

RECRUITMENT NOTICE PE/124/S

(2010/C 192 A/02)

The European Parliament's Secretariat is organising a selection procedure on the basis of qualifications and tests for the purpose of establishing a reserve list to fill a post of

TEMPORARY MEMBER OF STAFF**ADMINISTRATOR (AD 10)**

Committee on Economic and Monetary Affairs

(female or male)

Before submitting an application, please read the guide attached to this recruitment notice carefully. That guide, which forms an integral part of the recruitment notice, will help you to understand the rules governing selection procedures and how you should go about applying.

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A. DUTIES AND ELIGIBILITY (PROFILE SOUGHT)**1. Introduction**

The European Parliament's Secretariat has decided to open the procedure for filling a temporary post of administrator (grade AD 10) for the Directorate-General for Internal Policies of the Union — Directorate A: Economic and Scientific Policies — Committee on Economic and Monetary Affairs.

The contract will be concluded on the basis of the provisions of Article 8(1) of the Conditions of Employment of Other Servants of the European Communities (CEOS), in accordance with which temporary staff may be engaged for a fixed or indefinite period. The contracts of such staff who are engaged for a fixed period may be renewed only once for a fixed period. Any further renewal will be for an indefinite period. Recruitment will be to grade AD 10, first step, the basic salary for which is EUR 7 769,34 per month. This salary is subject to Community tax and the other deductions laid down in the CEOS; it is exempt from national taxation. The step at which the successful candidate is recruited may, however, be adjusted in accordance with his/her professional experience. Moreover, in certain circumstances allowances will be paid in addition to the basic salary.

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

2. Job description

Reporting to the Head of Unit, the administrator will perform duties involving the drafting of studies and/or the provision of advice in the unit's area of responsibility. Performance of these duties calls for the ability to manage and organise information, to produce summaries and to think ahead, tact, adaptability and the ability to work well with others and in a team.

The administrator will work closely with the members of the parliamentary committee concerned and will have a wide range of contacts with the other institutions and bodies of the European Union, Members of the European Parliament (MEPs) and stakeholders.

Posted to Brussels ⁽¹⁾, he/she will be required to undertake regular duty travel.

The main duties are as follows:

- assisting the chair and members of the Committee on Economic and Monetary Affairs in drawing up reports, resolutions and legislative proposals in the following areas: supervision and regulation of the financial markets and company law, accounting, including the approval of international accounting standards, governance of the International Accounting Standards Board, financial control architecture, structural economic reform and public finances, including measures to combat tax fraud,
- helping to organise the work of the parliamentary body concerned and carrying out some procedural tasks,
- facilitating the development of contacts between MEPs and the other institutions and bodies of the EU and with all stakeholders, preparing and accompanying committee delegation visits outside the three places of work and taking part in outside events (conferences, seminars, etc.).

3. Eligibility (profile sought)

On the closing date for applications, candidates must meet the conditions set out below.

(a) *General conditions*

In accordance with Article 12(2) of the CEOS, you must:

- be a national of one of the European Union Member States and enjoy full rights as a citizen,
- have fulfilled any obligations imposed on you by the laws on military service,
- provide appropriate character references for performing the duties concerned.

(b) *Specific conditions*

(i) Qualifications and skills required

Candidates must have:

- when the normal period of university education is four years or more, a level of education which corresponds to completed university studies attested by an officially recognised diploma in an area relevant to the job description (see Annex I),

or

- when the normal period of university education is three years or more, a level of education which corresponds to completed university studies attested by an officially recognised diploma in an area relevant to the job description (see Annex I), followed by at least one year's professional experience in the area in question ⁽²⁾.

⁽¹⁾ This post may be transferred to one of the European Parliament's two other places of work.

⁽²⁾ This year of experience forms an integral part of the qualification and will not be taken into account when evaluating the professional experience stipulated under 3(b)(ii).

(ii) Professional experience required

After gaining the qualifications required under A.3(b)(i), candidates must have acquired professional experience of at least 12 years, including at least eight years in a national administration or a European Union institution or body.

(iii) Knowledge of languages

Candidates must have a thorough knowledge of one of the European Union official languages: Bulgarian, Spanish, Czech, Danish, German, Estonian, Greek, English, French, Irish, Italian, Latvian, Lithuanian, Hungarian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Finnish or Swedish, and a good knowledge of a second.

For practical reasons, a very good knowledge of English, French or German is required.

B. PROCEDURE

1. Admission to the selection procedure

The procedure will be organised on the basis of qualifications and tests.

- (a) The appointing authority will draw up a list of applicants who have submitted their applications in the form required and by the closing date and meet the general conditions set out in Section A.3(a). This will be forwarded to the selection committee with the application files (for more details see the guide for candidates).
- (b) The selection committee will consider the application files and draw up a list of candidates who meet the specific conditions set out in Section A.3(b).

It will base its decisions exclusively on the information which is given on the application form and substantiated by supporting documents enclosed with it (for more details see the guide for candidates).

2. Assessment of qualifications

On the basis of criteria laid down in advance, the selection committee will assess the qualifications of the candidates admitted to the selection procedure and draw up a list of the four best candidates, who will be admitted to the tests.

The job description (Section A.2.) focuses on the experience and knowledge required to perform the duties involved in a specific area and in the context of a large international organisation.

Therefore, when assessing candidates' qualifications, the selection committee will take into account, in particular:

- experience in the following areas: supervision and regulation of the financial markets and company law, accounting, including the approval of international accounting standards, governance of the International Accounting Standards Board, financial control architecture, structural economic reform and public finances, including measures to combat tax fraud,
- experience in planning, preparing and drafting proposed texts,
- experience in liaising with stakeholders/civil society,
- experience in organising events.

Marking: 0 to 20 points.

3. **Compulsory written test:**

- (a) Drafting test, in English, French or German (candidates will not be able to take this test in their main language), based on a set of documents (maximum 20 pages), to verify the ability of candidates to perform the duties described under Section A.2. and their drafting skills.

Time allowed: 3 hours

Marking: 0 to 40 points.

4. **Compulsory oral tests**

- (b) Interview with the selection committee in English, French or German (candidates will not be able to take this test in their main language) to assess, taking account of all the information contained in the candidates' application files, their suitability to perform the duties described in Section A.2. ('Job description'). The selection committee may decide to test candidates' knowledge of languages as indicated on the application form.

Maximum time allowed: 45 minutes

Marking: 0 to 40 points (pass mark: 20 points).

- (c) Group discussion in English, French or German (candidates will not be able to take this test in their main language) to enable the selection committee to assess candidates' adaptability, negotiating and decision-making skills and performance in a group.

The selection committee will determine the duration of this test on the basis of the composition of the groups.

Marking: 0 to 20 points (pass mark: 10 points).

All the tests will be held on the same day or on two consecutive days.

5. **List of suitable candidates**

The list will contain the names of the two candidates, in order of merit, with the highest overall scores in the procedure (assessment of qualifications and tests), provided they have scored at least 50 % in the procedure overall and the pass mark in the oral tests.

Candidates will be informed individually of their results and the list of suitable candidates will be posted on the noticeboards on the European Parliament's premises.

The list of suitable candidates will remain valid until 31 December 2013.

Successful candidates on the list of suitable candidates who are offered a job will in due course be required to produce the originals of all necessary documents, in particular their diplomas and their employment certificates, for verification.

C. APPLICATIONS

Candidates must use the official application form supplied with the recruitment notice. Only the application form enclosed in the Official Journal, printed by the Publications Office of the European Union, will be regarded as authentic. For this reason, photocopies or any other copy of this document (obtained electronically, for instance) will not be accepted.

Candidates are asked to read the guide for candidates carefully before completing their application forms.

The application form and photocopies of documents must be sent without fail, by registered post ⁽¹⁾, by **27 August 2010** at the latest (as evidenced by the postmark), to the following address:

EUROPEAN PARLIAMENT
Competitions Unit — PRE 04A010
Selection procedure PE/124/S
(this selection procedure reference number must be quoted)
2929 Luxembourg
LUXEMBOURG

Please **DO NOT TELEPHONE** to ask about the timetable for the competition.

In keeping with your responsibilities as a candidate, you are asked to send a fax (+ 352 430027740) or write to the Competitions Unit if you have not received a letter concerning your application by 30 September 2010.

⁽¹⁾ Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date appearing on the delivery form will be taken as the date of dispatch.