

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

**NOTICE OF RECRUITMENT N° G-**

Post: **1 DEPUTY SECRETARY GENERAL (F/M)**  
**Temporary Agent Czech language (grade AD 13)**

**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 Deputy Secretary General temporary agent Czech language 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 **18<sup>th</sup> December 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 Deputy Secretary General of the ECR Group of the European Parliament will be responsible for the External Communications and Policy Strategy Unit of the Group as well as the Press Unit and the Web presentation of the Group.
- The post of Deputy Secretary General in the Secretariat of the ECR Group in the EP requires great availability, flexibility, adaptability to varying workloads as well as the capacity to lead a team.
- Frequent travel outside Belgium is part of the job.

These duties require a good 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;
- Professional experience at a senior level in national and European public administration as well as the specific field of communications and campaigning,
- Very good knowledge of Community mechanisms and European Institutions,
- Proven ability to carry out conceptual analytical work,
- Knowledge of the political activities of the ECR Group and its Members,
- Capacity to lead a team.

##### **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).

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**

The selection procedure will be held on the basis of **qualifications and experience**.

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, the delivery slip of the private courier service or the e-mail),
- Do not forward their application by registered mail with receipt of delivery, by private courier or by e-mail,
- 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, the candidate whose qualifications and duly attested periods of professional experience best match the duties to be carried out by the Deputy Secretary General of the ECR Group, 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.

4. Please note that the Selection Board may cancel the decision to admit you to the selection 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. CONDITIONS OF RECRUITMENT**

The selected candidate will be recruited at the grade AD 13.

#### **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 on 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.

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

2. Documents must be sent by post **by 18<sup>th</sup> December 2009** at the latest (as attested by postmark or e-mail) 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](mailto: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.

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 and e-mail.

5. The candidate who is offered the job will in due course be required to produce the originals of their diploma, degree and employment certificates for verification.

**Recruitment with effect: January 2010**

Brussels, 1<sup>st</sup> December 2009