COM/AT/HR/17/AD8

**SELECTION OF TEMPORARY STAFF FOR THE DIRECTORATE-GENERAL FOR HUMAN RESOURCES AND SECURITY**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The European Commission is organising a selection procedure to fill one administrator post at AD8 level within the Directorate-General for Human Resources and Security (DG HR).

**1. JOB DESCRIPTION**

The job holder will report to the Chair of the Commission’s Disciplinary Board on: **(a)** monitoring disciplinary proceedings before the Disciplinary Board, including communicating with the persons involved and their representatives and organising hearings; and **(b)** legal and editorial assistance provided to members of the Disciplinary Board.

The job holder will be given the following specific tasks:

* Ensuring the proper conduct of proceedings before the Disciplinary Board from the moment the matter is referred to it by the appointing authority or the authority empowered to conclude contracts of employment, in compliance with the Staff Regulations of Officials of the European Union and the general principles of law;
* Handling communication with the parties concerned and their representatives, on behalf of the Chair of the Disciplinary Board;
* Overseeing the organisation of hearings of the parties concerned;
* Providing legal assistance to members of the Disciplinary Board during their deliberations;
* Providing editorial assistance to the rapporteur of the Disciplinary Board in order to produce the reasoned opinions of the Disciplinary Board;
* Ensuring proper management of personal and confidential information processed by the Disciplinary Board, 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 Community institutions and bodies and on the free movement of such data (OJ L 8, p. 1);
* Monitoring the list of members of the Disciplinary Board and their appointment by the competent authorities.

**2. TYPE AND DURATION OF CONTRACT**

The successful candidate(s) will be placed on a list of suitable candidates (see section 4.3). They 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), in accordance with Commission Decision C(2013) 9049 final of 16 December 2013 on policies for the engagement and use of temporary agents[[1]](#footnote-1).

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

The maximum duration of the contract will also take into account the relevant provisions in the Commission Decision of 16 December 2013 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period)[[2]](#footnote-2).

**PLACE OF EMPLOYMENT** Brussels

**LEVEL** **AD8** (as an indication, the basic monthly starting salary is EUR 6 717.35)[[3]](#footnote-3)

**3. ELIGIBILITY**

Only candidates who meet the general and specific conditions set out below will be admitted to the selection procedure described in section 4 of this notice.

**3.1. General conditions**

Candidates must satisfy the requirements set out in Article 12 of the CEOS[[4]](#footnote-4), which include being a national of a Member State of the European Union.

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. Special conditions**

***3.2.1. Qualifications***

On the closing date for submission of applications, candidates must have:

* a level of education which corresponds to completed university studies of at least four years attested by one or more law diplomas;

**or**

* a level of education which corresponds to completed university studies of at least three years attested by one or more law diplomas, and appropriate professional experience of at least one year;

**or**

* a level of education equivalent to completed university studies of at least three years attested by a diploma and postgraduate studies of at least one year attested by one or more diplomas in the field of law.

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.

***3.2.2. Professional experience***

On the closing date for submission of applications, candidates must have at least nine years of professional experience in the legal field.

***3.2.3. Languages***

Under Article12(2)(e) of the CEOS, candidates must have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official European Union language, without prejudice to the specific requirements of the post.

**4. SELECTION PROCEDURE**

The selection procedure will take place in two stages:

**4.1. Pre-selection**

***4.1.1. Pre-selection based on qualifications***

The selection panel, composed in accordance with the rules laid down in Article 2(c) of the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents, will pre-select candidates on the basis of their qualifications and their language skills.

For this purpose, the panel will use the following evaluation grid:

|  |  |
| --- | --- |
| 1. Qualifications | 20 % |
| 2. Experience | 70 % |
| 3. Languages | 10 % |

Proven knowledge and experience in one or more of the following areas:

* litigation experience within a judicial authority, in particular the Court of Justice or the General Court of the European Union, including the drafting of decisions concluding legal proceedings (judgments, orders);
* litigation experience within a European institution and/or a law firm;
* legal analysis relating to the application of the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union;
* drafting of administrative acts and monitoring of disciplinary cases;
* good oral and written knowledge of English and French (level C1).

For details on language levels, see the Common European Framework of Reference for Languages:

(https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr).

As this pre-selection stage is eliminatory, only pre-selected candidates will be invited for the next stage.

***4.1.2. Supporting documents***

Before the interview described in section 4.2 below, pre-selected candidates must provide official supporting documents confirming the information given in the application form, CV and covering letter (however, in the case of internal candidates within the Commission, documents already available to the institution in Sysper and/or in the candidate’s personal file do not need to be re-submitted. Candidates should ensure that the documents in question are available in the said databases). If the documents are not provided by the deadline stated in the pre-selection letter and the invitation for interview, the application will be declared null and void.

Documents to be provided:

* copy of a document proving citizenship (identity card or passport);
* copy/ies of the diploma(s) or equivalence certificate(s) of the required level of education;
* for candidates offering professional experience, employment certificates proving the length of this experience. These documents must clearly show the function, the field of activity, the nature of the tasks, 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 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.

If pre-selected candidates are in any doubt about the nature or validity of the documents to be presented, they should contact the secretary of the selection panel before the deadline stated in the pre-selection letter and the invitation for interview, via the following email address:

[[**HR-AMC-SC11-HR-TA-APPLICATIONS@ec.europa.eu**](mailto:HR-AMC-SC11-HR-TA-APPLICATIONS@ec.europa.eu)](mailto:HR-AT-CANDIDATURES@ec.europa.eu)

The aim is to enable them to produce a complete and acceptable dossier.

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

**4.2. Selection**

The selection stage will consist of two parts, as follows:

***4.2.1. Interview***

Pre-selected candidates will be invited for an interview in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience, abilities and knowledge of languages, as set out in this notice.

***4.2.2. Written test***

Candidates must also take a written test, which will consist of answering questions on law related to the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union, mainly with regard to litigation and disciplinary matters.

Candidates can choose whether to take the test in English or French. The language chosen must be different from their mother tongue. The needs of the service call for good writing skills in French and English: French is required because of its importance in terms of rights under the Staff Regulations (the job holder will need to read judgments by the EU courts and liaise with mainly French-speaking customer services, etc.); English is needed because the majority of Commission staff are proficient in English and may be called upon to defend themselves in that language if they are subject to disciplinary proceedings. The planned duration of the test is 90 minutes.

Only candidates who obtain the required minimum score of 25/40 in the written test and who pass the oral test will be added to the list of suitable candidates, provided that they fulfil all other conditions referred to in this notice.

**4.3. List of suitable candidates**

The list of suitable candidates will consist of at least three names (if the number of pre-selected candidates is greater than this) and will be valid for a period of two years, which may be extended.

**5. APPLICATIONS**

Candidates are strongly advised to make sure they meet all admission and pre‑selection criteria referred to in this notice before applying.

Completed application forms (in English), accompanied by a CV and a covering letter setting out the reasons why the candidate is interested in the position, must be sent to the following address:

[[**HR-AMC-SC11-HR-TA-APPLICATIONS@ec.europa.eu**](mailto:HR-AMC-SC11-HR-TA-APPLICATIONS@ec.europa.eu)](mailto:HR-AT-CANDIDATURES@ec.europa.eu)

**Supporting documents are not required at this stage** - they will be requested at a later stage of the selection procedure (see section 4.1.2).

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format in order to avoid overloading the functional mailbox. The Commission reserves the right to automatically remove all messages of more than 1 MB.

The information entered on the application form cannot be changed after the closing date for the submission of applications. The right to make corrections cannot be exercised after the closing date for the submission of applications.

Candidates should use the same email address for all correspondence with the selection panel and for information requests. It is the candidate's responsibility to inform the secretary of the selection panel of any change of e-mail address during the selection procedure.

**The closing date for the submission of applications is 14/12/2017 at 12.00 (Brussels time)**

**6. ADDITIONAL INFORMATION**

This selection notice is published in the 24 official languages of the European Union on the websites of the Directorate-General for Human Resources and Security and EPSO.

As mentioned in section 5 of the present notice, candidates are asked to fill in their application form in English.

Any direct communication between candidates and Commission departments must be by email and in English. Candidates must therefore indicate a valid e-mail address that can be used throughout the entire selection process so that Commission departments can contact them.

**7.** **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 panel are covered by the confidentiality laid down in Annex III of 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 10 calendar days from the date of notification of the decision, you can send **an email** to:

[[**HR-AMC-SC11-HR-TA-APPLICATIONS@ec.europa.eu**](mailto:HR-AMC-SC11-HR-TA-APPLICATIONS@ec.europa.eu)](mailto:HR-AT-CANDIDATURES@ec.europa.eu)

DG HR will forward your request to the Chair of the selection panel. You will be sent a reply as soon as possible.

* **Remedy**

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 e-mail**, preferably in .pdf format, to the functional mailbox HR MAIL E2 ([HR-MAIL-E2@ec.europa.eu](mailto:HR-MAIL-E2@ec.europa.eu)) or
* **by post** to:   
  European Commission  
  SC11 4/001  
  B-1049 Brussels or
* **delivered in person to** SC11 4/001 (rue de la Science 11, office 4/001) between 9.00 and 12.00 or between 14.00 and 17.00.

The three-month time limit for initiating this type of procedure (see Staff Regulations - <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20160101&from=EN>) starts to run 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 panel. The Court has consistently held that the wide discretion enjoyed by selection panels is not subject to review by the Court unless rules which govern the proceedings of selection panels have clearly been infringed.

* **Complaint to the European Ombudsman**

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

**European Ombudsman**

1 avenue du President Robert Schuman

CS 30403

F - 67001 Strasbourg Cedex

<http://www.ombudsman.europa.eu/media/en/default.htm>

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.

Please 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 (consult the following link for the procedure to be followed:** [**http://www.ombudsman.europa.eu/media/en/default.htm#hl5**](http://www.ombudsman.europa.eu/media/en/default.htm#hl5)**)**.

**8. INFORMATION ON THE PROTECTION OF PERSONAL DATA UNDER A TEMPORARY STAFF SELECTION PROCEDURE**

Personal data supplied by candidates under this selection procedure are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001R0045:en:HTML>). As required by Articles 11 and 12 of the Regulation, the Selection, Recruitment and End of Service Unit of the Directorate-General for HUMAN RESOURCES AND SECURITY (‘DG HR’) will provide candidates with the following information.

Identity of the controller: The Head of Unit HR.DDG.B.1 ‘Selection, Recruitment and End of Service’.

Purpose of the processing: to help the Directorates-General (‘DGs’) organise a selection procedure for temporary staff in order to draw up a list of candidates best matching the profile set out in the selection notice. Individual information is given to each candidate on the various stages of the selection process.

Recipients of the data: The selection panel processes the candidates' files (which include identification data as well as admissibility data), the reasoned report and the reserve list, without however storing them. The HR service of the DG concerned processes and stores the candidates' files (including those of unsuccessful candidates), the reasoned report and the list of successful candidates. Departments within DG HR store the successful candidates' files, the reasoned report and the list of successful candidates.

Right of access and rectification: candidates can send an e-mail with a copy of an identity document to HR.DDG.B1 ([HR-B1-SELECTIONS-RESERVE-LISTS@ec.europa.eu](mailto:HR-B1-SELECTIONS-RESERVE-LISTS@ec.europa.eu)) to indicate any changes to their personal data. If they so wish, candidates can obtain a copy of their personal data as recorded by HR.DDG.B1 by sending an e-mail with a copy of an identity document to the above functional mailbox. The aggregated results of the selection procedure can be provided to candidates upon request.

Data concerned:

* Personal data (e.g. data enabling candidates to be identified and contacted): first name, surname, date of birth, gender, nationality, home address, e-mail address, name and telephone number of a contact person who can be reached if the candidate is unavailable.
* Information supplied by candidates under the selection procedure to assess whether they comply with the profile sought in the selection notice (application, curriculum vitae and supporting documents, in particular diplomas and professional experience). Data on admissibility criteria cannot be changed after the closing date of application. The right of rectification cannot be exercised after the deadline for submission of applications.
* Individual information given to each candidate on the various stages of the selection process.
* Some data relating to gender and nationality might, aside from identification purposes, also be used in line with European Commission policy on the basis of an internal decision.

Legal basis:

* Conditions of Employment of Other Servants of the European Union, laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of the Council as last amended by Regulation (EU, Euratom) No 1023/2013 of the EP and of the Council of 22 October 2013.
* Commission Decision C(2013) 9049 of 16 December 2013 on policies for the engagement and use of temporary agents.

Start date for data processing: date on which the application is submitted.

Data retention period: the files of successful candidates are kept by Unit HR.DDG.B1 until they are recruited by the Commission. As soon as they are recruited, the selection files are destroyed and replaced by personal files. Where successful candidates are not recruited, their selection files are kept by Unit HR.DDG.B1 for five years after the closure of the selection procedure. All other selection files are kept by the respective DG until the deadline for appeal has expired following the publication of the list of successful candidates.

Candidates may have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

1. http://ec.europa.eu/civil\_service/docs/at\_decision\_en.pdf [↑](#footnote-ref-1)
2. http://ec.europa.eu/civil\_service/docs/decision\_7\_rule\_en.pdf [↑](#footnote-ref-2)
3. http://ec.europa.eu/civil\_service/docs/at\_decision\_on\_classification\_en.pdf [↑](#footnote-ref-3)
4. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:en:PDF [↑](#footnote-ref-4)