

**EUROPEAN CONSERVATIVES AND REFORMISTS GROUP
IN THE EUROPEAN PARLIAMENT**

**NOTICE OF RECRUITMENT
ICR 123888**

Post: **1 ASSISTANT in the IT field (F/M)**
Temporary Agent (grade AST 1)

I. INTRODUCTION

The Group of the European Conservatives and Reformists in the European Parliament has decided to open the procedure for filling 1 post of IT assistant as temporary agent for its Secretariat in Brussels.

Equal opportunities

The ECR Group maintains an equal opportunities policy.

Place of employment

Brussels.

Approximate timetable for the selection procedure

- Oral tests: February 2010
- List of suitable candidates drawn up: February 2010

Recommendations

Before applying for the above post, please read the notice of vacancy carefully. It contains details of the conditions to be met and the selection procedure itself.

In no circumstances should candidates approach the Selection Board 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.

6. Closing date for applications

The closing date for applications is 22 January 2010 (as shown on the e-mail or by the postmark or the date given on the delivery slip of the private mailing company).

II. JOB DESCRIPTION

The IT assistant contributes to the good running and development of the LSU (Local Support Unit). In co-ordination with the LSA of the ECR Group, he/she will be working on:

- Carrying out the general administration of systems (hardware and software), including administrative follow-up, operation and support for LSU users;

- Development and maintenance of the Internet Site and of the Intranet Site for the group.
- Installation and assistance with users' work stations;
- User support (help desk), updating and distributing documentation, checking compliance with rules and management procedures applicable to the area of activities concerned;
- Developing and maintaining departmental applications (small-scale applications for a specific activity) or advanced office automation applications (macros);

Knowledge/skills required:

- Experience in analysis, programming and Web development
- Adobe (photoshop, indesign, acrobat, illustrator)

First level support (70 users)

- Windows XP, MS Office 2003 (Word, Excel, PowerPoint, Outlook), Access Internet/Intranet and IE,

Hardware and software installations

- Computers, printers, laptops, smartphones, PDAs etc.
- Basic network knowledge (10Base-T, stack TCP/IP)
- Maintenance and renewal of the IT equipment

Additional knowledge in the following fields will be taken into account.

Administration Server

- Windows 2000 and 2003 server
- Backup and data restoration
- System management server
- NTFS; file security
- Sharing files, quota management
- Active Directory, GPO
- Scripts writing
- Linux red hat and contingently Unix
- LDAP
- Ability to define configurations as required

These duties require a thorough knowledge of information technology and excellent knowledge of office systems tools and techniques.

We expect great availability (high frequency of meetings, irregular working times), discretion, flexibility, judgement, a methodical approach, adaptability to varying workloads as well as the capacity for teamwork in an international environment.

Basic knowledge of the functioning of the European Union institutions is an asset.

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 citizen of a Member State of the European Union;
- you must be entitled to your full rights as a citizen;
- you must have fulfilled any obligations imposed by the laws concerning military service;
- you must produce the appropriate character references for performance of your duties.

B. SPECIAL CONDITIONS

1. Qualifications and professional experience required:

Candidates **must have** :

- a level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to higher education, followed by at least three years' full-time relevant professional experience. or
- where justified in the interests of the service, professional training or professional experience of an equivalent level.

2. Knowledge of languages

Candidates must have a thorough knowledge of the **English language** and a satisfactory knowledge of a second European Union language.

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

3. Supporting documents required

Qualifications and professional experience, training or studies, as well as linguistic knowledge must be set out in detail and must of necessity be accompanied by supporting 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. In the case of absence of such documents, candidates must clearly explain, on a separate sheet, how they acquired this knowledge.

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 by the closing date and who 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:

- Forward their application after the closing date (as evidenced by the postmark or the delivery slip of the private courier service or email),
- Do not forward their application by registered mail with receipt of delivery, by email or by private courier,
- Do not fulfil the general conditions for admission,
will automatically be eliminated.

3. The Selection Board will consider the applications, draw up the list of candidates who meet the specific conditions, and select, on the basis of previously established criteria, those candidates whose qualifications and duly attested periods of professional experience best match the duties to be carried out, as described in the Job Description. It will base its decision on information given in the application and backed up by supporting documents.

Candidates who do not meet the conditions governing admission 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 an email informing them of the Selection Board's decision on whether to admit them to the tests. You must therefore include an email address with your application - failure to do so will result in exclusion from the competition.

5. Please note that the Selection Board 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 email. Candidates are responsible for notifying the Selection Board's secretariat of any changes in their particulars and/or address.

The ECR Group cannot be held responsible for the non-delivery of email.

VI. TESTS

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

A. WRITTEN TEST

The written tests will only be held in **English**.

Nature, duration and marking of the test

This test comprises a series of technical questions and/or practical tasks that will allow the evaluation of the candidates' professional knowledge and aptitude for the various duties as laid down in point II of the current notice of recruitment.

Duration of the test: 60 minutes

Marking: 0 to 30 points.

Candidates scoring less than 15 will be eliminated.

Important:

The tests will be marked in the above order.

Only those candidates having obtained a minimum of 15 points for the written test will be admitted to the oral tests.

B. ORAL TESTS

Nature, duration and marking of the tests

1. Interview with the Selection Board to assess the professional knowledge of the candidate, his/her knowledge of the European Institutions, his/her reasoning ability and judgement, the ability to express him/herself, capacity to adapt to a multicultural environment, sense of initiative, and general suitability for IT Assistant duties within the Secretariat of the ECR Group as laid down in point II of the current notice of recruitment.

Duration of the test: 20 minutes

Marking: 0 to 20 points

Candidates scoring less than 10 will be eliminated.

2. Conversation with the Selection Board to test knowledge of the languages mentioned in the candidate's application form.

Duration of the test: 10 minutes

Marking: 0 to 10 points.

Candidates scoring less than 5 will be eliminated.

VII. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

The Selection Board 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 ECR Group.
2. The list of suitable candidates for the selection procedure will have an initial validity of two years. It can be extended.
3. The recruitment will be at the grade AST 1.

IX. APPLICATIONS

1. The candidate must send a motivation letter together with a Curriculum Vitae and enclose with them photocopies of supporting documents to show that he/she meets the special conditions governing admission to the selection procedure, to enable the Selection Board to verify the claims made in the application. If the candidate fails to do so he/she can be disqualified.

Candidates are asked to number each page of the photocopied supporting documents. All the supporting documents 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 and to submit them only in recto format.**

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. Documents must be sent by post **by 22 January 2010 at the latest (as attested by postmark)** to the following address:

Mr Frank BARRETT
Secretary-General
ECR Group
European Parliament
ATR 07K072
Rue Wiertz
B-1040 Brussels
frank.barrett@europarl.europa.eu

4. The address and e-mail indicated by the candidate in the application 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 Board secretariat in writing to the aforementioned address, and in good time, of any change in personal data and/or address or email.

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.

Recruitment with effect: February 2010

Brussels, 6 January 2010