

Notice of vacancy CONS/TA-AD/132

GENERAL INFORMATION	
Department	DGA 1 Healthcare and Social Services - Medical Absences
Place of work	Brussels
Title of post	Examining Doctor
Function group and grade	Temporary staff - AD 9

DEADLINE FOR APPLICATIONS	24 October 2017 at 12.00 (midday), Brussels time
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1. WHO WE ARE

The General Secretariat of the Council (GSC) ensures that the European Council and the Council operate smoothly, and lends them all the logistical and administrative assistance they need to perform the duties conferred on them by the Treaties of the European Union.

The GSC is organised in eight directorates-general, around 30 directorates and approximately 100 units. It has approximately 2 900 permanent staff from all EU Member States.

The aim of GSC Healthcare and Social Services is to support staff health, wellbeing and work-life balance, within a positive working environment and with an emphasis on prevention. The unit consists of five services with responsibility for providing medical services and psychosocial assistance and for managing medical absences and social insurance, plus the GSC crèche.

2. WHAT WE OFFER

A position as Examining Doctor in a multicultural and multilingual working environment, supported by a dedicated secretariat and working in close cooperation with colleagues in Healthcare and Social Services and the Human Resources Directorate. The position involves developing policy on medical absences and support for colleagues on sick leave, as well as directly supporting those colleagues, particularly in the context of the GSC Return to Work policy. It may involve occasional assignments outside the GSC.

3. PURPOSE OF POST

- Implement the medical examination policy as set out in the Staff Regulations of Officials of the European Union (Article 59), in accordance with the arrangements in place within the institution.
- Support staff returning to work after sick leave, including by proposing adaptations to working arrangements as necessary.
- Contribute to the development of GSC policy in related areas.

4. TASKS

The tasks of the Examining Doctor will include in particular:

- contributing to the development of GSC policy on the management of medical absences and, in particular, facilitation of the return to work after such absences;
- checking medical certificates submitted by officials and other staff of the GSC to justify their absences in the event of illness or accident;
- on the basis of established criteria, determining whether it is necessary to request a medical report or to conduct a medical examination of such staff;
- carrying out medical examinations, including home visits;
- issuing opinions on whether staff are fit to return to work and to carry out the tasks normally attributed to them;
- supporting staff when returning to work after a period of absence on medical grounds, including by proposing adaptations to working conditions/arrangements as necessary, in cooperation with other departments and in particular with the occupational physician and the organisational psychologist;
- managing arbitration arrangements in the event of a dispute concerning fitness for work;
- assessing requests related to sick leave on medical grounds (e.g. requests for part-time work for medical reasons);
- producing reports in his or her area of activity;
- any other tasks that might result from monitoring absences for medical reasons.

5. WORKING ENVIRONMENT

Workplace: Justus Lipsius

Flexible working hours in accordance with service needs.

6. ELIGIBILITY REQUIREMENTS

Applicants must fulfil the following conditions for admission at the time of applying:

6.1. General conditions

- be nationals of a Member State of the European Union;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved;
- have fulfilled any obligations imposed by national laws concerning military service.

6.2. Specific conditions

(a) Education

- have a level of education which corresponds to completed university medical studies attested by a diploma recognised in one of the Member States of the European Union entitling the holder to a licence to exercise the profession of doctor¹;
- be in possession of that licence.

(b) Professional experience

- have at least five years' professional experience as a general medical practitioner, acquired after obtaining the licence giving access to the selection procedure;
- have at least one year of professional experience as an examining doctor, acquired after having worked as a general medical practitioner for a minimum of five years;
- any relevant specialised experience will be taken into account, in particular a specialisation in physical injury assessment.

The applicable provisions of the Staff Regulations provide that officials may be appointed only on condition that they produce the appropriate character references as to their suitability for the performance of their duties. Under no circumstances will the Administration recruit a candidate who has passed the selection procedure but cannot produce the appropriate character references for the duties envisaged when the recruitment offer is made. The Administration also reserves the right, after evaluating the file, to remove from the reserve list the name of a candidate who cannot produce such references.

Applicants must fulfil all the conditions for admission at the time of applying.

¹ Article 10 of the Conditions of Employment of Other Servants of the European Union (CEOS) and Article 5(3) of the Staff Regulations: 'Appointment shall require at least (...) c) in function group AD for grades 7 to 16:

- (i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
- (ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or
- (iii) where justified in the interests of the service, professional training of an equivalent level.'

7. SELECTION CRITERIA

7.1. Essential

- thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another to the extent necessary to carry out the duties to be performed. In practice, in the interests of the service and in order to be able to communicate effectively with individual staff members, the Examining Doctor must be able to express himself or herself orally in French AND English. For administrative work and the drafting of reports, the Examining Doctor must be able to write in French OR in English;
- strong skills in handling, processing and producing information;
- ability to handle information with discretion;
- excellent judgment and problem-solving skills;
- a strong sense of responsibility;
- ability to adapt to different situations while performing effectively;
- strong communication skills;
- very good interpersonal communication skills with the ability to build trusting relationships with a range of interlocutors;
- ability to work independently and in a team.

7.2. Advantageous

- any additional professional experience as an examining doctor beyond the one year minimum required, in national or European public administrations or in another organisation comparable to the GSC;
- knowledge of other EU languages¹, in particular Dutch;
- experience of working in a multicultural and international environment.

8. OTHER CONDITIONS TO BE FULFILLED UPON RECRUITMENT

The duties to be performed may require security clearance allowing access to classified documents (up to EU SECRET level). Those applying for the post will be understood to be prepared to undergo security screening under Council Decision 2013/488/EU of 23 September 2013. Failure to obtain the required security clearance may lead to early termination of the contract.

¹ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

9. SELECTION PROCEDURE

9.1. Online registration

You may apply online through the EU CV Online system.

(https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/). To be able to apply online via the EU CV Online database, candidates must first create an account or sign in to an existing account, and complete a CV online. Once the CV is completed, candidates may apply for this vacancy. Applications must be in English or in French. Candidates are advised to fill out all relevant fields of the application.

Before applying, you should check carefully whether you meet all the eligibility requirements (see section 6).

No supporting documents are required at this stage – these will be required later from candidates invited to an interview (see section 9.4).

On completion of your online registration, you will receive a registration number on screen, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered.

An acknowledgement of your application will be sent to the email address indicated in your application. It is your responsibility to make sure that you provide the correct email address.

Only applications submitted through EU CV Online will be taken into consideration.

All technical questions concerning EU CV Online must be sent through the Contact page of EU CV Online.

If you have further questions, please contact the Temporary Staffing Services Office of the Council of the EU via Temporary.staffing-requests@consilium.europa.eu, clearly mentioning the reference of the call for applications, your registration number and the nature of your request.

9.2. Selection committee

In order to assist the authority empowered to conclude contracts of employment in making its choice, a selection committee will be set up with instructions to draw up a list of the best candidates.

Please note that the work and deliberations of all selection boards are confidential and it is forbidden for candidates to make any attempt to contact a board member. The authority empowered to conclude contracts of employment may disqualify any candidate who disregards these instructions.

9.3. Admission to the selection procedure

By sending your application you declare that you meet the general and specific conditions listed in section 6. After the deadline for online registration, the selection committee will assess the submitted applications against the eligibility requirements described in section 6 on the basis of the information provided by the candidates in their applications. Applications satisfying these conditions will then be assessed against the selection criteria under section 7. The most suitable candidates for the post will be invited to take part in the assessment phase. Only shortlisted candidates will be contacted.

9.4. Invitation to take part in the assessment phase

Candidates will be assessed on the basis of the information given in their applications. The interviews will be held in Brussels.

Candidates invited will be requested to submit, on the day of the interview, a copy of their diploma(s) and supporting documents of their professional experience, clearly indicating the starting and finishing dates, the role and the exact nature of the duties carried out.

Before signing contracts, successful candidates will be required to provide other documents proving that they meet the eligibility criteria.

9.5. Assessment phase

The interview will enable the selection committee to carry out an assessment of the candidate based on the selection criteria described in section 7. The interview will be conducted in English and French.

9.6. Verification of documents and scrutiny

The applications of candidates who have passed the assessment phase successfully will then be checked by the selection committee against supporting documents provided in order to confirm the accuracy and eligibility of the application. If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria; or
- do not provide all the required supporting documents.

9.7. Reserve list

The best candidates will be placed on the reserve list. Prior to being offered a post, candidates on a reserve list may be interviewed again by the recruiting department.

10. EQUAL OPPORTUNITIES

The General Secretariat of the Council is an equal opportunities employer (see Annex 3 to this notice) and welcomes applications from male and female candidates from the broadest possible geographical basis amongst the EU Member States.

The GSC offers measures to reconcile professional and private life. Persons with disabilities can be provided with adjustments at the workplace. The Human Resources Directorate can also provide assistance during the recruitment procedure. If you have a disability, please contact the Equal Opportunities Office (egalite-des-chances@consilium.europa.eu) for further information.

11. RE-EXAMINATION OF APPLICATIONS

The procedures relating to requests for review, appeals and referral to the European Ombudsman are set out in Annex 1 to this notice.

12. DATA PROTECTION

The rules governing the processing of personal data in connection with this selection procedure are set out in Annex 2 to this notice.

13. APPROXIMATE TIMETABLE

Deadline for applications: **24 October 2017 at 12.00 (midday), Brussels time**
Interviews: 13/11/2017 - 29/11/2017

14. RECRUITMENT CONDITIONS

Successful candidates may be offered contracts as temporary Council staff members, on the basis of Article 2(b) of the Conditions of Employment of Other Servants¹. The maximum duration of the contract will be four years (including a probationary period of nine months), renewable for a further period not exceeding two years. Under Article 8 of the Conditions of Employment of Other Servants, 'on the expiry of their contracts, such servants may be assigned to established posts in the institutions only if they are appointed as officials in accordance with the Staff Regulations.' This provision applies regardless of the manner in which the staff member's employment terminates.

Recruitment will be at grade AD 9 with a basic monthly salary of EUR 7,600.25 (first step).

In addition to the basic salary, the member of the temporary staff may be entitled to various allowances, in particular a household allowance, expatriation allowance (16 % of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a European Union tax deducted at source and is exempt from national taxation.

¹ Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68 and last amended by Regulation (EU, EURATOM) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 - <http://eur-lex.europa.eu>.

**REQUEST FOR REVIEW – APPEALS PROCEDURES
COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

If, at any stage of the selection procedure, you consider that a decision adversely affects you, you may use the following means:

– **Request for review of the decisions taken by the Advisory Selection Committee**

Within ten days of the date of the letter notifying you of a decision taken by the Advisory Selection Committee, you may submit a written request for a review of such a decision, setting out the reasons for your request, to:

Council of the European Union
Temporary Staffing Services
Rue de la Loi/Wetstraat 175 - B-1048 BRUXELLES/BRUSSEL
email address: Temporary.staffing@consilium.europa.eu

– **Appeals**

You may lodge a complaint with the Authority authorised to conclude the contracts concerning a negative reply to your request for review or any other act adversely affecting you, adopted by the Authority authorised to conclude the contracts, under Article 90(2) of the Staff Regulations of Officials of the European Union, within the time limits provided for, to:

Council of the European Union
Advisers Unit, DGA 1
Rue de la Loi/Wetstraat 175 - B-1048 BRUXELLES/BRUSSEL

You may bring a case before the General Court of the European Union under Article 91 of the Staff Regulations if the complaint referred to above has been rejected.

– **Complaints to the European Ombudsman**

Like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman
1, avenue du Président Robert Schuman – BP 403 - F-67001 STRASBOURG Cedex

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities No L 113 of 4 May 1994.

You should note that complaints lodged with the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the European Union Tribunal under Article 270 of the Treaty on the Functioning of the European Union.

DATA PROTECTION

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the European Union and on the free movement of such data.

The legal basis for the selection procedure is the Staff Regulations of Officials of the European Union and the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU). The selection procedure is conducted under the responsibility of the Human Resources Directorate (DGA 1), Staffing and Mobility Unit, and the controller is the head of that unit. The information provided by the applicants will be accessible to members of the office for the Temporary Staffing Services and their superiors, to members of the Advisory Selection Committee, and, if necessary, to the legal advisers' unit. Administrative information identifying the candidate and/or the practical organisation of the procedure may be forwarded to an assessment centre.

The purpose of the processing operation is to collect data identifying all the applicants for a post with the Secretariat General of the Council and to select one of those applicants.

The data in question are:

- personal data which make it possible to identify the applicants (surname, first name, date of birth, sex, nationality);
- information supplied by the applicants to facilitate the practical organisation of the procedure (postal address, email address, telephone number);
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of vacancy (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution, professional experience);
- where applicable, information on the type and duration of applicants' security clearance;
- the results of the selection tests taken by the applicants, including the evaluations drawn up by the assessment centre's advisers on behalf of the selection board.

The processing begins on the date of receipt of the application.

Applications are filed and stored as follows:

- For non-shortlisted candidates: two years
- For successful candidates: for the duration of the reserve list

All applicants may exercise their right of access to and right to rectify personal data. Substantiated requests should be sent by email to the office for Temporary Staffing Services at Temporary.staffing@consilium.europa.eu

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

EQUAL OPPORTUNITIES IN THE GENERAL SECRETARIAT OF THE COUNCIL

As an employer, the GSC is responsible for ensuring equality of opportunity between men and women and for prohibiting discrimination on any grounds.

The main aims of its Equal Opportunities policy are to:

- ensure that its human resources and personnel management policies respect the principles of equality and non-discrimination;
- achieve a balanced representation of men and women, especially in management posts;
- improve the situation of persons with disabilities, in terms of accessibility of its buildings and a work environment that is inclusive and adapted to their needs :

**Adjustments for people with disabilities ("reasonable accommodation") may involve the rearrangement of duties or responsibilities, provision of technical aids and other adjustments to the working environment. Such measures will be taken unless they would impose an undue burden on the resources of the institution.*

- protect its staff from harassment at work;
- take into account the needs of staff to strike a balance between their work and family commitments by offering a good package of family-friendly measures, including flexitime, telework and job-sharing.

Work-life balance measures

A **Flexitime** system operates throughout the GSC in accordance with a 40-hour working week, **flexileave** being possible for non-managerial staff. In many job environments, an **individual timetable**, falling within the framework hours of 07.00 to 20.00, can be agreed.

Part-time work can be granted, for example to care for a dependent child up to the age of 12, or 14 when the official is a single parent.

Statutory maternity leave is twenty weeks and on return to work up to two hours per day can be granted for breastfeeding. Fathers have the right to paid **paternity leave** of ten days. **Parental leave** of up to six months per child can be granted with a flat-rate allowance. In the case of serious illness or disability of a child, maternity, paternity and parental leaves are longer. **Family leave** with a flat-rate allowance is also possible in the case of family members with a serious illness or disability.

Special leave is granted in such cases as marriage, birth or adoption of a child, and death or serious illness of a family member. In exceptional circumstances, unpaid **leave on personal grounds (CCP)** can be accorded.

Depending on tasks and job environment, **teleworking** may be possible under the standard teleworking scheme (generally 60% at home and 40% at the office) or under the occasional teleworking scheme (up to 60 days per year).

The following **childcare facilities** are available for staff with children, according to priority criteria: GSC crèche for children from 0-4 years, after-school care and holiday-time facilities organised by the European Commission and after-school activities at the European schools.

For further information, send an email to egalite-des-chances@consilium.europa.eu.