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European Personnel Selection Office (EPSO)

2011/C 82 A/01

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EN

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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITIONS EPSO/AD/206/11 (AD 5) AND EPSO/AD/207/11 (AD 7)

(2011/C 82 A/01)

Are you interested in working for the European institutions?

Does your profile meet our criteria?

Why not apply?

Give yourself a chance to succeed.

The European Personnel Selection Office (EPSO) is organising open competitions, based on tests, to constitute a reserve from which to recruit administrators (*).

EPSO/AD/206/11 (AD 5) AND EPSO/AD/207/11 (AD 7)

Administrators in the following fields:

1. EUROPEAN PUBLIC ADMINISTRATION
2. LAW
3. ECONOMICS
4. AUDIT
5. FINANCE
6. STATISTICS

The purpose of these competitions is to draw up reserve lists from which to fill vacant posts in the institutions of the European Union.

Before applying, you should carefully read the guide published in Official Journal C 184 A of 8 July 2010 and on the EPSO website.

This guide is an integral part of the competition notice and will help you to understand the rules governing the procedure and how to apply.

(*) Any reference in this notice to a person of the male sex should be deemed also to constitute a reference to a person of the female sex.

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I. GENERAL BACKGROUND

1. Number of successful candidates per competition and field	AD 5	AD 7
1 =	49	25
2 =	17	10
3 =	30	11
4 =	45	17
5 =	48	16
6 =	37	15
2. Remarks	This notice relates to two competitions, each comprising a number of fields. You may apply for only one competition and only one field. You must make your choice when you apply online and you will not be able to change it after you have confirmed and validated your online application form. However, if you obtain one of the highest aggregate marks in the admission tests for the AD 7 competition but do not meet the conditions for admission to that competition, the selection board may, with your consent, reassign your application to the AD 5 competition in the same field, provided that you meet the conditions for admission to the AD 5 competition. Any reassignment will take place before you are invited to the assessment centre and will be based solely on the information given in your online application form. In this case, your results will be compared with the results of the candidates for the AD 5 competition and, if you are one of the candidates with the highest marks in the admission tests for this competition (in the selected field), you will be invited to the assessment centre.	

II. DUTIES

AD 5 is the grade at which graduates enter an administrator's career in the European institutions. Administrators recruited at this grade can undertake, under supervision, three main types of work: policy formulation, operational delivery, and resource management. We are particularly looking for candidates with a potential for career development.

Grade AD 7

Administrators recruited at this grade may, in addition to the type of work required at grade AD 5, be required to coordinate teams and supervise work.

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

The general profile of candidates sought by the institutions is described in point 1.2 of the guide to open competitions.

III. ELIGIBILITY

On the closing date for online applications, you must fulfil all the following general and specific conditions ⁽¹⁾:

1. General conditions

- (a) You must be a citizen of one of the Member States of the European Union.
- (b) You must enjoy your full rights as a citizen.
- (c) You must have fulfilled any obligations imposed on you by the laws on military service.
- (d) You must meet the character requirements for the duties involved.

2. Specific conditions

2.1.	Diplomas/Qualifications See point 2 of the Annex.																								
2.2.	Professional experience See point 3 of the Annex.																								
2.3.	Knowledge of languages The official languages of the European Union are: <table><tr><td>BG (Bulgarian)</td><td>FI (Finnish)</td><td>NL (Dutch)</td></tr><tr><td>CS (Czech)</td><td>FR (French)</td><td>PL (Polish)</td></tr><tr><td>DA (Danish)</td><td>GA (Irish)</td><td>PT (Portuguese)</td></tr><tr><td>DE (German)</td><td>HU (Hungarian)</td><td>RO (Romanian)</td></tr><tr><td>EL (Greek)</td><td>IT (Italian)</td><td>SK (Slovak)</td></tr><tr><td>EN (English)</td><td>LT (Lithuanian)</td><td>SL (Slovenian)</td></tr><tr><td>ES (Spanish)</td><td>LV (Latvian)</td><td>SV (Swedish)</td></tr><tr><td>ET (Estonian)</td><td>MT (Maltese)</td><td></td></tr></table>	BG (Bulgarian)	FI (Finnish)	NL (Dutch)	CS (Czech)	FR (French)	PL (Polish)	DA (Danish)	GA (Irish)	PT (Portuguese)	DE (German)	HU (Hungarian)	RO (Romanian)	EL (Greek)	IT (Italian)	SK (Slovak)	EN (English)	LT (Lithuanian)	SL (Slovenian)	ES (Spanish)	LV (Latvian)	SV (Swedish)	ET (Estonian)	MT (Maltese)	
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(a) Language 1	Main language: a thorough knowledge of one of the official languages of the European Union.																								
and																									
(b) Language 2	Second language (must be different from language 1): a satisfactory knowledge of English, French or German.																								

⁽¹⁾ An exception is made as regards diplomas for candidates who are in their final year at university (see point 2 of the Annex).

IV. ADMISSION TESTS

1. You will be invited to sit the tests	— if you have validated your application by the closing date referred to in Section VII. Only candidates who have validated their application by the closing date will be invited to reserve a date for the admission tests; they will be notified of the closing date for doing so via their EPSO account, — if you have reserved the date of your tests by the closing date notified to you by EPSO, — if, when submitting your online application, you have declared that you meet the general and specific conditions listed in Section III.	
2. Nature and marking of tests	A series of tests comprising multiple-choice questions to assess your general aptitudes and competencies as regards:	
Test (a)	Verbal reasoning	Marking: this test will be marked out of 20. Pass mark: 10
Test (b)	Numerical reasoning	Marking: this test will be marked out of 10.
Test (c)	Abstract reasoning	Marking: this test will be marked out of 10.
		The aggregate pass mark for tests (b) and (c) is 10.
Test (d)	Situational judgement	Marking: this test will be marked out of 40. Pass mark: 24
3. Language of the tests	Language 1: tests (a), (b) and (c). Language 2: test (d).	

V. OPEN COMPETITION

1. You will be admitted (*) to the assessment centre if	— you have obtained one of the highest aggregate marks ⁽²⁾ for the admission tests ⁽³⁾, — you have obtained the pass mark for the tests, — the information given in your online application shows that you fulfil the general and specific conditions listed in Section III. (*) Admission will be confirmed subject to subsequent verification of the supporting documents enclosed with your full application form. Supporting documents will be verified for candidates who satisfy the eligibility conditions and who have obtained the highest aggregate marks in the assessment centre session, in descending order, until the number of successful candidates sought in the notice of competition and who meet the eligibility conditions is reached. The files of candidates below this threshold will not be examined.
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⁽²⁾ Where a number of candidates tie for the last available place, they will all be invited to the assessment centre.

⁽³⁾ The number of candidates admitted to the assessment centre for each competition and field will be approximately three times the number of successful candidates indicated in the competition notice and will be published on EPSO's website (www.eu-careers.eu) before the admission phase.

2. Assessment centre	You will be invited to take part in a case study in your chosen field ⁽⁴⁾ and the other tests at the assessment centre, which will be normally be held in Brussels over 1 day or 1 day and a half. You will be assessed on your specific competencies in the field you have chosen and the following general competencies: — Analysis and problem-solving — Communication — Delivering quality and results — Learning and development — Prioritising and organising — Resilience — Working with others — Leadership Details of how these competencies are defined are set out in point 1.2 of the guide to open competitions. The above competencies are tested by means of: (a) a case study in the chosen field; (b) a group exercise; (c) an oral presentation; (d) a structured interview.
3. Language for the assessment centre	Language 2
4. Marking	Specific competencies in the chosen field Marked out of 20 Pass mark: 10 General competencies Each general competency will be marked out of 10 Pass mark: 3 for each competency an aggregate of 50 out of 80 for all 8 general competencies

VI. RESERVE LISTS

1. Candidates placed on the reserve lists	If you have ⁽⁵⁾ obtained the specified pass marks and are one of the candidates with the highest aggregate marks in the assessment tests (see number of successful candidates, Section I.1) and if your supporting documents show that you meet all the eligibility requirements, the selection board will place your name on the reserve list.
2. Classification	The lists for each competition will be drawn up by field and by merit group (maximum of four groups) and names will be listed in alphabetical order within each group.

⁽⁴⁾ For organisational reasons, the case study may be organised in test centres in the Member States and/or in Brussels, separately from the other assessment centre tests.

⁽⁵⁾ Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

VII. HOW TO APPLY

1. Online application	You must apply online by following the instructions on the EPSO website. Closing date (including validation): 14 April 2011 at 12.00 (midday) , Brussels time.
2. Submission of application files	If you are one of the candidates invited to the assessment centre, you will be asked at a later stage to submit a full application file (signed online application form and supporting documents). Closing date: you will be informed of the closing date via your EPSO account. Procedure: see point 2.2 of the guide to open competitions.

ANNEX

1. EUROPEAN PUBLIC ADMINISTRATION

1. Duties

The general role of administrators in the field of European public administration is to support decision-makers in fulfilling the mission of their institution or body.

The main duties involved, which may vary from one institution to another, include:

- design, implementation, follow-up and control of programmes and action plans,
- management of resources including staff, finances and equipment,
- assisting decision-makers by means of written or oral contributions,
- drafting policy analysis briefings,
- external communication as well as internal reporting and communication,
- inter-service and inter-institutional coordination and consultation, as well as relations with external stakeholders.

2. Diplomas/Qualifications

Grade AD 5

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2011 at the latest.

Grade AD 7

A level of education which corresponds to completed university studies of at least 4 years attested by a diploma.

or

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma, followed by professional experience of at least 1 year relevant to the duties involved.

NB: The minimum of 1 year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below.

3. Professional experience

Grade AD 5

No professional experience is required.

Grade AD 7

At least 6 years' graduate-level professional experience relevant to the duties involved.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

2. LAW

1. Duties

The general role of administrators in the field of law is to support decision-makers in fulfilling the mission of their institution or body, provide legal counsel and advice to management and/or operational units within their department, ensuring compliance with EU and national law.

The main duties involved, which may vary from one institution to another, include:

- assisting decision-makers by means of written or oral contributions,
- legal analysis, research, advice and assistance as well as supervision of legal matters,
- drafting legal documents,
- internal reporting and communication on legal matters,
- coordination with and consultation of other services on legal issues,
- management of resources including staff, finances and equipment,
- design, implementation, monitoring and control of programmes and action plans.

2. Diplomas/Qualifications

Grade AD 5

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in law.

Students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2011 at the latest.

Grade AD 7

A level of education which corresponds to completed university studies of at least 4 years attested by a diploma in law.

or

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in law, followed by professional experience of at least 1 year relevant to the duties involved.

NB: The minimum of 1 year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below.

3. Professional experience

Grade AD 5

No professional experience is required.

Grade AD 7

At least 6 years' graduate-level professional experience relevant to the duties involved.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

3. ECONOMICS

1. Duties

The general role of administrators in the field of economics is to support decision-makers in fulfilling the mission of their institution or body, provide economic and/or statistical analysis required for the initiation, development, management and/or evaluation of EU policies.

The main duties involved, which may vary from one institution to another, include:

- assisting decision-makers by means of written or oral contributions,
- strategic policy analysis as well as defining and applying policy analysis and study methods, including in particular empirical methods in the field of economics,
- analysis and formulation of economic policies in the field of public finances, structural reforms (including the labour market), the single currency, financial institutions and markets, economic integration and development of countries, and international trade within the institutional framework laid down by the Treaty,
- external communication relating to policy as well as internal reporting and communication,
- relations with other EU institutions and other internal departments as well as relations with external stakeholders, and relations with the Member States,
- coordination with and consultation of other departments regarding policy,
- impact and risk assessment,
- design, implementation, follow-up and control of programmes and action plans,
- coordination of working groups set up by the Member States, the institutions and other external stakeholders,
- management of resources including staff, finances, and equipment.

2. Diplomas/Qualifications

Grade AD 5

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in economics.

Students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2011 at the latest.

Grade AD 7

A level of education which corresponds to completed university studies of at least 4 years attested by a diploma in economics.

or

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in economics, followed by professional experience of at least 1 year relevant to the duties involved.

NB: The minimum of 1 year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below.

3. Professional experience

Grade AD 5

No professional experience is required.

Grade AD 7

At least 6 years' graduate-level professional experience relevant to the duties involved.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

4. AUDIT**1. Duties**

The general role of administrators in the field of audit is to support decision-makers in fulfilling the mission of their institution or body.

They also work in areas such as financial, performance and internal audit. Auditors provide assurance and advisory services in all operational fields of the European Union with the aim of improving governance and management. This might involve operations in the 27 Member States and also in third countries.

The main duties involved, which may vary from one institution to another, include:

- external audit, both financial audits and examinations of sound financial management including implementation and reporting,
- external control and inspections, improvement of control systems,
- internal audit, methodological support, advice and training,
- inter-service coordination and consultation on audit issues,
- information and advice on audit issues.

2. Diplomas/Qualifications**Grade AD 5**

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma relevant to the duties involved, or professional training/a professional qualification of an equivalent level relevant to those duties.

Students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2011 at the latest.

Grade AD 7

A level of education which corresponds to completed university studies of at least 4 years attested by a diploma relevant to the duties involved, or professional training/a professional qualification of an equivalent level relevant to those duties.

or

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma relevant to the duties involved, or professional training/a professional qualification of an equivalent level relevant to those duties, followed by professional experience of at least 1 year relevant to those duties.

NB: The minimum of 1 year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below.

Please note that you may be required to provide formal proof of the subjects studied so as to make it easier for the selection board to assess whether your qualifications are relevant.

3. Professional experience

Grade AD 5

No professional experience is required.

Grade AD 7

At least 6 years' graduate-level professional experience relevant to the duties involved.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

5. FINANCE

1. Duties

The general role of administrators in the field of finance is to support decision-makers in fulfilling the mission of their institution or body.

They also work in areas such as financial and budget procedures, preparation of annual reports and accounts, and various types of audit work.

They provide departments with the information required to prepare financial information or to monitor the management and ensure the presentation of accounts in all operational fields of the European Union with the aim of improving governance and management. This might involve operations in the 27 Member States and also in third countries.

The main duties involved, which may vary from one institution to another, include:

- external control and inspections, improvement of control systems,
- monitoring financial and budget procedures (appropriations, commitments, payments),
- participating in preparing budget estimates and drawing up annual reports and accounts,
- management of the organisation's risks: operational, strategic, social, legal, political and environmental,
- ensuring that accounts are presented,
- use of resources, having regard to the principles of economy, efficiency and effectiveness,
- external and internal audit work, and advice on such matters,
- ensuring that financial transactions are correctly encoded and monitored in financial/accounting systems.

2. Diplomas/Qualifications

Grade AD 5

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma relevant to the duties involved.

Students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2011 at the latest.

Grade AD 7

A level of education which corresponds to completed university studies of at least 4 years attested by a diploma relevant to the duties involved.

or

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma relevant to the duties involved, followed by professional experience of at least 1 year relevant to those duties.

NB: The minimum of 1 year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below.

3. Professional experience

Grade AD 5

No professional experience is required.

Grade AD 7

At least 6 years' graduate-level professional experience relevant to the duties involved.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

6. STATISTICS

1. Duties

In general, administrators in the field of statistics contribute to the design and implementation of the statistical programme in the domains of statistical methodology, data management and data analysis, regulatory and coordinating activities in the statistical field, dissemination of statistical information and management of statistical projects/processes.

The main duties involved include:

- work on general statistical methodology, including mathematical methods for official statistics,
- work in the fields of economic and financial statistics, social statistics, agricultural and environmental statistics, statistical accounting systems,
- analysis of demand and use of statistical data and indicators, devising and managing of projects and processes,
- definition of objectives and coordination of activities relating to the collection, treatment, analysis and dissemination of statistical information, and improvement of quality,
- validation and quantitative and qualitative analysis of statistical data,
- statistical and econometric modelling,
- quantitative analysis, in particular sociometric and econometric analysis.

These functions require the ability to work in cross-cutting domains, as well as good communication and drafting skills.

2. Diplomas/Qualifications

Grade AD 5

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in statistics, economics, mathematics or in another discipline relevant to the duties involved.

Students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2011 at the latest.

Grade AD 7

A level of education which corresponds to completed university studies of at least 4 years attested by a diploma in statistics, economics, mathematics or in another discipline relevant to the duties involved.

or

A level of education which corresponds to completed university studies of at least 3 years attested by a diploma in statistics, economics, mathematics or in another discipline relevant to the duties involved, followed by professional experience of at least 1 year relevant to those duties.

NB: The minimum of 1 year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below.

Please note that you may be required to provide formal proof of the subjects studied so as to make it easier for the selection board to assess whether your qualifications are relevant.

3. Professional experience**Grade AD 5**

No professional experience is required.

Grade AD 7

At least 6 years' graduate-level professional experience relevant to the duties involved.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

REVIEW OF 'COMPETITION' C A OJs

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Unless otherwise indicated, OJs are published in all language versions.

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