

NOTICE OF OPEN COMPETITION COM/A/721

(91/C 52 A/03)

The Commission of the European Communities is organizing an open competition, based on tests, to constitute a reserve of

ASSISTANT ADMINISTRATORS (A 8)

(male or female)

The Commission is also organizing an open competition (COM/A/720), based on tests, to constitute a reserve of Administrators. Candidates must specify on their application form the number of the competition (COM/A/720 or COM/A/721) which they wish to enter. Candidates may not apply for both competitions (the tests will, in any case, be held at the same time) or submit more than one application form. If they do, they will be disqualified.

The Commission is an equal opportunities employer and particularly welcomes applications from women.

The closing date for the submission of applications is 26 April 1991.

I. NATURE OF DUTIES

Administrative and advisory duties, following general guidelines, relating to Community activities.

Duties within the services of the Commission may include the following:

- preparing, developing and monitoring Community policy initiatives, involving, *inter alia*, working on case studies, producing reports and drafting decisions, taking part in discussions, consultations and negotiations within the Commission, with business and other interest groups, with Member States and with the other Community institutions,
- taking part in international negotiations, implementing bilateral and multilateral agreements, including taking part in the schemes and programmes drawn up to implement these agreements, and managing Community commercial policy instruments,

- administering and implementing Community policies and action programmes in various fields of activity such as the European internal market, agriculture, the environment, social affairs, structures policy or information,

- managing human resources, including training, and social and internal services; management and monitoring of financial resources.

II. ELIGIBILITY FOR ADMISSION TO COMPETITION

The competition is open to candidates who, on the closing date for the submission of applications, satisfy the following requirements:

A. GENERAL CONDITIONS

Article 28 of the Staff Regulations of Officials of the European Communities provides that candidates must:

- be nationals of one of the Member States of the Communities and enjoy their full rights as citizens,
- have fulfilled any obligations imposed on them by the laws concerning military service,
- meet the character requirements for the duties involved.

B. SPECIAL CONDITIONS

1. Age limit

Candidates must have been born after 26 April 1958.

The age limit may be raised in the following cases:

- (a) for candidates who have performed compulsory military service or any other form of compulsory service the age limit is raised by the length of service performed; additional

periods of voluntary service will not be taken into consideration. Any request for the age limit to be raised must be accompanied by a certificate issued by the appropriate military or other authorities, stating the date when the candidate began and completed compulsory service;

- (b) for candidates who at any time have been out of paid employment for at least one year in order to look after a dependent child under compulsory school age or certified as suffering from a severe mental or physical handicap the age limit may be raised by one year for each child, up to a maximum of three years. Any request for the age limit to be raised must be accompanied by the birth certificate of each child and a statement giving the exact dates when the candidate was out of paid employment and the reasons;
- (c) for candidates with an officially recognized physical handicap the age limit is raised by three years. Any request for the age limit to be raised must be accompanied by a certificate issued by the appropriate authority attesting that its holder is handicapped.

The age limit may not be raised by more than five years altogether. Requests for the age limit to be raised will not be considered unless accompanied by the necessary supporting document(s).

2. *Certificates and diplomas required*

Candidates must have completed a course of university education and obtained a degree or diploma. The selection board will allow for differences between education systems (see guide B.3).

Only candidates who obtained their first university degree after 26 April 1988 will be considered.

3. *Experience*

No professional experience is required.

4. *Knowledge of languages*

Candidates must have a thorough knowledge of one Community language (Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish) and a satisfactory knowledge of a second Community language.

C. SPECIFIC CONDITIONS APPLICABLE TO OFFICIALS AND OTHER SERVANTS OF THE EUROPEAN COMMUNITIES

1. The age limit does not apply to candidates who, on any date between publication of this Official Journal and the closing date for the submission of applications, will have been serving continuously as officials or other servants of the European Communities for at least one year.
2. In the case of officials or other servants of the European Communities classified in a lower category there is no time limit for obtaining the degree or diploma referred to at B.2.
3. Officials or other servants without the above degree or diploma are also eligible provided that, by the closing date for the submission of applications, they have been serving in category B for at least eight years.
4. For the purpose of calculating this two- or eight-year period, only time spent in active employment, on secondment and/or on leave for military service (points (a), (b) and (e) of Article 35 of the Staff Regulations) will be taken into consideration; time spent on leave on personal grounds or in non-active status will not be included.

III. *ADMISSION TO COMPETITION AND TESTS*

1. The appointing authority will draw up a list of candidates satisfying the general conditions and send it with the candidates' files to the chairman of the selection board.
2. After considering the files, the selection board will draw up a list of candidates who meet the special and/or specific conditions and are therefore to be admitted to the tests.
3. Before candidates are admitted to the tests, their qualifications will be checked to ensure that they correspond to the conditions specified in the notice of competition. The check will be based on the information provided by candidates on their application form and on the accompanying supporting documents. Candidates are accordingly requested to complete their applications with the utmost care.

4. Candidates who fail to submit the compulsory signed application form and all the supporting documents by the appropriate deadline will not be admitted to the competition (see guide B.3, 4 and 5).
5. Each candidate will be informed by letter whether or not he/she has been admitted to the competition and tests.
6. Should the selection board discover at a later stage in the procedure that the information on the application form is incorrect or does not tally with the supporting documents, the candidate will be disqualified.

IV. RECONSIDERATION OF APPLICATIONS

Any candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered. Within 30 calendar days of the date post-marked on the letter stating that he/she has been excluded from the competition, the candidate should send a letter quoting the number of the competition to the chairman of the selection board, care of the Recruitment Unit, (COM/A/721), at the following address:

Commission of the European Communities,
200 rue de la Loi,
B-1049 Brussels

giving the reasons why he/she feels a mistake has been made.

The selection board will then reconsider the application within 30 days of the date postmarked on the letter requesting reconsideration. Candidates will be notified of the selection board's decision as promptly as possible.

V. NATURE OF WRITTEN TESTS

Eliminatory tests

- (a) A test comprising a series of multiple-choice questions to assess the candidate's knowledge of current affairs, particularly European affairs, and his/her knowledge of the European Community (at least 40 questions).
- (b) A test comprising a series of multiple-choice questions to assess the candidate's reasoning ability (at least 30 questions).

- (c) A test comprising a series of multiple-choice questions to assess the candidate's knowledge of a second Community language chosen by the candidate and specified on his/her application form (at least 30 questions).

Other written tests

- (d) An essay paper on one or more topics of a general nature set by the selection board (the candidate will have a choice).
- (e) A practical test based on a file given to candidates. This test is designed to assess the candidate's ability to analyse and summarize.

VI. TIME ALLOWED FOR WRITTEN TESTS — MARKING

1. Time allowed

The time allowed for the written tests will be fixed by the selection board and notified to candidates in the letter inviting them to attend.

2. Marking

Tests will be marked as follows:

Eliminatory tests

- (a) out of 20 (pass mark: 10)
- (b) out of 10 (pass mark: 5)
- (c) out of 10 (pass mark: 5)

NB:

Only those candidates who obtain pass marks in tests (a), (b) and (c) will be admitted to tests (d) and (e).

Other written tests

- (d) out of 40 (pass mark: 20)
- (e) out of 40 (pass mark: 20)

VII. *ADMISSION TO ORAL TEST — NATURE OF TEST — MARKING*

1. *Admission to oral test*

Candidates who obtain an aggregate of at least 48 marks in written tests (d) and (e) with a pass mark in each test will be admitted to the oral test.

Each candidate will be informed by letter whether or not he/she has been admitted to the oral test.

2. *Nature of test*

Interview with the selection board to enable it to complete its assessment of the candidate's suitability for the duties described at I above. The interview will focus on general knowledge, knowledge of languages, and knowledge of Community institutions and policies.

3. *Marking*

The oral test will be marked out of 60 (pass mark: 30).

VIII. *LIST OF SUITABLE CANDIDATES*

No more than the top 50 candidates will be placed on the list of suitable candidates; they must have obtained an aggregate of at least 84 marks in written tests (d) and (e) and the oral test, with a pass mark in each test.

Each candidate will be informed by letter whether or not he/she has been placed on the list.

The list will be valid until 31 December 1993, unless extended, in which case candidates on the list will be duly notified.

Candidates placed on the list will be eligible for appointment, as required by the Commission.

If the needs of the service or the nature of the post should so require, candidates may be offered a temporary contract; in this case, their names will remain on the list.

IX. *CONDITIONS ON RECRUITMENT*

Category and grade

The reserve of Assistant Administrators is for grade 8 of category A.

Place of employment

Brussels, Luxembourg or any other place of Commission activity.

Salary

(See guide)

The basic starting salary for the career bracket covered by the competition ranges from Bfrs 126 591 — (A 8, step 1) to Bfrs (131 695 — (A 8, step 2) per month.

X. *APPLICATIONS*

Before completing the application form, candidates are asked to read the guide contained in this issue of the Official Journal.

1. The application form accompanying this notice of competition must be duly completed and signed by the candidate. Photocopies of documents showing that candidates satisfy the special conditions, or the specific conditions applicable to officials and other servants of the European Communities, must be attached so that the selection board can check that they correspond to the information provided on the application form.

2. The application form, together with the photocopies of supporting documents, should be sent, preferably by registered post, to the following address:

Commission of the European Communities,
Recruitment Unit — SC-41 — COM/A/721,
200 rue de la Loi,
B-1049 Brussels.

It must be postmarked not later than 26 April 1991.

3. Applications from officials or other servants of the European Communities may also be handed in, not later than 16.00 on 26 April 1991, to the:

- Recruitment Unit — COM/A/721,
Commission of the European Communities,
Brussels, or the
- Personnel Unit — COM/A/721,
Commission of the European Communities,
Luxemburg, or the
- Administrative Office of the Joint Research
Centre at Ispra, Karlsruhe, Geel or Petten —
COM/A/721,

in which case a receipt must be obtained.

4. Applications sent in by officials and other servants of the European Communities working in Commission Offices in the Member States or in external delegations may be postmarked up to 10 working days after the official closing date on condition that

candidates notify the Recruitment Unit (Brussels) by a telex or telefax bearing a date and time not later than 16.00 (Brussels time) on 26 April 1991 that they intend to submit an application.

5. To facilitate the administrative work of the selection board, candidates are asked to use the name given on the application form and quote the number of the competition in all correspondence.

Neither application forms nor supporting documents will be returned.

6. Disabled candidates are asked to inform the Recruitment Unit of the nature of their disability so that the necessary steps can be taken to make it easier for them to take part in the tests.

7. Candidates who are offered a post will subsequently be asked to produce the originals of diplomas, examination certificates and certificates from employers so that copies can be authenticated.
