NOTICE OF RECRUITMENT N° AD 05/2017

Post: PRESS OFFICER (F/M)
Italian language - Temporary Agent (grade AD 5)

I. INTRODUCTION

General
The Secretary General of the Group of the Progressive Alliance of Socialists and Democrats in the European Parliament (S&D Group) has decided to open the procedure for filling one post for an Italian press officer, grade AD 5, for its Secretariat in Brussels.

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

Equal opportunities
The S&D Group maintains an equal opportunities policy and encourages applications from qualified men and women who fulfil the conditions for admission, excluding all discrimination. Selection and recruitment procedures are adapted to ensure that they do not disadvantage candidates with disabilities.

Place of employment
Brussels. More or less frequent travel outside Belgium is required, in particular during the plenary session in Strasbourg.

Approximate timetable for the selection procedure
- Evaluation of qualifications: July/August 2017
- Written tests: October 2017
- Oral tests: January 2018
- List of suitable candidates to be drawn up: January 2018

Recommendations
Before filling in the application form with due care and attention, candidates are requested to please read the notice of recruitment carefully. It contains details of the conditions to be met, the way to fill in the application form in one of the four languages: English, French, German or Spanish, and on the selection procedure itself. Candidates must use the application form specific to this recruitment procedure. The form may not be altered or amended in any way.
Under no circumstances should candidates approach any members of the Selection Board, either directly or indirectly. The Appointing Authority reserves the right to disqualify any candidate who disregards this instruction.

II. JOB DESCRIPTION

The press officer is at the disposal of the Members of the European Parliament of the S&D Group concerned in the carrying out of tasks which may include:

- Identification of press-relevant topics and proposing media initiatives and communication initiatives
- Drafting of press releases for S&D Members and their activities in line with the Group priorities
- Briefing of journalists and organisation of interviews and all sorts of press events
- Regular contact with the Brussels press corps as well as Italian and International press
- Close cooperation with the various media teams of the unit and S&D Press and Communications Department
- Good writing and drafting skills and editing of articles and op-eds for publication in the press
- Regular provision of material for the S&D Group’s website
- Follow press-relevant national political developments in Italy for the S&D Group

III. CONDITIONS FOR ADMISSION

The selection procedure is open to candidates who fulfill the following conditions by the closing date for applications:

A. General Conditions
Under article 12, 2 of the Conditions of Employment of Other Servants (CEOS) of the European Communities:
- you must be a national of one of the Member States of the European Union and enjoy your full rights as a citizen;
- you must have fulfilled any obligations imposed by the laws concerning military service;
- you must produce the appropriate character references as to your suitability for the performance of your duties.

B. Special Conditions
1. Qualifications and professional experience required:
- a level of education which corresponds to completed university studies of at least three years attested by a diploma or in the interest of the service a professional training of a similar level,
- at least two years' professional experience relating to above job description, acquired after a university degree as set out in the first indent;
very good knowledge of Community mechanisms and the European institutions;
- proven ability to carry out conceptual and analytical work;
- capacity for team work in a multinational environment;
- good knowledge of Italian and European political systems.

2. Knowledge of languages
Candidates must have an excellent knowledge of the Italian language. For working purposes, a very good knowledge of one of the following languages: English, French, German or Spanish, and a good knowledge of one other of these languages is required. Knowledge of other official languages of the European Union will be taken into account.

3. Supporting documents required
Professional experience, training or studies, as well as linguistic knowledge must be set out in detail in the application form and must be accompanied by supporting documents.

With regard to the qualifications and diplomas outlined in point III.B.1., presentation of a translation in one of the following languages: French, English, German or Spanish would be appreciated. In any case, candidates whose diplomas are in a language other than one of the current official languages of the EU must attach a translated copy in one of these languages.

With regard to professional experience, this must be justified by one or more supporting documents, from among those listed for guidance below:
- employment contracts or certificates, letters or attestations of appointment, indicating the exact nature of the activity performed and the dates on which the professional experience began and, where relevant, ended,
- in the case of current professional activity, both the initial contract and your most recent salary slip as proof of the duration of that activity,
- proof of activity as self-employed worker (for example tax forms, VAT forms, commercial register, social security, invoices).

A curriculum vitae can be added to the application form but is not regarded as a supporting document.

Should it not be clearly ascertainable from the qualifications and diplomas, ALL claims regarding linguistic knowledge must be backed up by supporting documents enclosed with the application form. In the case of absence of such documents, candidates must explain in a very detailed manner, on a separate sheet, how they acquired this knowledge.

IV. ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

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

The Appointing Authority will draw up a list of the candidates who have submitted their applications in the form required and by the closing date and who fulfill the general conditions (see point IX).
Accordingly candidates will be eliminated automatically if they:
- forward their application after the closing date, as evidenced by the postmark,
- fail to sign their application form,
- do not use and duly complete the official application form and/or
- do not fulfill the general conditions for admission.
Candidates will be informed after the closing date for applications if the application has been rejected on any of the above grounds.

Candidates who do not meet the conditions governing admission or who have failed to substantiate their claims by means of relevant supporting documents within the time required will be eliminated at this stage.

V. QUALIFICATIONS

The Selection Board will consider the applications on the basis of the supporting documents contained in the candidate’s application file and select those candidates whose qualifications and duly attested periods of professional experience best match the duties to be carried out, as described in point II: Job Description.

In order to do this, it will proceed with its evaluation based on the following criteria:

a) profile of the candidates with regard to the post to be filled 0 - 10 points

b) Knowledge and aptitude of the candidates:
- experience as a press officer/journalist 0 - 10 points
- conceptual/analytical work 0 - 5 points
- aptitude for team work in a multicultural environment 0 - 5 points
- knowledge of the Italian and European political systems 0 - 10 points
Total: maximum possible: 30 points

c) Linguistic knowledge
- Languages of the competition tests: English, French, German
- and Spanish (Italian will not be taken into consideration for the evaluation), each language: 0 - 2 points
- Other languages: 0 - 1 point
- Total: maximum possible: 10 points

Only the 10 best candidates resulting from this evaluation of qualifications will be selected to take part in the written tests.

VI. TESTS

Invitations to the tests will be sent by electronic mail. Candidates are responsible for notifying the Selection Board’s secretariat of any changes in their particulars and/or address. The S&D Group in the European Parliament cannot be held responsible for delays in mailing or the non-delivery of mail.
A. WRITTEN TESTS

The written tests will be held in the following languages: Italian, English, French, German and Spanish. In their application form candidates must indicate the languages chosen for these tests.

Test 1 must be carried out in English, French, German or Spanish to be chosen by the candidate. Test 2 must be carried out in Italian with a set of documents in English, French, German or Spanish (the language must be the same as the one chosen for test 1). Test 3 must be carried out in English, French, German or Spanish, which must be different from the language used in test 1 and 2, to be chosen by the candidate.

Nature, duration and marking of the tests

1. Test 1: Essay on a topic chosen by the candidate from three general subjects in areas relevant to the European Union to be written in English, French, German or Spanish. This test aims to assess:
   - the candidate's knowledge of Community mechanisms and the European institutions and their capacity to present in a logical and well-founded way one of the major political themes at European level (knowledge of subject);
   - their capacity to develop and elaborate key points and diverging approaches to the subject in question (development);
   - their capacity to present in a well-structured way a justified position and their general conceptual and writing abilities (structure);
   - quality of expression and knowledge of a second language (linguistic quality).
   Duration of test: 2 hours
   Marking: 0 to 40 points
   Candidates scoring less than 20 will be eliminated.

2. Test 2: Drawing up of a press release in Italian on the basis of a set of documents in English, French, German or Spanish of a maximum of 10 pages, distributed to the candidate (the language must be the same as the one chosen for test 1). The purpose of this test is to assess the candidate's ability to present a clear and coherent press release written in a journalistic style and the ability to work from a set of documents in another language.
   Duration of the test: 1 hour
   Marking: 0 to 40 points.
   Candidates scoring less than 20 will be eliminated.

3. Test 3: Language test. Candidates will receive instructions in one of the following languages English, French, German or Spanish - which must be different from the language used in tests 1 and 2 - to assess their level of ability to work in a third of the test languages.
   Duration of the test: 1 hour
   Marks: 0 to 20 points.
   Candidates scoring less than 10 will be eliminated.

Only those candidates having obtained the pass mark for each individual test will be admitted to the oral tests.
B. ORAL TESTS

The oral test will be in three parts which will take place during the same interview.

This interview with the Selection Board will allow it to judge the following elements, taking into account all the information contained in the candidate’s application file:

a/ **Professional knowledge** of the candidate, in particular with regard to the knowledge required in chapter III B. point 2, and the candidate’s aptitude to carry out the duties described in chapter II "Job description" in a European institution.
   Marks: from 0 to 55 points
   Candidates scoring less than 25 will be eliminated.

b/ **General aptitudes** of the candidate and, in particular, his/her ability to work under pressure, to work in a team, capacity of reasoning and judgement, precision and perseverance, interpersonal skills, capacity to adapt to technological changes, motivation and ability to adapt to a multicultural environment.
   Marks: from 0 to 35 points
   Candidates scoring less than 15 will be eliminated.

c/ **Knowledge of languages** of the candidate as indicated in the application form.
   Marks: from 0 to 10 points

VII. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

The list of suitable candidates will include, in order of merit, the names of those candidates who have obtained the minimum mark required for each test and a minimum of 50% of the points overall (the marks obtained for the written and oral tests will be added together).

Candidates will be informed individually of their results.

Should a candidate consider as fully justified the presentation of a request for review, he/she must send it, within ten calendar days of the communication of the results, by registered letter bearing the competition number, to Mrs. Ute MÜLLER (see point IX) who will forward it to the Selection Committee Chair. No request for review sent by e-mail will be accepted.

VIII. CONDITIONS OF RECRUITMENT

The Authority empowered to conclude contracts of employment (AECE) will choose from the candidates who are on the list of suitable candidates, the person best fitting the post to be filled. He/She will be recruited as a temporary agent in the AD 5 grade. The salary step in which he/she will be appointed by the administration will depend upon the provisions in force in this regard.
A reserve list will be drawn up in accordance with the S&D Group’s internal rules and the Staff Regulations. Candidates included on the list of suitable candidates may be eligible to be recruited at a later date in the event of similar vacancies.

If the successful candidate is a European civil servant of one of the EU institutions, the S&D Group will request a secondment to the European Parliament S&D Group in the interests of the service, in accordance with articles 37 and 38 of the Staff Regulations of the European Institutions.

IX. APPLICATIONS

The application form must be duly completed in one of the four languages: French, English, German or Spanish. It is available on the website of the S&D Group in the EP (www.socialistsanddemocrats.eu) and, upon request, from the Human Resources Unit of the S&D Group secretariat.1

Candidates must fill in and sign the application form and enclose with it photocopies of supporting documents to show that he/she meets the special conditions governing admission to the selection procedure to enable the Selection Board to verify the claims made on the application form. If the candidate fails to do so he/she will be disqualified.

Each page of the photocopied supporting documents must be numbered. All the supporting documents enclosed with the application form must be listed on a contents page giving a description of each document and the corresponding page number(s). Candidates are kindly asked not to staple or bind their documents.

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

Candidates with a physical disability are requested to enclose with their application, on a separate sheet, details of any arrangements they may consider necessary to help them take the tests, and to attach supporting documents relative to the declared disability.

The application form and the photocopied supporting documents must be sent by registered post with receipt of delivery, by Friday 14 July 2017 at the latest (as attested by the postmark) to the following address:

S&D GROUP IN THE EUROPEAN PARLIAMENT
Ms Ute MÜLLER - Office ATR 05K048
Human Resources Unit - Notice of recruitment n° AD 05/2017
Rue Wiertz, 60
B-1047 Brussels

1 Email address: s-d.competitions@ep.europa.eu
Any correspondence relating to an application must quote the name given in that application and the number of the selection procedure, and must be sent only to the aforementioned address.

The email address indicated by the candidate in the application form will be the address used for all correspondence relating to the selection procedure, including invitations to tests. His/her postal address will be considered as the location from which the candidate will depart to travel to the place of the tests.

**It is the candidate's responsibility to inform in writing to the aforementioned address, and in good time, of any change in personal data and/or address.**

Shortlisted candidates who are offered a job will in due course be required to produce the originals of their diploma, degree and employment certificates for verification.

Brussels, 19 June 2017