**COM/AT/HR/20/AD8**

SELECTION OF TEMPORARY STAFF FOR THE DIRECTORATE‑GENERAL FOR HUMAN RESOURCES AND SECURITY

Deadline for submission of applications:   
14 September 2020 at 12.00 (midday), Brussels time

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**The European Commission** is organising a selection procedure to constitute a **list of suitable candidates of a total of 4 selected candidates** in order to fill two **AD8** administrator posts in the Directorate-General for Human Resources and Security (DG HR).

Any reference, in the context of this selection, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

During the selection procedure, you will be asked to sit several tests in accordance with section 5.3 of this selection notice. The European Commission will ensure that the conditions in which candidates sit these tests comply with the recommendations issued by the relevant public health authorities (the European Centre for Disease Prevention and Control (ECDC) and other international, European and national authorities).

1. DUTIES

The selected candidates will contribute to the work of DG HR in the fields of legal affairs and disciplinary proceedings, in particular on the subject of the ethical obligations of European officials, either in response to individual requests or in drawing up prevention policies, working on administrative complaints or as part of disciplinary proceedings.

The selected candidates will be responsible in particular for one or more of the following tasks:

* analysing the ethical obligations of European officials either in response to individual requests or in drawing up prevention policies, working on administrative complaints or as part of disciplinary proceedings and drafting opinions or decisions on the obligations of officials;
* contributing to the development and implementation of information activities, communication and training activities in the field of ethics;
* contributing to the development of ethics policies, in particular by drafting decisions to implement the Staff Regulations, prevention strategy and annual reports on the field of activity;
* following up the Court of Auditors’ audits and the European Ombudsman’s inquiries in the field of ethics and the implementation of related recommendations;
* preparing replies to written and oral questions from the European Parliament in the field of activity;
* contributing to the preparation of replies to requests for cooperation from national judicial authorities, in particular in relation to requests to give evidence in legal proceedings, lifting immunity and the Commission staff’s duty of confidentiality;
* analysing and ensuring appropriate follow-up to allegations of breaches of ethical obligations committed by staff members of the European Commission;
* liaising and coordinating with the departments of DG HR, other Directorates-General, in particular the Legal Service and the Secretariat-General in the field of activity, as well as the European External Action Service.

1. **TYPE AND DURATION OF CONTRACT**

Selected candidates will be placed on a list of suitable candidates (see point 5.4). They may be offered a temporary contract under Article 2(a) of the Conditions of Employment of Other Servants of the European Union (CEOS)[[1]](#footnote-1) in accordance with Commission Decision C(2013) 9049 final of 16 December 2013 on policies for the engagement and use of temporary agents[[2]](#footnote-2).

The duration of the contract 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 account of 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)[[3]](#footnote-3).

PLACE OF EMPLOYMENT Brussels

LEVEL AD8 (indicative basic monthly starting salary

EUR 7 072.70)[[4]](#footnote-4)

1. **ELIGIBILITY AND SELECTION**

Only candidates who meet all the general and specific conditions below will be admitted to the selection procedure.

* 1. **General conditions of eligibility**

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

* be a citizen of one of the Member States of the European Union;
* meet any obligations under national laws on military service;
* meet the character requirements for the duties concerned.

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.

* 1. Language skills

Article 12.2(e) of the CEOS states that a member of the temporary staff 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*** ***official EU languages***, one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge).

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

In this notice of selection we will refer to the languages as:

* **Language 1 (L1):** language used for drafting the application letter; this language may also be used to fill in the application form, apart from the answers to the preselection questions (see point 9.2 of the application form); it can be any one of the 24 official languages of the European Union;
* **Language 2 (L2):** language used to fill in point 9.2 of the application form and for the interview and the written test; it must be English or French.

**Language 2 must be different from Language 1.**

Further information on the languages of this selection procedure is available under point 4.

* 1. **Special conditions**
     1. Qualifications

By the deadline for the submission of applications, candidates must have:

* a level of education which corresponds to completed university studies of at least four years attested by a diploma in the field of law or political science;

or

* a level of education which corresponds to completed university studies of three years attested by a diploma in the field of law or political science and professional experience of at least one year;

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.

* + 1. Professional experience

By the deadline for submission of applications, and in addition to the qualifications required above, candidates must have at least 9 years' full time professional experience gained after obtaining the diploma required for admission to the selection procedure, at least 3 years of which in a field related to the nature of the duties described under the corresponding heading.

The **professional experience** requested for the selection procedure above may have been gained, for example, in international organisations and/or bodies, EU institutions and/or agencies, national and/or regional administrations, academia, research institutes, private businesses, industry, non‑governmental organisations or as a self-employed activity and will only be taken into account if it:

* constituted genuine and effective work;
* was remunerated;
* involved a subordinate relationship or the supply of a service; and
* is subject to the following conditions:
* **traineeships:** if remunerated;
* **compulsory military service:** military service completed before or after the required diploma for a period not exceeding the statutory duration in your Member State;
* **maternity/paternity/adoption leave:** if covered by an employment contract;
* **doctorate:** for a maximum of three years, provided the doctorate was actually obtained, and whether or not the work was remunerated; and
* **part-time work:** calculated pro-rata on the basis of the number of hours worked; e.g. half-time for 6 months would count as 3 months.

1. **LANGUAGE ASPECTS OF THIS SELECTION**

Candidates are invited to choose in their application form which languages are, respectively, their Language 1 (L1) and Language 2 (L2). Please note that the languages you choose as L1 and L2 can be different from your mother tongue, as long as you comply with the knowledge requirements set out in point 3.2.

***Language 2 must be English or French.***

This selection is being organised to meet DG HR's needs in the field of ethics. Based on the grounds listed below, selected candidates who will be recruited in the field of ethics are required to have a satisfactory knowledge (minimum B2 level) **of English or French**.

The different departments of DG HR mainly use either **English or French** to carry out analytical work, draft legislation, reports and publications and to give presentations to the Directorates‑General and Agencies as part of the information programme on ethics (outreach programme).

When DG HR communicates with other DGs and institutions/agencies it mainly uses these two languages. This is also the case when it comes to communicating with external stakeholders.

In this respect, the following points should be highlighted with regard to the languages used by staff at DG HR:

* English and French are the two main languages used to carry out analytical work, to communicate with external stakeholders and to draft publications, reports and legislative proposals. Members of staff at DG HR also draft briefings and speeches in these two languages. These two languages are on an equal footing when it comes to use for communication between staff members at DG HR, internal meetings or internal training sessions;
* Reading and analysing judgments of the courts of the European Union is largely done in French and English;
* The majority of the meetings/presentations organised by DG HR in the field of ethics are in English as are the related documents; most of the conferences are organised in English and to a lesser extent in French;
* English and French are the languages used for briefings as well as in communication with the other institutions (for example the Court of Auditors’ report in the field of ethics was drafted in English and DG HR’s comments were also provided in English);
* The internal training sessions for newcomers are organised in English and French.

This choice is service-oriented and, consequently, a successful candidate not fulfilling this requirement would not be immediately operational.

**5.** **CONDUCT OF THE PROCEDURE**

**5.1.** **Preselection**

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents, and, if necessary, assisted by one or more examiners serving in an advisory capacity, will carry out a pre‑selection based on qualifications as well as on the candidates' knowledge of languages.

For this purpose, the selection committee will use the following weighting to mark the candidates:

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

At this stage of the pre-selection of candidates, **the selection committee will check the candidates’ proven experience of the following activities**:

* presentations and preventive actions related to ethical rules delivered to various audiences;
* follow-up of individual files in the field of ethics, in particular drafting opinions and decisions, follow-up of ethical requests, administrative complaints and disciplinary cases;
* contribution to the development of ethics policies, in particular by drafting legislative acts and guidance, prevention strategy and activity reports;
* follow up of the Court of Auditors’ audits and the European Ombudsman’s inquiries in the field of ethics and other similar bodies at national or international level.

You may choose one of the 24 official languages of the European Union to fill in the application form, apart from point 9.2, which must be filled in in your Language 2 for the following reasons: as indicated under point 4 of this notice, knowledge of English or French is essential for the successful candidates to be able to carry out their duties. For this reason, candidates must have a satisfactory knowledge of one of those languages. Furthermore, this part of the application form is subject to a comparative assessment by the selection committee. It serves as a reference document for the selection committee during the interview and is used as a basis for recruitment if a candidate is successful. It is therefore in the interest of the service and of the candidates that candidates are asked to fill in point 9.2 of the application form in their Language 2.

You will be invited to participate in the next stage (see point 5.3) if you have obtained one of the highest scores in the pre-selection. **A maximum of twice the number of successful candidates sought** will be invited to the tests described in point 5.3. Where a number of candidates tie for the last available place, they will all be invited.

The preselected candidates will have to provide the official supporting documents confirming the information provided in the application form, the CV and the application letter.

The invitation to the interview and the written test **will set out the arrangements for submitting these documents and those relating to the organisation of the tests described below**. If these documents are not submitted within the deadline, the application will be considered null and void.

**5.2 Verification of eligibility**

The eligibility requirements set out in part 3 above will be checked against the data provided in the application files. The selection committee will check whether you meet all the eligibility criteria. Only candidates who meet all the eligibility criteria will be admitted to the selection stage.

The selection committee checks eligibility in descending order of the marks obtained at the pre‑selection stage until the number of candidates accepted reaches **a maximum of twice the number of successful candidates**. The other files will not be examined.

**5.3.** **Selection**

The selection will include the following steps:

* **a written test in L2** in order to assess the skills of the candidates, in particular: **a)** analysis and problem-solving; **b)** quality and results; **c)** prioritising and organising; and **d)** written communication and knowledge in relation to the profile described in point 1. Candidates will choose one **of two topics** related to the profile described under point 1.
* **an interview in L2** to assess motivation and skills, in particular: **a)** analysis and problem‑solving; **b)** quality and results; **c)** learning and development; and **d)** oral communication and knowledge in relation to the profile described in point 1.

All the practical information relating to the conduct of these tests will be set out in the invitation letter.

Only candidates who have obtained at least **the pass mark of 10/20 in the written test and at least 35/60 in the interview will be included on the list of successful candidates**, on condition that they fulfil all the other conditions set out in this notice.

**5.4.** **List of successful candidates**

The selection committee will place on the list of aptitude the names of successful candidates who have obtained all pass marks as well as the highest combined marks for the written and oral tests out of 80, 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 be placed on the list of aptitude.

The names of the successful candidates will be listed in alphabetical order.

The list of successful candidates will be **valid for 2 years from the date the selection committee draws it up**. The period of validity of the list may be extended.

**6.** **APPLICATIONS**

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

* application form duly **completed**;
* application letter, **drafted in L1**;
* a copy of an official document proving citizenship (identity card or passport), **in the original language**;

* a copy of the diploma(s) or certificate(s) of the required level of education, **in the original language**;
* employment certificates proving the length of the declared 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 the original language**).

Final acceptance of the application is subject to presentation of the requisite supporting documents. **If these documents are not received by the deadline stipulated, the application will be excluded**.

**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:

[HR-SELECTION-TA-ETHICS-2020@ec.europa.eu](mailto:HR-SELECTION-TA-ETHICS-2020@ec.europa.eu)

The aim is to enable candidates to produce a complete and admissible 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.

Completed applications, accompanied by an application letter and all the required documents must be submitted via the functional mail box:

[HR-SELECTION-TA-ETHICS-2020@ec.europa.eu](mailto:HR-SELECTION-TA-ETHICS-2020@ec.europa.eu)

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

**The closing date for the submission of applications is 14 September 2020 at 12.00 (midday) Brussels time.**

**7. ADDITIONAL INFORMATION**

This notice of selection is published in the 24 official languages of the European Union on the websites of DG HR and EPSO.

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 procedure.

Communication between the secretariat of the selection committee and the candidates will be in one of the languages that they have declared in their application form at B2 level or higher.

1. **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 requirement 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 of the date of notification of the decision, you can send an **email** to:

[HR-SELECTION-TA-ETHICS-2020@ec.europa.eu](mailto:HR-SELECTION-TA-ETHICS-2020@ec.europa.eu)

Your request will be forwarded to the Chair 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 in **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:HRMAIL-E2@ec.europa.eu)) or

by **post**, to the following address:

European Commission, Office SC11 4/001 B-1049 Brussels or

**handed in at the office address** SC11 4/001 (rue de la Science 11, office 4/001) from 09.00 to 12.00 and from 14.00 to 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:01962R0031-20180101&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 committee. The Court has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless the 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 President Robert Schuman

CS 30403

F-67001 Strasbourg Cedex [**https://www.ombudsman.europa.eu/en/home**](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.

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**. **For the procedure to be followed, please see:** [*https://www.ombudsman.europa.eu/en/make-a-complaint*](https://www.ombudsman.europa.eu/en/make-a-complaint)

1. <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20180101&from-EN> [↑](#footnote-ref-1)
2. <https://ec.europa.eu/transparency/regdoc/rep/3/2013/EN/3-2013-9049-EN-F1-1.PDF> Please note that the revision of this Decision is ongoing. [↑](#footnote-ref-2)
3. <https://ec.europa.eu/transparency/regdoc/rep/3/2004/EN/3-2004-1597-EN-6-0.Pdf>

   as amended by the following decisions

   <https://ec.europa.eu/transparency/regdoc/rep/3/2011/EN/C-2011-7071-F1-EN-MAIN-PART-1.PDF>

   <https://ec.europa.eu/transparency/regdoc/rep/3/2013/EN/3-2013-9028-EN-F1-1.Pdf>

   <https://ec.europa.eu/transparency/regdoc/rep/3/2019/EN/C-2019-2548-F1-EN-MAIN-PART-1.PDF> [↑](#footnote-ref-3)
4. <https://ec.europa.eu/transparency/regdoc/rep/3/2013/EN/C-2013-8970-F1-EN-MAIN-PART-1.PDF> [↑](#footnote-ref-4)