

# CALL FOR EXPRESSION OF INTEREST - EPSO/CAST/02/2010

The European Personnel Selection Office (EPSO) is launching this Call for expression of interest to establish a database of candidates to be recruited as contract staff to carry out tasks as secretaries, financial assistants and finance officers in the European Commission.

---

## A. CONDITIONS AND ELIGIBILITY

### 1. General provisions

The **European Commission** is seeking to establish a database of candidates with a view to recruiting contract staff to fill posts that may become available from September 2010. The majority of the job possibilities that may arise will entail employment in Brussels, Luxembourg or Ispra, where the Commission is based.

IMPORTANT: The present call for expression of interest for the profiles of secretary, financial assistant and finance officer is being published at the same time as a call for expression of interest for nursery nurses/childcare workers and educators/childminders (EPSO/CAST/01/2010). The tests for these calls may be held simultaneously. Please note that you can apply for only one of these two calls, for a single function group and, within this group, for just one of the profiles/posts listed below. Candidates may therefore apply for only one of the five profiles contained in the two calls, otherwise they will be disqualified.

Candidates who are successful at the end of the procedures described in this Call for expression of interest may be offered posts as contract staff. The working relationship of contract staff with the European Institutions is regulated by the [Conditions of employment of other servants of the European Communities \(CEOS\)](#) (page 161).  [2 MB] .. To consult the salary scale for these posts click here [http://myintracom.ec.europa.eu/hr\\_admin/fr/pay/Pages/pay3.aspx](http://myintracom.ec.europa.eu/hr_admin/fr/pay/Pages/pay3.aspx)

Contract staff are divided into four function groups (Function groups I, II, III and IV) corresponding to the duties and responsibilities concerned and the level of training and work experience required. Each group is subdivided into grades and steps as laid down in Articles 80 and 93 of the [CEOS](#).

The types of duties and corresponding function groups are as follows:

- manual and administrative support service tasks within Function group I;
- technical, clerical, secretarial and other equivalent tasks within Function group II;
- executive, drafting, accountancy and other equivalent technical tasks within Function group III;
- administrative, linguistic, advisory and other equivalent technical tasks within Function group IV.

Contract staff perform their duties under the supervision of officials or temporary staff.

### 2. Profiles sought and job descriptions

The purpose of this Call for expression of interest is to recruit staff for the following profiles:

## **Secretary (Function group II)**

## **Financial Assistant (Function group II)**

## **Finance Officer (Function group III)**

The profiles described in this Call for expression of interest are simplified versions of the generic profiles that will be used when drawing up contracts. These simplified versions are provided for information purposes and are not legally binding.

### **3. Eligibility criteria and general conditions**

To apply for a position as a member of the contract staff, candidates must, on the closing date for applications (14 June 2010), meet the following eligibility criteria within each function group as well as the general conditions.

#### **a) Qualifications required**

##### **For function group II:**

- a level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years. The secondary education diploma giving access to post-secondary education may be replaced by a certificate of adequate professional training of not less than three years on condition that there was no similar professional training giving access to higher education at the time it was issued, or
- successful completion of intermediate education plus two years' relevant supplementary specialised training plus five years' appropriate professional experience.

##### **For function group III:**

- a level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

#### **b) General conditions**

The European institutions apply an equal opportunities policy and accept applications without distinction on grounds of racial or ethnic origin, political, philosophical or religious belief, age or disability, sex or sexual orientation, marital status or family situation.

You cannot be recruited as a member of the contract staff unless you fulfil the following conditions:

- you must be a citizen of one of the Member States of the European Union;
- you must enjoy your full rights as a citizen;
- you must have:

1) a thorough knowledge of your main language. This may be your mother tongue or any other language of which you have a thorough knowledge. This language must be one of the official languages of the European Union (Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish or Swedish),

and

2) a satisfactory knowledge of a second language (English, French or German, but not your main language) in which you will take the tests.

- you must have fulfilled any obligations imposed on you by the laws of your home country concerning military service;
- you must meet the character requirements for the duties involved;
- you must be physically fit to perform your duties.

## **B. HOW TO APPLY**

Before starting your application, please read the Call for expression of interest and the Online Application Manual carefully. The Online Application Manual contains detailed instructions to help you submit your application correctly.

It is your responsibility to complete your online registration in time (no later than 14 June 2010 at 12.00 midday Brussels time). We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a fault with your Internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. You will no longer be able to register your application once the deadline for the submission of registration has passed. Once you have validated your application, you will no longer be able to make any changes; the data entered will be processed by EPSO.

The first time you save the system will give you a temporary reference number (T-XXXXX). When your application has been validated this number will become your actual application number (the T will disappear). This number must be used in all correspondence with EPSO.

### **Grounds for disqualification linked to the application process**

EPSO takes care to see that the principle of equal treatment is observed. Consequently if, at any stage in the procedure, EPSO finds that:

- you have created more than one EPSO account<sup>1</sup>,
- you have registered for more than one profile,
- you have made any false declarations,

you will be disqualified from the selection procedures concerned.

---

<sup>1</sup> If you think you might have more than one account please contact EPSO via:  
<https://europa.eu/epso/application/passport/webform.cfm?usertype=1&lang=en&langsub=ok>

Fraud or attempted fraud may render you liable to penalty. We would point out that anyone recruited by the institutions must show themselves to be of the highest possible integrity.

## **Special measures for the tests**

### **a) When you apply**

If you have a disability or a condition that might pose difficulties for you when taking the tests, click on the corresponding box on the on-line application form and indicate what arrangements you consider necessary to make it easier for you to take the tests.

Please send either a medical certificate or a certificate attesting your disability issued by a recognised body as soon as possible after validating your on-line application:

- either by e-mail to: EPSO-accessibility@ec.europa.eu,
- or by fax to: +32-2-299 80 81, addressed to 'EPSO Accessibility',
- or by post to:

*European Personnel Selection Office (EPSO)  
'EPSO Accessibility'  
C-25  
1049 Brussels  
Belgium*

**When doing so you must quote the reference number of the Call for expression of interest and your application number.**

The supporting documents will be examined so that special arrangements to suit each case can be made in order to satisfy (as far as possible) requests that are judged to be reasonable.

### **b) After you have applied**

If the circumstances referred to in point B.a) develop after the deadline for on-line applications, you must inform EPSO as soon as possible. Please state in writing what arrangements you consider necessary and send the relevant supporting documents by e-mail, fax or post to EPSO (to the address given in point B.a)).

**THE DEADLINE FOR ONLINE REGISTRATION IS 14 JUNE 2010 AT 12 MIDDAY, BRUSSELS TIME.**

**IT WILL NO LONGER BE POSSIBLE TO APPLY AFTER THIS DATE.**

## **C. STAGES OF THE SELECTION PROCEDURE**

The selection procedure is made up of the following stages:

- the candidate books the computer-based tests (verbal and numerical reasoning),
- the tests are held,
- the candidates are informed of their results.

EPSO has made some important changes to the computer-based admission test stage, speeding up the whole process. You must therefore consult your EPSO account at least twice a week, as EPSO will not send any e-mails or reminders to candidates.

**a) Booking your computer-based (CBT) verbal and numerical reasoning tests**

Once you have validated your application, you will receive a letter, in your EPSO account and within 48 hrs, giving you information about the tests and the booking procedure. You will have to book an appointment for your test in a test centre in one of the 27 EU Member States (you will be sent a list of test centres via your EPSO account). If you do not book within the specified period your application will be considered as withdrawn

**b) Invitation to the computer-based (CBT) verbal and numerical reasoning tests**

You will be invited to sit the computer-based tests (CBT), starting in June 2010, to assess your general ability, in particular your verbal and numerical reasoning skills. The verbal reasoning test will last for 35 minutes and will be made up of 20 questions; the numerical reasoning test will last 20 minutes and will be made up of 10 questions. The pass mark is 50% for the two tests combined.

You will be invited to sit the tests in your second language (English, French or German) to demonstrate your language skills. If one of these three languages is your main language you must choose one of the other two for your tests. For example, if your main language is English you may only sit the tests in French or German.

**c) Notification of results**

You will be notified of the results of the tests from the end of July 2010 via your EPSO account. Three weeks after the candidates have been notified of the results, the information provided in the online application forms of those candidates who have passed the tests will be accessible in the database to recruiting departments.

The database will be valid for two years from the date on which the results are published.

**D. SELECTION FOR POSSIBLE RECRUITMENT**

The names of candidates who have passed the tests will be listed in a database. Access to this database will be given to the European Commission, who will select and invite for an interview the candidates who best match its requirements. The interview might include an assessment of the candidate's EU knowledge and specific knowledge in the chosen profile.

If you are called for an interview you will be asked to provide all relevant supporting documents (diplomas, certificates and other supporting documents proving your working experience and corresponding to the information entered on the application form).

**If, at any stage in the procedure, it is established that the information you have provided is false, or that you do not meet all the conditions for admission to the selection procedure, you will be disqualified.**

**E. GENERAL INFORMATION**

In the interests of clear communication, this Call for expression of interest is only published in English, French and German. You must fill in the application form in one of

these three languages. The language chosen will also be used for all correspondence between you and the European Commission.

The text of the Call for expression of interest contains all the necessary information. Nevertheless, if you have any questions please consult the "Frequently Asked Questions" (FAQ) section on our website. Go to [http://europa.eu/epso/apply/faq/index\\_en.htm](http://europa.eu/epso/apply/faq/index_en.htm)

If you do not find the information you need there you can contact the EPSO Candidate Contact Service. Go to [http://europa.eu/epso/apply/contact/details/1st\\_rub\\_en.htm](http://europa.eu/epso/apply/contact/details/1st_rub_en.htm)

## **F. ON-LINE APPLICATIONS**

### **Secretary (Function group II) =**

[http://europa.eu/epso/apply/today/action\\_a\\_cast\\_en.htm?lang=en&comp\\_id=5124](http://europa.eu/epso/apply/today/action_a_cast_en.htm?lang=en&comp_id=5124)

### **Financial Assistant (Function group II) =**

[http://europa.eu/epso/apply/today/action\\_a\\_cast\\_en.htm?lang=en&comp\\_id=5125](http://europa.eu/epso/apply/today/action_a_cast_en.htm?lang=en&comp_id=5125)

### **Finance Officer (Function group III) =**

[http://europa.eu/epso/apply/today/action\\_a\\_cast\\_en.htm?lang=en&comp\\_id=5126](http://europa.eu/epso/apply/today/action_a_cast_en.htm?lang=en&comp_id=5126)

# **SECRETARY**

**1. Name of post:** CONTRACT AGENT - SECRETARY

**2. Level:** FUNCTION GROUP II

**3. Duties:**

- Secretarial tasks in connection with organising meetings, preparing missions, etc.
- A range of other standard secretarial tasks: filing documents and mail, sorting post, keeping appointments diaries, etc.
- Various administrative tasks associated with file management using office software packages

**4. Skills**

Candidates should be proficient in word processing in their main language and possibly in other official languages of the European Union and on-screen presentation of documents (e.g. page layout, formatting, tables).

**5. Place of employment**

The Commission, located in Brussels, Luxembourg and Ispra (Italy).

**6. Estimated number of posts available:**

500 posts

# **Financial Assistant**

**1. Name of post:** CONTRACT AGENT – FINANCIAL ASSISTANT

**2. Level: Function Group II**

**3. Duties:**

- Assisting with accounting and financial systems operations
- Organising and managing accounts and accounting systems
- Preparing standard payments
- Setting up third-party files
- Complying with the rules set out in documents on financial procedures (commitments, verification and payment of invoices)

**4. Skills**

Candidates should be proficient in at least one or more of the following areas: access and exploitation of databases; administrative rules and procedures; archives and document management systems and tools; budgetary rules and procedures; rules and procedures concerning calls for proposals, calls for tenders, contracts, task letter; financial analysis methods and tools; financial, budgetary and contractual tools; ABAC Workflow (Accrual Based Accounting); Microsoft Office; Business Objects.

**5. Place of employment:**

The Commission, located in Brussels, Luxembourg and Ispra (Italy).

**6. Estimated number of posts available:**

300 posts



# **Finance Officer**

**1. Name of post:** CONTRACT AGENT – FINANCE OFFICER

**2. Level: Function Group III**

## **3. Duties**

- Managing and following up technical and administrative files; this may include drafting technical reports, managing contracts signed with outside firms, writing tender specifications, following up contract performance and approving the works, and following up administrative and management projects linked to product purchase (equipment, material and goods)
- Assisting with the operation of accounting and financial systems
- Organising and keeping accounts and accounting systems
- Monitoring financial procedures (commitment, verification of invoices and payments)

## **4. Skills**

Candidates should be proficient in at least one or more of the following areas: access and exploitation of databases; analysis and reporting on accounts; administrative rules and procedures; audit rules and procedures (internal audit process); budgetary rules and procedures; contractual rules and procedures; EU institutions and their working methods (mandate and working modalities of the budgetary authorities); financial analysis methods and tools; financial regulation and procedures (budget monitoring and reporting, calls for tender); principles and terminology of accounting; rules and procedures concerning calls for proposals, calls for tenders, contracts, task letter; financial, budgetary and contractual tools (SAP, ABAC)

## **5. Place of employment:**

The Commission, located in Brussels, Luxembourg and Ispra (Italy).

## **6. Estimated number of posts available:**

150 posts