

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

NOTICE OF RECRUITMENT N° G-998

Post: **1 ADMINISTRATOR (F/M)**
Temporary Agent Czech language (grade AD 5)

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 temporary agent Czech language administrator for its Secretariat in Brussels.

Equal opportunities

The ECR 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.

Recommendations

Before sending your candidature, 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.

Closing date for applications

The closing date for applications is **13th November 2009** (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 administrator is at the disposal of the ECR Group of the European Parliament in the carrying out of tasks which, within the context of organisation of the ECR Group, may include: participation in the legislative work of the development and employment 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.
- The post of administrator in the Secretariat of the ECR Group in the EP requires great availability (for example high frequency of meetings, irregular working hours), flexibility,

adaptability to varying workloads as well as the capacity for teamwork in an international environment. These duties also necessitate the use of computing tools and office skills.

- Frequent travel outside Belgium is part of the job, in particular several days per month in Strasbourg during the plenary sessions.

These duties require a basic knowledge of the functioning of the European Union Institutions and of the political systems within the European Union

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 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:

- In accordance with the terms of article 5 of the Staff Regulations, a level of education which corresponds to completed university studies of at least three years attested by a diploma, or where justified in the interest of the service, professional training of an equivalent level;
- Two years of professional experience, acquired after the university degree,
- Very good knowledge of Community mechanisms and European Institutions,
- Proven ability to carry out conceptual analytical work,
- Knowledge of the political activities of the **E.C.R.** Group and its Members,
- Capacity for team work in a multinational environment,

2. Knowledge of languages

Candidates must have a thorough knowledge of the **Czech 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

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, 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).

A curriculum vitae is not regarded as a supporting document.

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 and by the closing date and fulfil the general conditions 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),
- Do not forward their application by registered mail with receipt of delivery, or by private courier,
- Do not fulfil the general conditions for admission,
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 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 e-mail informing them of the Selection Board's decision on whether to admit them to the tests.

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 e-mail. 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 e-mail.

VI. TESTS

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

A. WRITTEN TESTS

The written tests will be held in **Czech or/and English**

Nature, duration and marking of the tests

1. Test comprising a series of questions, to assess the candidate's knowledge of the European Union, its Institutions and policies and its cultural and social environment.

Duration of the test: 20 minutes

Marking: 0 to 20 points.

Candidates scoring less than 10 will be eliminated.

2. Test involving a summary of a typed text.

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 25 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 TESTS

Nature, duration and marking of the tests

1. Interview with the Selection Board to assess the general education and knowledge, particularly of Community affairs, of the candidate, his/her ability to express him/herself.

Duration of the test: maximum 20 minutes

Marking: 25 points

2. Conversation with the Selection Board to test knowledge of another European Union language. The Selection Board will take into account the knowledge of other languages mentioned in the candidate's application form.

Duration of the test: maximum 10 minutes

Marking: 15 points.

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. If so, short-listed candidates will be duly informed.

3. The recruitment will be at the grade AD 5.

IX. APPLICATIONS

1. The candidate must send a motivation letter and enclose with it 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 on the application form. 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.

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 13th November 2009** 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-1047 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.

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: 1st January 2010

Brussels, 3rd November 2009
(*Poste: 10587*)