

CALL FOR EXPRESSIONS OF INTEREST FOR THE SELECTION OF TEMPORARY STAFF (ADMINISTRATOR LEVEL AD8) FOR THE DIRECTORATE GENERAL FOR EUROPEAN STATISTICS (EUROSTAT) OF THE EUROPEAN COMMISSION

COM/TA/ESTAT/24/AD8

The closing date for the submission of applications is 10 September 2024, 12h00 noon Brussels time.

The European Commission (EC) is organizing a selection procedure to constitute a list of aptitude of **2 candidates** to fill an administrator post at grade AD8, as senior actuarial officer with high expertise in the actuarial domain, within the pensions team of Unit C.3 “Statistics for administrative purposes”, at Eurostat in Luxembourg.

Eurostat is the statistical authority of the European Union and a Directorate-General of the European Commission. The mission of Eurostat is to provide high-quality statistics and data on Europe. Within the Directorate of macro-economic statistics, the Unit “Statistics for Administrative purposes” (Unit C.3) contributes to the development of international statistical standards, new metrics and methodologies, statistical capacity building and bilateral cooperation with external stakeholders in the area of remuneration statistics, as well as in the implementation of relevant actuarial practices and robust modelling of actuarial assumptions, becoming a reference centre of expertise in those domains. In this context, the pensions team delivers high quality statistics and indicators related to the pension and sickness insurance schemes of EU institutions and agencies. The pensions team also performs the yearly calculation of the pension contribution rate to the Pension Scheme of EU Officials and estimates the liabilities of that pension scheme and other EU pension and sickness insurance schemes in view of the preparation of the EU accounts. In the context of the UK Withdrawal Agreement, the pensions team is furthermore responsible for delivering key reports on a substantial portion of the so-called “Brexit bill”. The team also provides ad-hoc reports and studies.

The main legal basis for pensions and sickness insurance schemes work is the Staff Regulations (Articles 83 and 83a, Annex VIII and XII). The reference accounting standards are IPSAS 39 “Employee Benefits” and the EU Accounting Rule n. 12 “Employee Benefits”. The best relevant actuarial practices, such as the AAE ESAPs, are also implemented.

Throughout the selection procedure, candidates will be invited to an interview set out in Title 5.3 below. The Commission will ensure that the conditions under which candidates sit such test are in line with the recommendations established by the relevant Public Health Authorities (European Centre for Disease Prevention and Control and other international, European and national authorities).

1. NATURE OF DUTIES

The Actuarial Officer in the pensions team of Unit C.3 “Statistics for administrative purposes” will:

- advise and internally review all the performed actuarial calculations;
- develop actuarial models for any required estimation;
- conceive models for ad-hoc actuarial studies highly intensive in terms of peculiarity and technical complexity.

More specifically, the position will include, but is not limited to, the following duties:

1. contribution to the update of a long-term study on the expected pension expenditure in the EU pension scheme (PSEO);
2. actuarial assessment of the Joint Sickness Insurance Scheme;
3. conception and implementation of the relevant methodologies;
4. selection and application of the best relevant actuarial techniques;
5. collection of the required data;
6. analysis of the collected data by means of relevant data analysis techniques and her/his own professional judgement;
7. update and maintenance of the pensions and medical insurance schemes databases;
8. conception of the any required queries for ad-hoc extractions;
9. dissemination of the required statistics;
10. conducting a yearly survey on pensions in the EU Member States;
11. participation to the relevant meetings and working groups.

2. TYPE AND DURATION OF CONTRACT

Successful candidate(s) may be offered a temporary contract under point (a) of Article 2 of the Conditions of Employment of Other Servants of the European Union (CEOS)¹, in accordance with Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents².

The duration of the contract may not exceed four years, with the possibility of renewal for a maximum of two years.

The total duration of the contract will also take into account the relevant provisions of Commission Decision C(2004)1597/6 of 28 April 2004 on the maximum duration of recourse to non-permanent staff (seven years over a 12-year rolling period), as amended by Commission Decision C(2013) 9028 final of 16 December 2013 and Commission Decision C(2019)2548 final of 5 April 2019).³

PLACE OF EMPLOYMENT: Luxembourg

LEVEL **AD8** (as an indication, the basic monthly starting salary is 8 216,45 EUR (*amounts to be adjusted annually*)⁴)

3. ELIGIBILITY

3.1. General conditions

Candidates must satisfy the requirements set out in Article 12 of the CEOS, which include:

- being a national of one of the Member States of the European Union;
- meeting any obligations under national laws on military service; and
- meeting the character requirements for the duties concerned.

¹ <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:en:PDF>

² http://ec.europa.eu/civil_service/docs/at_decision_en.pdf .

³ [Register of Commission Documents - C\(2019\)2548 \(europa.eu\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52023XC0615%2801%29)

⁴ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52023XC0615%2801%29>

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of 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 or sexual orientation.

3.2. Knowledge of languages

Article 12.2(e) of the CEOS provides that a temporary agent may be appointed only on the condition that he/she produces evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language.

You must therefore have knowledge of **at least 2 EU official languages**, one at least at C1 level (thorough knowledge) and the other at least at B2 level (satisfactory knowledge). For this selection, one of these languages must be English.

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages* [Assessment grid - English \(coe.int\)](http://coe.int).

In the different phases of this selection, the languages will be used as follows:

- Any of the 24 official EU languages except English: used for drafting the motivation letter and the application form referred to in Title 6, with the exception of point 9.2 of the application form (pre-selection criteria) which must be completed in English.
- English: used when completing point 9.2 of the application form as well as in the interview.

Application form	Any of the 24 EU official languages, except for point 9.2 (pre-selection criteria)
Point 9.2 of the application form (pre-selection criteria)	English
Motivation letter	Any of the 24 EU official language other than English
Interview	English

In point 9.2 of the application form, candidates are invited to explain in **English** how their qualifications and professional experience fulfil the selection criteria set out in Title 5.1. It will therefore play an important role in the preselection carried out by the selection committee, which will imply a comparative assessment of candidates.

Further detail on the languages used in this selection, as well as on the reasons for this language regime is available in Title 4.

3.3. Specific selection criteria

3.3.1. Qualifications

By **the deadline for applications**, candidates must have:

- A level of education which corresponds to completed university studies attested by a diploma, in the field of actuarial sciences, mathematics or finance where the normal period of university education is four years or more.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

3.3.2. Experience

By the deadline for submission of applications, and in addition to the qualifications required above, candidates must have at least 12 years' full time professional experience gained after obtaining the diploma required for admission to the selection procedure, of which at least 10 years in a field related to the nature of the duties described under the corresponding heading.

The following will also count as professional experience but may not constitute in total more than one year's experience:

- specialist work placements or periods of further training undertaken since obtaining the degree required for admission to the selection procedure and preparing for the type of work described under "nature of duties", attested by an official document.
- additional periods of training, study or research in the field, undertaken since obtaining the degree required for admission to the selection procedure and preparing for the type of work described under "nature of duties", attested by a certificate or diploma at least equivalent to that required for admission to the selection procedure.

Professional experience **will only be taken into account:**

- If it constitutes genuine and effective work.
- If it is remunerated (except in the case of a doctorate; see details below).
- If it involves a subordinate relationship or the supply of a service

Professional experience from the following arrangements will be taken into account subject to the following conditions:

- **Traineeships** -if remunerated.
- **Compulsory military service** - if completed (before or after the required diploma), and for a period not exceeding the statutory duration in the relevant Member State.
- **Maternity/paternity/parental/adoption leave** - if covered by an employment contract.
- **Doctorate** even if not remunerated, but only for a maximum of three years, and provided the doctorate was actually obtained.
- **Part-time work** calculated pro-rata on the basis of the number of hours worked (e.g., half-time work for six months counts as three months).

4. LANGUAGE REQUIREMENTS FOR THIS SELECTION

Candidates are invited to choose the language for completing the **application form** and writing the motivation form (except for point 9.2 which must be completed in English) among any of the 24 EU official languages which must be different from English. Please note that the language chosen can be different from your mother tongue, as long as you comply with the knowledge requirements set out in the second paragraph of point 3.2.

The language used for the **point 9.2 of the application form** and for the **interview** referred to in point 5.3 is English for the following reasons:

In the interest of the service, successful candidates recruited for this particular field must have sufficient knowledge of English to perform the duties of Actuarial Officer as mentioned above under point 1. Successful candidates will primarily use English in their work (communication with internal and external stakeholders, including Member States). Moreover, English is the language commonly used in the international world of statistics and economics.

English is also the main language for carrying out analytical work, as well as for drafting publications, reports and briefings.

5. CONDUCT OF THE PROCEDURE

There will be three separate, successive stages in the selection procedure, which is based on a comparative assessment of the merits of the candidates:

5.1. Pre-selection

The Selection Committee, composed in accordance with Article 2(c) of the Commission Decision of 16 December 2013 on the policy for the engagement and employment of temporary agents, will carry out a pre-selection based on the qualifications and professional experience as described by the candidates in the application form (point 9.2) and in the motivation letter.

In point 9.2 of the application form, candidates are invited to explain in English how their qualifications and professional experience fulfil the selection criteria set out in Title 5.1.

The Selection Committee will use the following weighting for each criterion to rate the candidates:

Qualifications	15%
Experience	80%
Languages	5%

The following selection criteria will be taken into consideration while assessing the qualifications and professional experience of candidates according to Title 3.3:

- **Qualifications:** Actuarial Sciences, Mathematics, Finance as evidenced by an undergraduate or graduate degree.

The following qualifications will be considered as an advantage:

- Senior actuary, member of one of the Society of Actuaries (SoA) or Institute and Faculty of Actuaries (IfOA) associations.
- **Experience:** Professional experience in the field of actuarial science (Pension Modelling, Asset-Liability Management (ALM), Life Tables Construction, Actuarial Modelling of Life and Non-Life Risks).

The following professional experience will be considered as an advantage:

- Extensive professional experience in the actuarial evaluation of pension schemes liabilities,
- Extensive professional experience in the actuarial evaluation of medical insurance schemes liabilities,

- -Extensive professional experience in building and modelling actuarial financial assumptions (discount rates, expected salary increases);
- Extensive professional experience in building and modelling actuarial demographic assumptions (mortality tables, disability tables),
- Knowledge of the EU staff pension scheme (PSEO) would represent a key asset;
- Extensive professional experience in pension expenditure actuarial projections,
- Professional experience in international organisations,
- Extensive professional experience with the implementation of the relevant International Accounting Standards (IPSAS 39),
- Extensive professional experience in data analysis (in particular reconciling population subsets),
- Extensive professional experience with the current IT tools in use at the selecting entity: VBA for Excel, SQL, R programming languages.

The selection committee will rank the candidates by descending order of the marks obtained in the pre-selection stage and will then proceed to check the eligibility of the candidates (see Title 5.2 below).

5.2. Eligibility checks

Candidates who have obtained the highest marks in the pre-selection will be invited to provide the official supporting documents proving the information given in their application form and in the motivation letter (as set out in Title 6 below). If these documents are not submitted within the set deadline, the application will be considered null and void.

The eligibility requirements laid down in Title 3 above will be checked against the data provided in the candidates' applications and against these supporting documents. The Selection Committee will check whether candidates meet all eligibility conditions. Only candidates who meet all eligibility conditions will be admitted to the selection stage.

The Selection Committee will check the eligibility in descending order of the marks obtained in the preselection stage until the number of eligible candidates reaches two times the number of potential successful candidates sought for this list of aptitude, i.e., **4 candidates**. Where a number of candidates tie for the last available place, they will all be invited. The other files will not be checked.

5.3. Selection

A **maximum of 4 candidates** who have scored the highest overall marks at the pre-selection and meet all the eligibility requirements will be invited for **an interview in English** to assess the candidates' **motivation** as well as the following **competencies**:

- a) the skills acquired in the course of the candidate's professional career and the main duties carried out;
- b) the candidate's ability to perform the duties and his/her knowledge related to the duties set out under Title 1;
- c) oral communication in English language.

This interview will be scored out of 60 points, with a minimum pass mark of 35/60.

All practical information about the organisation of the interview will be provided in the invitation letter to the interview.

Only the two candidates who obtained the **minimum required pass mark and the highest scores at the interview** can be included on the list of aptitude, provided they meet the general and specific conditions set out in this Call for Expression of interest.

5.4. List of successful candidates

The Selection Committee will place on the list of aptitude the names of successful candidates who have obtained the pass mark as well as the highest marks for the interview out of 60, within the limit of the number of successful candidates sought in the selection. Where a number of candidates tie for the last available place, they will all be placed on the list of aptitude.

The list of aptitude will **be valid for two years from** the date the Selection Committee draws it up. The validity of the list may be extended.

6. APPLICATIONS

Candidates must provide the following **documents in their application file**:

- **Application form** duly completed in **any of the 24 EU official languages other than English** (pre-selection criteria section (point 9.2) of the application form must be completed in English). In point 9.2 of the application form, candidates are invited to explain in English how their qualifications and professional experience fulfil the selection criteria set out in Title 5.1. The information provided by the candidates in this point will therefore play an important role in the preselection carried out by the Selection Committee, which will imply a comparative assessment of candidates;
- **Motivation letter** drafted in any EU official language other than **English**;
- Copy of an official document **proving citizenship** (identity card or passport), in the **original language** of issue;
- Copy of the **diploma(s) or certificate(s)** of the required level of education, in the **original language** of issue;
- **Employment certificates** proving the length of professional experience. These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose, candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment accompanied by the final salary slip, employment records, tax declarations (**in original language** of issue).

Completed applications, accompanied by a letter of motivation and all required documents must be submitted via the functional mailbox at the following address:

ESTAT-HR-APPLICATIONS@ec.europa.eu

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format in order not to overload the email address. The Commission reserves the right to automatically remove all messages of more than 1 MB.

Data on admissibility criteria will not be changed after the deadline for applications. The right of rectification cannot be exercised after of the deadline for applications.

Candidates should use also this functional mailbox for all correspondence with the selection committee and for any request for information.

Final acceptance of the application is subject to presentation of the requisite supporting documents.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the selection committee at least 10 working days before the deadline expires, via the functional mailbox at the following address:

ESTAT-HR-APPLICATIONS@ec.europa.eu

The aim is to enable candidates to produce a complete and acceptable dossier by the deadline.

Successful candidates who are to be offered a job will, at a later date, be required to produce the originals of all the required documents for the purpose of recruitment.

The closing date for the submission of applications is 10 September 2024, 12h00 noon Brussels time.

7. SECURITY CLEARANCE

Pursuant to Article 10(2) of the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information¹, all individuals whose duties may require them to have access to the EU classified information shall be security authorised to the relevant level (EU SECRET) before being granted access to such EU classified information.

Given that the European Commission regularly handles sensitive and classified information requiring a high degree of confidentiality, it is in the interest of the service that those staff members whose duties require them to have access to sensitive and classified information have the appropriate security clearance to the relevant level (EU SECRET).

Consequently, the candidates successful in this selection may be asked, as a pre-requisite for recruitment on certain posts, to submit themselves to the security clearance procedure according to the above-mentioned Commission Decision (EU, Euratom) 2015/444.

Candidates who are successful in this selection and who will apply to such posts are therefore understood to be prepared to undergo security clearance procedure under the Commission Decision (EU, Euratom) 2015/444. In all cases, these aspects will be clearly indicated in the vacancy notice for the post concerned.

The security clearance procedure is carried out by a National Security Authority of the Member State of the candidate's nationality. The security clearance procedure may vary considerably between Member States. Applicants are advised to inform themselves about the procedure before applying to this selection procedure.

8. ADDITIONAL INFORMATION

This selection notice is published in the 24 official languages of the European Union on the websites of the Statistical Office of the European Union (DG ESTAT) and EPSO. Candidates should consult DG ESTAT Europa website as the Selection Committee may publish additional information therein.

¹ Commission Decision (EU, Euratom) 2015/444 of 13 March 2015, OJ L 72, 17.03.2015, p. 53.

As mentioned in Title 6 of the present call for applications, candidates are invited to fill point 9.2 of the application form in **English**.

Any direct communication between candidates and the Commission services will be exclusively by email. Therefore, to enable Commission services to contact candidates, each candidate is required to indicate a valid e-mail address which can be used throughout the entire selection process.

Communication between the secretariat of the Selection Committee and the candidates will take place in English.

9. REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINT TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to every stage of a selection procedure, please note that all the proceedings of the Selection Committee are covered by the confidentiality laid down in Article 6 of Annex III to the Staff Regulations. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:

□ Request for review

Within five calendar days from the date of notification of the decision, you can send **an email** to:
ESTAT-HR-APPLICATIONS@ec.europa.eu

Your request will be forwarded to the Chairperson of the Selection Committee and you will receive a reply as soon as possible.

□ Appeal

You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union. **One** single copy of the complaint should be sent by **one** of the following ways:

- by email, preferably as a PDF file, to the functional mailbox hr-mail-F6@ec.europa.eu;

   by post to: European Commission, DG HR.F.6, L107/20, BP-1049 Brussels
FORM EN.doc FORM EN.doc FORM EN.doc

The three-month-time limit for initiating this type of procedure (see Staff Regulations <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20210101&qid=1611304898611&from=EN>) starts running from the time you are notified of the act allegedly prejudicing your interests.

You should note that the Appointing Authority does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Court unless rules which govern the proceedings of Selection Committees have clearly been infringed.

□ Complaint to the European Ombudsman

Like all citizens of the European Union, you can make a complaint to:

European Ombudsman
1 avenue du Président Robert Schuman
CS 30403
F-67001 Strasbourg Cedex
<https://www.ombudsman.europa.eu/en/home>

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging administrative complaints or for submitting judicial appeals.

Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, **any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned (for the procedure, please check:**

<https://www.ombudsman.europa.eu/en/atyourservice/secured/complaintform.faces>