the basic monthly salary on 1 July 2002 was EUR 3 010,37. This salary is subject to Community tax and the other deductions laid down in the Conditions

of employment of other servants of the European Communities (CEOS); it is exempt from national taxation. However, the step at which the successful candidate is recruited may be adjusted in accordance with his/her professional experience. Moreover, under certain circumstances allowances will be paid in addition to the basic salary.

The duties involved call for a very high degree of commitment (frequent meetings, irregular working hours), flexibility, a willingness to adapt to variable workloads, considerable flair for dealing with people and the ability to work in a multi disciplinary team in an international environment.

The temporary member of staff recruited will also be required to complete a probationary period of not more than six months.

2. **Equal opportunities**

The European Parliament is an equal opportunities employer. It encourages applications from qualified women and men, with no discrimination on grounds of disability, ethnic origin, religion, age or sexual orientation.

3. **Location**

Brussels. This post may be transferred to one of Parliament's other two places of work.

4. **Approximate timetable for the selection procedure**

- Assessment on the basis of qualifications: February 2004
- Oral test: April 2004
- List of suitable candidates drawn up: May 2004

Please DO NOT TELEPHONE to ask about the timetable.

Taking account of the approximate timetable and your responsibility as a candidate, you are asked to send a fax ((352) 43 00 27740) or write to the Competitions Department if you have not received a letter concerning your application by 29 February 2004.

5. **Recommendations**

Before filling in the application form, please read carefully the recruitment notice and its Annex enclosed in this issue of the *Official Journal of the European Union*. (You are strongly advised to keep a copy of this issue for reference.)

They contain details of the conditions to be met, how to fill in the application form and optical reader form, careers and working conditions.

6. **You may under no circumstances approach the Selection Committee yourself, either directly or indirectly. The appointing authority reserves the right to disqualify any candidate who disregards this instruction.**

7. **The closing date for applications is 16 December 2003.**

II. **JOB DESCRIPTION**

Temporary member of staff (nurse), responsible for complex executive and supervisory duties, on the basis of general guidelines, such as:

- providing emergency care for staff,
- routine nursing care (injections, dressings, medicines),
- assisting the medical officer (patient files),
- carrying out technical and biological tests.

Please note that working hours are flexible and some travelling to Strasbourg and Luxembourg will be required.

III. **CONDITIONS FOR ADMISSION TO THE SELECTION PROCEDURE**

The procedure is open to candidates who fulfil the following conditions *on the closing date for applications*:

A. **GENERAL CONDITIONS**

Under Article 12(2) of the Conditions of employment of other servants of the European Communities, 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 you by the laws on military service,
- produce the appropriate character references as to your suitability for the performance of your duties.

IMPORTANT: Please read the declaration at the end of the application form carefully.

B. SPECIFIC CONDITIONS

1. **Qualifications and professional experience required**

- (a) Advanced level of secondary education; the selection committee will take account of the different education systems (see Annex I).
- (b) Licence to practise nursing, recognised in at least one of the Member States
- (c) At least two years' recent professional experience in areas similar to those listed in the job description

2. **Knowledge of languages**

You must have a thorough knowledge of one of the official languages of the European Union (Danish, Dutch, English, Finnish, French, German, Greek, Italian, Portuguese, Spanish and Swedish) and a good knowledge of a second.

For practical reasons knowledge of French and English is desirable.

3. **Supporting documents required**

You must give details of your professional experience, training, studies and language skills on the application form and **substantiate this by means of supporting documents.**

You must supply proof of the professional experience referred to in section III(B) by producing one or more supporting documents from among those listed for guidance below:

- employment contracts or certificates, letters or attestations of appointment, indicating the exact nature of the activity performed, which must be accompanied by salary slips clearly showing the dates on which such periods of professional experience began and, where relevant, ended,
- in the case of current professional activity, both the initial contract and your most recent salary slip as proof of the duration of that activity,
- proof of professional activity as a self-employed person (e.g. tax returns, VAT declarations, an entry in the trade register, social security documents, invoices).

A curriculum vitae will not be regarded as a supporting document.

Unless clearly borne out by your certificates or diplomas, ANY claim to a knowledge of official languages — including your mother tongue or first language — must be substantiated by means of supporting documents enclosed with your application form. In the absence of such documentary evidence, please enclose a separate sheet giving a very full and detailed account of how you acquired such knowledge.

This point also applies to officials and other servants of the European Communities.

IV. **ADMISSION TO THE SELECTION PROCEDURE AND TESTS**

This post will be filled on the basis of **qualifications and tests.**

1. A list of the candidates who have submitted their applications in the form required and by the closing date (section X) who meet the general conditions set out in section III(A) will be drawn up by the appointing authority and forwarded to the Selection Committee with the application files.
2. Accordingly, candidates will **automatically be eliminated** if they:
 - forward their application after the closing date, as evidenced by the postmark,
 - do not forward their application form by registered post or by private courier (section X(3)),
 - fail to sign their application form,
 - do not use and duly complete in full the official application form and optical reader form ⁽¹⁾ enclosed in this issue of the *Official Journal of the European Union*,

and/or

 - do not meet the general conditions for admission.

You will be informed after the closing date for applications if your application has been rejected.

⁽¹⁾ Only the application form and optical reader form enclosed in the *Official Journal of the European Union* printed by the Office for Official Publications of the European Communities will be regarded as originals. For this reason, photocopies or any other copy of these documents (obtained electronically, for instance) will not be accepted.

3. The Selection Committee will consider the application files and draw up a list of candidates who meet the specific conditions set out in section III(B).

It will base its decisions **exclusively** on the information given on the application forms **and substantiated by supporting documents**.

Candidates who do not meet the conditions for admission set out in section III(B) or who have failed to substantiate their claims by means of relevant supporting documents submitted within the time required will be eliminated at this stage.

4. On the basis of criteria it has laid down in advance (section VI), 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 oral tests.
5. With a view to ascertaining candidates' knowledge, the Committee will devise oral tests on the basis of criteria it has laid down in advance.

In the light of the results, it will designate the **three candidates** it considers most suited to performing the duties described in section II of this recruitment notice.

6. You will receive a personal letter informing you of the Selection Committee's decision on whether to admit you to the tests.
7. Please note that the Selection Committee may CANCEL the decision to admit you to the selection procedure if at any stage whatever in the procedure it finds that
- you do not meet one or more of the general, particular or specific conditions governing admission to the selection procedure,
- or
- the claims made in your application form are not supported by the requisite documents or prove to be inaccurate.

V. REQUESTS FOR FURTHER INFORMATION — APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Details of the various procedures concerning requests for further information, appeals and complaints to the European Ombudsman are set out in Annex II to this recruitment notice.

VI. ASSESSMENT ON THE BASIS 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 oral tests.

Marking: 0 to 20 points.

VII. INVITATION TO THE TESTS

You will be invited to the tests by ordinary (non-registered) post. You are responsible for informing the Selection Committee secretariat of any change in your particulars and/or address (section X(4)).

VIII. NATURE, DURATION AND MARKING OF THE TESTS

Candidates on the list referred to in section VI will be invited to the following oral tests⁽¹⁾:

- (a) interview with the Selection Committee to assess your ability to perform the duties described in section II 'Job Description' in a European institution, particularly your knowledge of emergency medical care and the work of an occupational medical service, taking account of all the information contained in your application file.

Marking: 0 to 40 points

Candidates scoring less than 20 will be eliminated;

- (b) conversation with the Selection Committee to test your knowledge of languages (section III(B)(2)).

Marking: 0 to 20 points

Candidates scoring less than 10 will be eliminated;

- (c) group discussion to enable the Selection Committee to assess your adaptability, negotiating and decision-making skills and performance in a group.

Marking: 0 to 20 points.

Candidates scoring less than 10 will be eliminated.

⁽¹⁾ The total time allocated for oral tests (a) and (b) will be one hour. The time allocated for test (c) will be laid down by the Selection Committee and notified to candidates when they are invited to the tests.

IX. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

1. The list of suitable candidates will contain, in order of merit, the names of the **three best candidates** who have obtained the highest number of points on the basis of the entire procedure (assessment on the basis of qualifications and tests).
2. Candidates will be informed individually of their results and copies of the list drawn up on the basis of the selection procedure will be forwarded to the successful candidates; copies of the list will be posted on the noticeboards on Parliament's premises.

X. APPLICATIONS

Instructions for the optical reader form are included in this issue of the Official Journal of the European Union. Please read them carefully.

1. The application form and the optical reader form enclosed with this recruitment notice must be duly completed (section IV(2)).

You must duly fill in and sign the application form and enclose with it the optical reader form and photocopies of supporting documents to show that you meet the specific conditions for admission to the procedure (section III(B)), so that the Selection Committee can verify the claims made on the application form. If you fail to do so, you will be disqualified. Candidates who are not in possession of their diploma may submit a certificate by the educational establishment confirming that they were awarded the diploma concerned.

Each page of the photocopies of supporting documents submitted *must* be numbered. All the supporting documents enclosed with the application form *must* be listed on a contents page giving a description of each document and the corresponding page number(s).

In compiling your application file, you may not refer to documents, application forms or information sheets already submitted in connection with previous applications.

None of the papers in the application file will be returned to you.

2. If you have a physical disability, please enclose with your application form a separate sheet giving details of any arrangements which you consider necessary to help you take the tests.

3. The application form, the optical reader form and the photocopied supporting documents must be sent, by registered post ⁽¹⁾, by **16 December 2003** (as evidenced by the postmark), to the following address:

EUROPEAN PARLIAMENT
Competitions Department, Bâtiment Konrad Adenauer,
Bureau 0F009
Selection procedure PE/69/S
(please quote this selection procedure reference number)
L-2929 Luxembourg.

Points 1 and 3 apply to all candidates, including officials and other servants of the European Communities.

4. Officials and other servants of the European Communities employed in the European Parliament's information offices, representations of the European Commission and European bodies deemed equivalent to European institutions (see 'Zone 14: institutions' in the instructions for the optical reader form), outside the normal places of work, and in the external delegations of the European Union may fax notice of their intention of applying to the Competitions Department ((352) 43 00 27740) at the latest by 12 noon, Luxembourg time, on **16 December 2003** as evidenced by the date and time of dispatch of the fax.

For such applications to be admissible, the requisite documents (see points 1 and 3 above) must be dispatched by registered post ⁽²⁾ in the 10 working days following the closing date for applications, as evidenced by the postmark.

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

All correspondence concerning the selection procedure, including invitations to the tests, will be sent to the address ⁽³⁾ stated in the application form and optical form (which should obviously be the same). This address will be considered to be the place from which the candidate will set out to **the nearest place at which the tests are being held.**

⁽¹⁾ Applications forwarded by private courier service will be dealt with as if they had been sent by registered post. In such cases, the date appearing on the delivery form will be taken as the date of dispatch.

⁽²⁾ Dispatch by private courier will be accepted as by registered post. In such cases, the date appearing on the delivery form will be taken as the date of dispatch.

⁽³⁾ If for special and exceptional reasons candidates ask to be sent any correspondence concerning the selection procedure at an address other than their actual place of residence, they must enclose a separate sheet giving full and detailed reasons for their request. Any statement of this kind will be treated in complete confidence.

Organisational reasons dictate that no change of address will be permitted once the invitations to the tests have been sent out, except on grounds equivalent to force majeure or unforeseeable circumstances, which candidates must duly set out in writing and which the European Parliament's administration accepts as being wholly exceptional. In no event will any such change be permitted less than 15 days before the date on which the tests take place.

It is your responsibility to notify the Competitions Department in writing and in good time of any change in your particulars and/or address. Details of such changes should be sent to:

EUROPEAN PARLIAMENT

Competitions Department, Bâtiment Konrad Adenauer,
Bureau 0E013

Secretariat for Selection Procedure PE/69/S
(please quote this reference number)

L-2929 Luxembourg.

6. Successful candidates placed on the list of suitable candidates who are offered a job will in due course be required to produce the originals of their diplomas and their employment certificates for verification.

ANNEX I

GUIDE TO QUALIFICATIONS GIVING ACCESS TO CATEGORY B COMPETITIONS

Belgique/België	Certificat de l'enseignement secondaire supérieur ou équivalent (*) Getuigschrift van het hoger secundair onderwijs of gelijkwaardig diploma (*)
Danmark	Studentereksamen, Højere handeleksamen, Højere forberedelseseksamen og tilsvarende (*)
Deutschland	Abitur, Hochschulreife, Reifezeugnis oder gleichwertiger Schulabschluss (*)
Hellada	Απολυτήριο μέσης εκπαίδευσης (λυκείου/εξαταξίου γυμνασίου) ή ισοδύναμο δίπλωμα (*)
España	Bachiller Superior — BUP — Pruebas de acceso a la Universidad para mayores de 25 años o equivalente (*)
France	Baccalauréat ou équivalent (*)
Ireland	Leaving certificate (2 honours, 4 passes) or equivalent qualifications (*)
Italia	Diploma di maturità o equipollente (*)
Luxembourg	Diplôme de fin d'études Secondaires ou équivalent (*)
Nederland	Diploma VWO (Voorbereidend Wetenschappelijk Onderwijs) of gelijkwaardig diploma (*)
Österreich	Matura, Hochschulreife, Reifeprüfung oder gleichwertiger Schulabschluss (*)
Portugal	12.º ano de escolaridade, exame ad hoc ao ensino superior, curso complementar do ensino secundário ou equivalente (*)
Suomi/Finland	Ylioppilastutkinto/Peruskoulu + kolmen vuoden ammatillinen koulutus tai vastaava (*) Studentexamen/Grundskola + treårig yrkesinriktad utbildning eller motsvarande (*)
Sverige	3-årig gymnasial utbildning eller motsvarande (*)
United Kingdom	General certificate of education A-level (2 passes, grades A to E) or equivalent qualifications (*)

QUALIFICATIONS OBTAINED OUTSIDE THE EUROPEAN UNION MUST BE APPROVED BY A COMPETENT NATIONAL AUTHORITY OF A MEMBER STATE.

(*) Assessed on a case-by-case basis.

ANNEX II

REQUESTS FOR FURTHER INFORMATION — APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If at any stage of the selection procedure you think that a decision has adversely affected you, you can ask for details of the decision, launch one of the appeals procedures or lodge a complaint with the European Ombudsman.

— **Request for further information**

You can ask for information by sending a letter explaining your reasons to:

European Parliament
Competitions Department — KAD 0F002
Selection procedure PE/69/S
L-2929 Luxembourg,

within 30 calendar days of the date postmarked on the letter informing you of this decision. The selection committee will reply as soon as possible.

— **Appeals**

- You can, pursuant to Article 46 of the Conditions of employment of other servants of the European Communities (CEOS), make a complaint under Article 90(2) of the Staff Regulations of officials of the European Communities, which should be addressed to the Secretary-General of the European Parliament:

European Parliament
Bâtiment Schuman
L-2929 Luxembourg,

- You can bring an appeal before the:

Court of First Instance of the European Communities
Boulevard Konrad Adenauer
L-2925 Luxembourg,

on the basis of Article 236 (new) of the EC Treaty and Article 46 of the CEOS, which refers to Articles 90 and 91 of the Staff Regulations.

The time limits (see Staff Regulations published in *Official Journal of the European Communities* L 56 of 4 March 1968) for initiating these two types of procedure start to run from the date of notification of the original decision adversely affecting you.

— **Complaint to the European Ombudsman**

Like any citizen of the European Union you can make a complaint to the European Ombudsman:

The European Ombudsman
1 avenue du Président Robert Schuman — BP 403
F-67001 Strasbourg Cedex,

under Article 195(1) of the EC Treaty and in accordance with the conditions laid down in the decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in *Official Journal of the European Communities* L 113 of 4 May 1994.

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 Court of First Instance under Article 236 (new) of the EC Treaty.
