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European Personnel Selection Office (EPSO)

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(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION

EPSO/AD/276/14

ADMINISTRATORS (AD 5)

(2014/C 74 A/01)

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

The purpose of this competition is to draw up a reserve list from which to fill vacant posts for officials in the institutions of the European Union.

Before applying, you should carefully read the General Rules governing open competitions published in Official Journal of the European Union C 60 A of 1 March 2014 and on the EPSO website.

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

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

I. GENERAL BACKGROUND

Number of successful candidates sought: 137

II. DUTIES

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

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

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

- devising, implementing, monitoring and control of programmes and action plans,
- managing 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,
- relations with external stakeholders and with the Member States,
- inter-service and inter-institutional coordination and consultation regarding policy,
- coordinating working groups set up by the Member States, the institutions and other external stakeholders,
- drafting contracts, preparing calls for proposals and invitations to tender, and participating in evaluation committees for monitoring selection procedures and the allocation of proposals.

III. ELIGIBILITY

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

1. General conditions

- (a) You must be a citizen of one of the Member States of the European Union.
- (b) You must enjoy 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.	Qualifications A level of education which corresponds to completed university studies of at least three 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 2014 at the latest.
2.2.	Professional experience No professional experience is required.

2.3.	Knowledge of languages ⁽¹⁾
Language 1	Main language A thorough knowledge of one of the official languages of the European Union.
Language 2	Second language (must be different from language 1): A satisfactory knowledge of English, French or German. <i>In the light of the judgment given by the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, Italy v Commission, the EU institutions wish to state the reasons for limiting the choice of the second language in this competition to a small number of official EU languages.</i> <i>Candidates are informed that the second language options in this competition have been defined in line with the interests of the service, which require new recruits to be immediately operational and capable of communicating effectively in their daily work. Otherwise the efficient functioning of the institutions could be severely impaired.</i> <i>It has long been the practice to use mainly English, French, and German for internal communication in the EU institutions and these are also the languages most often needed when communicating with the outside world and dealing with cases. Moreover, English, French, and German are the most common second languages in the European Union and the most widely studied as a second language. This confirms what is currently expected of candidates for European Union posts in terms of their level of education and professional skills, namely that they have a command of at least one of these languages. Consequently, in balancing the interests and needs of the service and the abilities of candidates, and given the particular field of this competition, it is legitimate to organise tests in these three languages so as to ensure that all candidates are able to work in at least one of them, whatever their first official language. Assessing specific competencies in this way allows the institutions to evaluate candidates' ability to be immediately operational in an environment that closely matches the reality they would face on the job.</i> <i>For these same reasons, it is reasonable to limit the language of communication between candidates and the institution, including the language in which applications are to be drafted. Furthermore, this ensures uniformity when comparing candidates and checking their application forms.</i> <i>To ensure equal treatment for all candidates, everyone — including those whose first official language is one of the three — must take some tests in their second language, chosen from among these three.</i> <i>None of this affects the possibility of later language training to enable staff to work in a third language, as required under Article 45(2) of the Staff Regulations.</i>

IV. ADMISSION TESTS

The admission tests are organised by EPSO and you will take them on a computer. The selection board decides on the difficulty of the tests and approves their subject matter on the basis of proposals made by EPSO.

1. Invitation	You will be invited to sit the tests if you have validated your application on time (see Section VII). NB: 1. By validating your application you declare that you meet the general and specific conditions listed in Section III. 2. You must reserve a date to sit the tests. This must be done by the deadline notified to you via your EPSO account.
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⁽¹⁾ See the Common European Framework of Reference for Languages (CEFR) — required level: language 1 = C1, language 2 = B2
(<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp>)

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: out of 20
Test (b)	Numerical reasoning	Marking: out of 10 Pass mark: 5
Test (c)	Abstract reasoning	Marking: out of 10
		The aggregate pass mark for tests (a) and (c) is 15.
Test (d)	Situational judgement	Marking: out of 40 Pass mark: 24
3. Language of the tests	Language 1 for tests (a), (b) and (c) Language 2 for test (d)	

V. ASSESSMENT CENTRE

1. Invitation	You will be invited to the assessment centre — if you have passed all the admission tests, — if you have one of the highest aggregate marks for tests (a), (c) and (d) ⁽²⁾, and — if checks on the information given in your online application show that you fulfil the general and specific conditions listed in Section III ⁽³⁾. Test (b) is eliminatory but the marks will not be added to the marks from the other tests when identifying which candidates to invite to the assessment centre. The number of candidates invited to the assessment centre will be approximately 2,5 times the number of successful candidates sought that is indicated in the competition notice and will be published on EPSO's website (http://blogs.ec.europa.eu/eu-careers.info/).
2. Assessment centre	The purpose of the assessment centre is to assess your general competencies ⁽⁴⁾ by means of the following exercises, the content of which is validated by the selection board: (e) a case study (f) a group exercise (g) an oral presentation (h) a structured interview. You will be invited to carry out a case study (an integral part of the overall assessment) and to take the other assessment centre tests, which will be normally be held in Brussels over one day or a day and a half ⁽⁵⁾.

⁽²⁾ Where a number of candidates tie for the last available place, they will all be invited to the assessment centre.

⁽³⁾ The information given will be verified against the supporting documents before the reserve list is drawn up (see Section VI.1 and Section VII.2).

⁽⁴⁾ More information on these competencies can be found in point 1.2 of the General Rules governing Open Competitions.

⁽⁵⁾ For organisational reasons, the case study may be organised in test centres in the Member States, separately from the other assessment centre tests.

Each competency will be tested as follows:

	Case study	Group exercise	Oral presentation	Structured interview
Analysis and problem-solving	x		x	
Communicating	x		x	
Delivering quality and results	x		x	
Learning and development		x		x
Prioritising and organising	x	x		
Resilience			x	x
Working with others		x		x
Leadership		x		x

3. Language for the assessment centre	Language 2
4. Marking	Each general competency test will be marked out of 10. Pass mark: 3 for each competency, and an aggregate of 50 out of 80 for all 8 general competencies.

VI. RESERVE LIST

1. Candidates placed on the reserve list	The selection board will place your name on the reserve list: — if you have passed the assessment centre tests with one of the highest aggregate marks (see number of successful candidates sought, Section I.1) ⁽⁶⁾ — and if your supporting documents show that you meet all the eligibility requirements. Supporting documents will be verified in descending order of merit until the number of candidates who actually fulfil all the conditions for admission reaches the number that can be placed on the reserve list. The files of candidates below the threshold will not be examined. If verification shows that the information given in your online application ⁽⁷⁾ is not borne out by appropriate supporting documents, you will be disqualified from the competition.
2. Classification	The list will be drawn up in alphabetical order.

VII. HOW TO APPLY

1. Online application	You must apply online, following the instructions on the EPSO website and particularly in the online application manual. Deadline (including validation): 15 April 2014 at 12.00 (midday) , Brussels time.
2. Submission of application files	If you are invited to the assessment centre , you must bring your full application file (signed online application form and supporting documents) with you when you attend ⁽⁸⁾ . Procedure: Details: See point 2.1.7 of the General Rules governing open competitions.

⁽⁶⁾ Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

⁽⁷⁾ The information relating to the general conditions is verified by EPSO, while the information relating to the specific conditions is verified by the selection board.

⁽⁸⁾ You will be notified in good time, via your EPSO account, of the date when you have to attend the assessment centre.

REVIEW OF 'COMPETITION' C A OJs

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