

# Official Journal of the European Union

C 131 A



English edition

## Information and Notices

Volume 59  
14 April 2016

### Contents

#### V *Announcements*

##### ADMINISTRATIVE PROCEDURES

##### **European Parliament**

2016/C 131 A/01

Call for expressions of interest — contract staff — function group I — Drivers (f/m) — EP/CAST/S/16/2016 ..... 1

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## V

*(Announcements)*

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PARLIAMENT

## CALL FOR EXPRESSIONS OF INTEREST

## CONTRACT STAFF — FUNCTION GROUP I — DRIVERS (F/M)

EP/CAST/S/16/2016

(2016/C 131 A/01)

## I. INTRODUCTION

The European Parliament has decided to issue this call for expressions of interest for the purpose of establishing a database of candidates for recruitment as contract staff members in function group I (FG I), **Drivers (f/m)**.

The selection procedure will be organised with technical support from the European Personnel Selection Office (EPSO).

The database will be used by the European Parliament. The posts will be based **mainly in Brussels**.

The number of posts available is roughly 110. Candidates offered a post will be recruited in accordance with the procedure set out in Section IX of this call for expressions of interest.

The working conditions of contract staff members are governed by the Conditions of Employment of Other Servants of the European Union (CEOS) <sup>(1)</sup>.

The basic monthly salary (FG I, grade I, step 1) is EUR 1 907,24. Allowances provided for by the CEOS may be added to the basic salary. The salary is subject to Community tax and to other deductions laid down by the CEOS. It is exempt from any national tax.

Contract staff are recruited on the broadest possible geographical basis from among nationals of the Member States.

## II. JOB DESCRIPTION

Under the supervision of an official or temporary staff member, the contract staff member will be responsible for performing duties as a driver. For guidance, those duties will include:

- providing transport services for eminent persons and officials and other staff of the European Parliament, mainly in Brussels, Luxembourg and Strasbourg, and also in other Member States and third countries,
- providing transport services for visitors (members of the diplomatic corps and other eminent persons),
- transporting goods and documents,
- transporting mail,

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<sup>(1)</sup> Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

- ensuring that the vehicle and its equipment are used properly,
- guaranteeing the safety of persons and goods transported, in keeping with the highway code of the country in question,
- if necessary, loading and unloading vehicles,
- if necessary, carrying out administrative and logistical support work.

The European Parliament will provide drivers with a service uniform. That uniform will bear the insignia of the institution.

Contract staff members may be required to work in the evenings and at weekends, on the basis of flexible working hours linked to the needs of the service.

### III. INDICATIVE TIMETABLE FOR THE SELECTION PROCEDURE

The procedure will be administered by the European Parliament in cooperation with EPSO. A selection committee comprising representatives of the European Parliament will be set up. The **indicative** timetable is as follows:

Stages	Tentative dates
Online applications	14 April-18 May 2016
Selection on the basis of qualifications	June 2016
Notification of the results	July 2016

### IV. ELIGIBILITY

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as racial or ethnic origin, political, philosophical or religious belief, age, disability, sex, sexual orientation, marital status or family situation.

On the closing date for online applications you must meet the following conditions:

<b>A. General conditions</b>
(a) Be a citizen of one of the Member States of the European Union.
(b) Enjoy full rights as a citizen.
(c) Have fulfilled any obligations imposed on you by the laws on military service.
(d) Produce appropriate character references as to your suitability to perform your duties.
(e) Be physically fit to perform the duties.
<b>B. Minimum specific conditions — Education/experience</b>
<u>Minimum level of education required</u> Have completed compulsory education. Hold a valid category-B driving licence.
<u>Professional experience</u> Be able to prove that you have at least 2 years' professional experience as a driver in the area of the transport of persons acquired after completing compulsory education.

<b>C. Knowledge of languages</b>	
<p>(a) language 1 (L1) and (b) language 2 (L2)</p>	<p>Main language: a thorough knowledge (at least level C1 <sup>(2)</sup>) of one of the 24 official languages of the European Union <sup>(3)</sup>.</p> <p>A satisfactory knowledge (level B2) of English, French or German; language 2 must be different from language 1 above.</p> <p>Following the judgment handed down by the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, <i>Italy v Commission</i>, the European Parliament must state the reasons for limiting the choice of the second language in the context of this call for expressions of interest to a small number of official EU languages.</p> <p>Candidates are thus informed that the three second-language options for this call for expressions of interest, i.e. English, French and German, have been laid down in the interests of the service, which require newly recruited staff to be immediately operational and able to communicate effectively in their daily work.</p> <p>It has long been the practice to use mainly English, French, and German for internal communication in the European Parliament, and these are also the languages most often needed when communicating with the outside world and in performing day-to-day work. Furthermore, in staff reports for 2013, 92 %, 84 % and 56 % of all staff stated that they had a satisfactory knowledge of English, French and German respectively. For no other official language did that figure exceed 50 %.</p> <p>Therefore, in balancing the interests of the service and the needs and abilities of candidates, and given the specific area in which this selection procedure is being held, the European Parliament is entitled to require knowledge of one of those three languages to ensure that, whatever their first official language, all candidates are proficient in at least one of them.</p> <p>In addition, in the interests of equality of treatment, all candidates, even if they have one of those three languages as their first official language, are required to have a satisfactory knowledge of a <u>second</u> language, which must be one of those three languages.</p> <p>The assessment of specific skills enables the European Parliament to judge whether the candidates can be immediately operational in an environment similar to that in which they will be required to work.</p>

<sup>(2)</sup> See the reference framework on the Europass site:  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>(3)</sup> The official languages of the European Union are as follows: Bulgarian (BG), Croatian (HR), Czech (CS), Danish (DA), Dutch (NL), English (EN), Estonian (ET), Finnish (FI), French (FR), German (DE), Greek (EL), Hungarian (HU), Irish (GA), Italian (IT), Latvian (LV), Lithuanian (LT), Maltese (MT), Polish (PL), Portuguese (PT), Romanian (RO), Slovak (SK), Slovenian (SL), Spanish (ES) and Swedish (SV).

When applying, candidates can choose as their main language (L1) only one of the 24 official languages of the European Union. Once the online application form has been validated, the choice of languages can no longer be changed.

#### V. SKILLS

- Be conscientious and enjoy working in a multicultural team,
- be punctual, committed and adaptable,
- have good interpersonal skills and be diplomatic, courteous and discreet,
- show initiative, versatility and organisational ability.

#### VI. HOW TO APPLY AND CLOSING DATE FOR APPLICATIONS

You must apply online on the EPSO website, at: [http://europa.eu/epso/apply/jobs/index\\_en.htm](http://europa.eu/epso/apply/jobs/index_en.htm), and follow the instructions given there, in particular in the online application manual.

The responsibility for completing your online application before the deadline is entirely yours. We advise you not to wait until the last minute before applying, since, if the site is exceptionally busy or the internet connection goes down, you may have to repeat the whole online application process; once the deadline has passed, you will no longer be able to do so.

Once you have validated your application, you will no longer be able to make any changes; the data entered are immediately processed by the European Parliament, in cooperation with EPSO, with a view to the organisation of the selection procedure.

#### CLOSING DATE FOR APPLICATIONS (including validation):

**12.00 (noon), Brussels time, on 18 May 2016.**

#### VII. STAGES IN THE SELECTION PROCEDURE

##### SELECTION ON THE BASIS OF QUALIFICATIONS

The selection procedure is organised **solely** on the basis of qualifications, in the form of an assessment of the detailed answers given by candidates to the questions in the 'Talent screener' on the application form:

- each of the questions will be given a weighting of between 1 and 3 depending on the importance attached to the corresponding criterion,
- if candidates answer yes to a question, the selection committee will consider their answers and will award between 0 and 4 points for each of them; the points will then be multiplied by the relevant weighting.

The questions will be linked to the following criteria:

1. professional experience as a driver in the area of the transport of persons acquired in the last 5 years
2. professional experience of at least 1 year as a driver in the area of the transport of eminent persons (e.g. limousine driver, driver for the diplomatic corps, ministers, senior civil servants, etc.)
3. possession of a certificate or another qualification, issued by an approved competent authority, entitling the holder to work as a taxi driver
4. completion of a training course in defensive driving
5. completion of a training course in eco-friendly driving
6. completion of a training course and/or professional experience in the area of the security of persons

7. possession of a national and/or European security clearance or the equivalent
8. possession of a certificate as a first-aid provider issued by an approved competent authority
9. professional experience as a driver working for European or international organisations or in a multicultural/multinational environment
10. knowledge (at least level A2)<sup>(4)</sup> of one or more official languages of the European Union other than languages 1 and 2 which you have declared under Section IV.C of this call for expressions of interest

Selection will be **solely** on the basis of the information provided by candidates using the 'Talent screener' tab on the application form:

#### VIII. RESULTS OF THE SELECTION PROCEDURE

The results of selection procedure will be published on the candidates' EPSO accounts.

The names of the 300 candidates who have obtained the highest number of points<sup>(5)</sup> by the end of the selection procedure and who meet the general and specific conditions laid down in Section IV.A and B of this call for expressions of interest will be entered in the database and will not be made public in any other form. The database will be used by the European Parliament.

The database will remain valid until 31 December 2019.

#### IX. RECRUITMENT

**Inclusion of your name in the database is not a guarantee that you will be offered a job.**

If a contract becomes available, the recruiting services will consult the database and issue invitations to those candidates whose profiles most closely match the requirements of the post in question.

These candidates will sit an interview designed to determine whether their profile matches the requirements of the post available. At that interview their knowledge of languages 1 and 2 will also be assessed. Knowledge of other languages which candidates have stated that they know may also be tested.

In addition to the interview, theoretical and/or practical tests may be held.

Depending on the outcome of the interview and of any theoretical and/or practical tests held, candidates may be offered a post.

**Candidates invited to interview will be required to provide, for the interview, documents proving that they meet all the conditions laid down in this call for expressions of interest; if they fail to do so they will not be offered a post. By the same token, if it emerges that the information they have provided is incorrect, candidates will be excluded from the procedure and their names will be removed from the database.**

The contract will be drawn up in accordance with Articles 3a, 84 and 85 of the CEOS. It will have a duration of one (1) year. It may be renewed for a further period of one (1) year, before possibly being renewed a second time for an indefinite period.

Renewal of the contract may be made contingent on:

- obtaining a security certificate issued by the relevant European Parliament departments, and/or
- taking part in mandatory training courses organised by the European Parliament and passing the final examination, and/or
- obtaining a security clearance issued by the competent national authorities.

Contracts may be terminated if one of the above conditions is not met.

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<sup>(4)</sup> See the reference framework on the Europass site:  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>(5)</sup> If several candidates tie for the last place, the selection committee will admit all of them.

## X. COMMUNICATION

The European Parliament will contact candidates via their EPSO accounts or by email. Candidates must check their EPSO accounts and their email at regular intervals — at least twice a week — to keep track of the progress of the procedure and to verify the information relevant to their applications. If, as a result of a technical problem, you are unable to check this information, you must inform the European Parliament immediately by sending an email to the mailbox for the procedure:

ACdrivers2016@ep.europa.eu

Please use that mailbox for all correspondence relating to the procedure.

## XI. GROUNDS FOR DISQUALIFICATION LINKED TO THE APPLICATION PROCESS

The European Parliament takes great care to ensure that the principle of equal treatment is observed. Consequently, if at any stage the European Parliament finds that you have created more than one EPSO account or made more than one application to this selection procedure or that you have made any false declarations, you will be disqualified from the selection procedure.

Fraud or attempted fraud may render you liable to penalty. We would point out that the European Parliament recruits only persons of the highest possible integrity.

## XII. SPECIAL PROVISIONS

If you have a disability or are in a particular situation that could cause difficulties during the tests, you must tick the relevant box on the application form and provide any relevant information so that the European Parliament's Administration can make any arrangements required, wherever possible.

## XIII. REVIEW/APPEAL PROCEDURES

Candidates who consider that a decision has adversely affected them may request a review of the decision in question, launch one of the appeals procedures or lodge a complaint with the European Ombudsman<sup>(6)</sup>.

### — Requests for review

Duly substantiated requests for a review should be submitted by email to the mailbox for the procedure:

ACdrivers2016@ep.europa.eu

within 10 calendar days of the date of publication of the results of the selection procedure in candidates' EPSO accounts. A reply will be sent as soon as possible.

### — Appeals (this option is available at all stages of the procedure)

— You can submit a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, addressed to:

The Secretary-General  
European Parliament  
Bât. Konrad Adenauer  
L-2929 Luxembourg  
LUXEMBOURG

Candidates' attention is drawn to the broad measure of discretion enjoyed by selection committees, which are independent and take decisions that cannot be changed by the Appointing Authority. That broad measure of discretion is subject to checks only in the event of a clear violation of the rules governing their work. In that event, a decision by a selection committee may be challenged directly before the European Union Civil Service Tribunal without a complaint having first been lodged under Article 90(2) of the Staff Regulations.

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<sup>(6)</sup> Complaints, appeals or referrals to the European Ombudsman will not interrupt the work of the selection committee.



— Submit an appeal to the:

European Union Civil Service Tribunal  
L-2925 Luxembourg  
LUXEMBOURG

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

This option is available only for decisions taken by the selection committee.

Appeals to the European Union Civil Service Tribunal against administrative decisions denying admission to the selection procedure on the grounds that the application does not comply with the conditions for such admission set out in Section IV.B of this call for expressions of interest may be made only if a complaint has first been lodged, as described above.

Appeals to the European Union Civil Service Tribunal may be made only through a lawyer authorised to practise before a court of a Member State of the European Union or of the European Economic Area.

The time limits laid down in Articles 90 and 91 of the Staff Regulations <sup>(7)</sup> which apply to these two types of appeal start to run either from the date of notification of the original decision adversely affecting you or, in the case of a request for a review, from the date you are notified of the selection committee's original reply to the request.

— **Complaints to the European Ombudsman**

Candidates, like any citizen of the European Union, can make a complaint to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman — BP 403  
67001 Strasbourg Cedex  
FRANCE

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994).

Candidates should note that complaints made to the Ombudsman have no suspensive effect on the time limit laid down in Article 91 of the Staff Regulations for lodging appeals with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union.

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<sup>(7)</sup> See footnote 1.





ISSN 1977-091X (electronic edition)  
ISSN 1725-2423 (paper edition)



**Publications Office of the European Union**  
2985 Luxembourg  
LUXEMBOURG

**EN**