



Fraktion der Europäischen Volkspartei (Christdemokraten) im Europäischen Parlament
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Groupe du Parti Populaire Européen (Démocrates-Chrétiens) au Parlement européen

Personalabteilung – Human Resources Service – Service des Ressources Humaines

Group of the European People's Party (Christian Democrats) in the European Parliament

NOTICE OF RECRUITMENT EPP/AD/2012/7

Post: **ADMINISTRATOR (F/M)**
Temporary Agent of Latvian language (grade AD 5)

I. INTRODUCTION

The Group of the European People's Party (Christian Democrats) in the European Parliament has decided to open the procedure for filling 1 post of administrator as temporary agent of Latvian language for its Secretariat in Brussels.

Equal opportunities

The EPP Group maintains an equal opportunities policy.

Place of employment

Brussels. More or less frequent travel outside Belgium is required, in particular several days per month in Strasbourg during the plenary session.

Approximate timetable for the selection procedure

- | | |
|---|---------------|
| - Written tests: | October 2012 |
| - Oral tests: | November 2012 |
| - List of suitable candidates drawn up: | December 2012 |

Recommendations

Before filling in the form, please read the Notice of Recruitment carefully. It contains details of the conditions to be met, the way to fill in the application form in English, French, or German, and on the selection procedure itself.

In no circumstances should candidates approach the Selection Committee themselves, either directly or indirectly concerning this recruitment. The Authority Authorised to Conclude Contracts reserves the right to disqualify any candidate who disregards this instruction.

Closing date for applications

The closing date for applications is **31 May 2012** (as shown by the postmark or the date given on the delivery slip of the private mailing company).

II. JOB DESCRIPTION

The administrator fulfils a supranational function within the EPP Parliamentary Group Secretariat, and assists all EPP Members of the European Parliament in the carrying out of tasks which, within the context of organisation of the EPP Group, may include: participation in the legislative work of parliamentary committees, political advice, drawing up of politically and technically coherent parliamentary positions in the main fields of activity of the European Union, management, organisation and follow-up of meetings, information and communication tasks, and any other activity necessary for the successful operation of the Group.

These duties require a good knowledge of the functioning of the European Union institutions and of the political systems within the European Union.

The post of administrator in the Secretariat of the EPP Group requires great availability (for example high frequency of meetings, irregular working hours), flexibility, judgement, a methodical approach, discretion, adaptability to varying workloads, as well as the capacity for teamwork in an international environment. Suitable candidates must, amongst other things, be capable of grasping wide-ranging problems, be able to respond rapidly to changing circumstances and communicate effectively.

The duties also necessitate the use of computing tools and office skills.

III. CONDITIONS FOR ADMISSION

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

A. GENERAL CONDITIONS

Under article 12, (2) of the Conditions of Employment of Other Servants (CEOS) of the European Communities, you must:

- be a national of one of the Member States of the European Union;
- enjoy your full rights as citizen;
- have fulfilled any obligations imposed on you by the laws concerning military service;
- meet the character requirements for the duties involved.

B. SPECIAL CONDITIONS

1. Qualifications and professional experience required:

a) Candidates **must have at least a level of education which corresponds to completed university studies of at least three years attested by a diploma, in the field of Economics or Finance. A postgraduate qualification in these fields would be a major advantage and**

b) Candidates **must have at least two years' graduate-level professional experience, acquired after their university degree, as set out in point 1.a) above, of a standard equivalent to that of the job described in Section II. "Job description".**

The following will also count as professional experience for half of its duration but may not constitute in total more than one year

- Duly attested periods of on-the-job specialised training or professional training subsequent to the diploma obtained in point 1.a) and
- Additional training leading to a qualification at least equivalent to the qualification required in point 1.a).

In the case of the possible accumulation of on-the-job specialised training or professional training with a period of professional activity, the Selection Committee will only take into account the period of professional activity.

2. Knowledge of languages

Candidates must have a thorough knowledge of Latvian.

For working purposes, a very good knowledge of one of the following languages is required: English, French or German.

Knowledge of other official languages of the European Union will be taken into account.

3. Supporting documents required

Qualifications and professional experience, as well as linguistic knowledge must be set out in detail in the application form and must of necessity be accompanied by supporting documents. Candidates are asked to attach a copy in either English, French or German of these documents.

With regard to professional experience outlined in point III.B.1., this must be justified by 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 and the dates on which the 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,
- Proofs of activity as an independent (for example tax forms, VAT forms, register of commerce, social security, invoices).

Should it not be clearly ascertainable from the qualifications and diplomas, all claims regarding linguistic knowledge must be backed up by supporting documents attached to the application form. In the case of absence of such documents, candidates must clearly explain, on a separate sheet, how they acquired this knowledge.

A curriculum vitae is not regarded as a supporting document.

IV. ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

The selection procedure will be held 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, and fulfil the general conditions set out in heading III.A., will be drawn up by the Authority Authorised to Conclude Contracts.

2. Accordingly, candidates who:

- Do not fulfil the general conditions for admission, and/or
- Forward their application after the closing date (as evidenced by the postmark or the delivery slip of the private courier service),
- Do not forward their application form by registered mail with receipt of delivery, or by private courier (see point IX.3),
- Fail to sign their application form,
- Do not use and duly complete the official application form,
- Do not attach a copy in either English, French or German of the supporting documents required,

will automatically be eliminated.

Candidates will be informed after the closing date for applications if the application has been rejected on any of the above grounds.

3. The Selection Committee will consider the applications, draw up the list of candidates who meet the specific conditions set out in heading III.B, and select, on the basis of previously established criteria, the **10 candidates** whose qualifications and duly attested periods of professional experience best match the duties to be carried out, as described in point II of the Job Description.

It will base its decision on information given in the application form and backed up by supporting documents.

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

4. Candidates will receive a personal letter informing them of the Selection Committee's decision on whether to admit them to the tests.

5. Please note that the Selection Committee may cancel the decision to admit you to the competition if, at any stage whatever in the selection 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 substantiated by appropriate supporting documents or prove to be inaccurate.

V. INVITATION TO THE TESTS

Invitations to the tests will be sent by ordinary (non-registered) mail. Candidates are responsible for notifying the Selection Committee's secretariat of any changes in their particulars and/or address (see point IX.4). The EPP Group cannot be held responsible for delays in mailing or the non-delivery of mail due to national postal services.

VI. TESTS

The Selection Committee may decide to disqualify any candidate whose behaviour disrupts the running of the tests.

A. WRITTEN TESTS

3 tests will take place:

Tests 1, 2 and 3 must be carried out in English, French or German at the candidate's choice.

Nature, duration and marking of the tests

1. Test comprising a series of multiple choice questions, to assess the candidate's knowledge of the European Union, its institutions and policies and its cultural and social environment, in English, French or German.

Duration of the test: 20 minutes

Marking: 0 to 20 points

Candidates scoring less than 10 will be eliminated.

2. Essay on one topic chosen by the Selection Committee on an area relevant to the European Union, to assess the candidate's level of knowledge and writing ability (max. 500 words), in English, French or German.

Duration of the test: 45 minutes

Marking: 0 to 20 points

Candidates scoring less than 10 will be eliminated.

3. Practical test, on the basis of a set of documents of a maximum of 20 pages, distributed to the candidate. The purpose of this test is to assess the candidate's ability to analyse and summarise a subject (max. 500 words), the candidate's ability to work from a set of documents, in English, French or German.

Duration of the test: 60 minutes

Marking: 0 to 20 points

Candidates scoring less than 10 will be eliminated

Important:

The tests will be marked in the above order.

Only those candidates having obtained a minimum of 30 points for the whole of the written tests **and** having obtained the minimum mark for each individual test will be admitted to the oral tests.

B. ORAL TEST

Nature, duration and marking of the test

1. Interview with the Selection Committee to assess the candidate's general education, language knowledge and knowledge, particularly of European affairs, his/her ability to express him/herself and general suitability for category AD duties within the Secretariat of the EPP Group as laid down in point II. of the current Notice of Recruitment, taking account of all the information contained in the candidate's application file.

Duration of the test: 30 minutes

Marking: 0 to 40 points

Candidates scoring less than 20 will be eliminated.

VII. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

The Selection Committee will establish a list of suitable candidates from amongst those who have obtained at least 60% of the points for the whole of the tests (written and oral combined) and have obtained the minimum mark required for each of them. Candidates will be listed in order of merit.

VIII. CONDITIONS OF RECRUITMENT

1. Candidates included on the list of suitable candidates will be eligible to be recruited as the need arises in the EPP Group.
2. The list of suitable candidates for the selection procedure will have an initial validity of two years. It can be extended. If so, short-listed candidates will be duly informed.
3. Recruitment will be at the grade AD 5.

IX. APPLICATIONS

1. The application form must be duly completed in one of the following languages: English, French or German. It is available on the website of the EPP Parliamentary Group (<http://www.eppgroup.eu/home/en/job/job.asp>) and, upon request, from the Human Resources Service of the Group's Secretariat (email address: epp-recruitment@europarl.europa.eu).

Candidates must fill in and sign the application form and enclose with it photocopies of supporting documents to show that they meet the special conditions governing admission to the selection procedure (see heading III B.), to enable the Selection Committee to verify the claims made on the application form. If the candidate fails to do so they can be disqualified.

Each page of the photocopied supporting documents 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). **Candidates are kindly asked NOT to staple the documents.**

The candidate is reminded that, with regard to point III.B.1., candidates whose qualifications and diplomas are in a language other than English, French or German, are requested to attach a copy of a non-official translation in one of these languages.

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

2. Candidates with a physical disability are requested to enclose with their application, on a separate sheet, details of any arrangements they may consider necessary to help them take the tests, and to attach supporting documents relative to the declared disability.

3. The application form and the photocopied supporting documents must be sent by registered post with receipt of delivery(1), **by 31 May 2012 at the latest (as attested by postmark or the delivery form of the private courier service)** to the following address:

**EPP GROUP
Human Resources Service - Recruitment
Notice of Recruitment EPP/AD/2012/7
EUROPEAN PARLIAMENT
ASP 1 H 265
Rue Wiertz 60
B - 1047 BRUXELLES**

4. Any correspondence relating to an application must quote the number of the selection procedure, and must only be sent to the aforementioned address in either English, French or German.

The address (2) indicated by the candidate in the application form will be the address used for all correspondence relating to the selection procedure, including invitations to tests. This address will be considered as the location from which the candidate will depart to travel to the place of the tests.

It is the candidate's responsibility to inform the Selection Committee secretariat in writing to the aforementioned address, and in good time, of any change in personal data and/or address.

Any urgent communication from the candidates must be transmitted to the Selection Committee's secretariat either by fax (fax number: + 32 2 283 10 50) or by email (email address: epp-recruitment@europarl.europa.eu). Candidates are asked **NOT TO TELEPHONE.**

5. Short-listed candidates who are offered a job will in due course be required to produce the originals of their diploma, degree and employment certificates for verification.

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(1) - use of a private courier service is considered equivalent to using registered mail. In this case, the date appearing on the delivery slip will be taken as attestation of date of mailing.

(2)- If for specific, exceptional reasons a candidate requests selection procedure correspondence to be sent to an address other than his/her actual place of residence, the candidate must enclose a separate sheet giving full and detailed reasons for his/her request. Any statement of this kind will be treated in complete confidence.