



NOTICE OF RECRUITMENT N° AST 10/ 2017

Post: ITALIAN LANGUAGE ASSISTANT (F/M) - Temporary Agent - grade AST 1

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 language assistant, temporary agent, grade AST 1, for its Secretariat in Brussels.

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 | January/February 2018 |
| - Written tests | March/April 2018 |
| - Oral tests and list of suitable candidates
to be drawn up | June 2018 |
| - Recruitment possible as from | July 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 following languages: French, English, 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 Authority empowered to conclude contracts of employment (AECE) reserves the right to disqualify any candidate who disregards this instruction.

II. JOB DESCRIPTION

The nature and the level of the duties to be carried out include:

- compiling dossiers following established procedures, in paper or electronic form, and providing the decision-making authorities with finalised dossiers - with relevant background information if necessary;
- following up decisions, providing information in answer to inquiries on progress in the cases, drawing up summaries;
- work involving word processing, putting documents in the proper form, producing tables, keeping diaries, mail, filing, preparing dossiers, organising meetings and/or receiving visitors from inside and outside Parliament;
- computer work linked to the presentation of documents and regular updating of Intranet and Internet websites.
- administrative and organisational work for which a minimum of instructions are given and which require judgement, method, discretion, order and team spirit.

In particular, the Group insists on the fact that the post of assistant demands availability and flexibility, a methodological approach, discretion, and a capacity for rapid adaptation to varying duties. Candidates must show initiative, both independently and while working in a team, and be able to adapt to a multicultural environment. Lastly, they must be ready to carry out professional training throughout their career.

III. ELIGIBILITY (PROFILE REQUIRED)

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

A. General Conditions

In accordance with Article 12, 2) of the Conditions of employment of other servants of the European Communities (CEOS), you must:

- be a national of one of the Member States of the European Union;
- enjoy full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- produce the appropriate character references for the performance of your duties.

B. Specific Conditions

1. Qualifications

- a level of post-secondary education attested by an officially recognised diploma
or
- a level of secondary education attested by a diploma giving access to post-secondary education, followed by relevant professional experience of at least three years.

2. Knowledge of languages

In addition to an excellent knowledge of the Italian language, for functional reasons due to the specific tasks to be performed, a thorough knowledge of one of these languages: English, French, German or Spanish is required and a good knowledge of a second of these languages is required. Knowledge of other official languages of the European Union will be taken into account.

Knowledge of the required languages must be confirmed by a diploma, a certificate or a declaration on your honour, to be made on a separate sheet of paper, explaining how that knowledge was acquired.

IV. PROCEDURE

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

The Authority empowered to conclude contracts of employment will draw up a list of the candidates who have submitted their applications in the form required and by the closing date and fulfil the general conditions as laid down in Section III.A.

Accordingly candidates will be eliminated automatically if they:

- forward their application after the closing date (as evidenced by the postmark),
- do not use and duly complete the official application form
- fail to sign their application form and/or
- do not fulfil the general conditions for admission.

1. Admission

The selection committee will consider the application files and draw up a list of candidates who meet the conditions set out in Section III.A and B and will therefore be admitted to the procedure.

In its consideration of the application files, the selection committee will base its decisions solely on the information given on the application form which is substantiated by supporting documents enclosed with it.

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, submission of a translation in either English, French, German or Spanish would be appreciated.

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 (for example tax forms, VAT forms, register of commerce, social security, or invoices).

A Curriculum Vitae is not regarded as a supporting document.

The candidates' attention is drawn to the fact that it is up to the candidate himself/herself alone to decide which supporting documents to attach to his/her application form. The Selection Board bases its decision solely on the supporting documents provided by the candidates.

If, at any stage in the procedure, it is established that the information given in your application form is incorrect or is not substantiated by supporting documents, or that all the conditions set out in the recruitment notice are not met, you will be disqualified.

2. Assessment of qualifications

The Selection Board will examine the files solely on the basis of information given in the application form, backed up by documentary proof in the candidates' files, and will select those candidates whose qualifications, as well as proven periods of relevant professional experience, best match the duties as described under Chapter II 'Job Description'. The Selection Board's evaluation will be 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:*
 - knowledge of the EU and the EP in particular: 0 - 5 points
 - technical knowledge and professional experience: 0 - 5 points
 - aptitude for work in a multicultural environment: 0 - 5 pointsTotal: maximum possible: 25 points
- c) *Linguistic knowledge*
 - languages of the tests: English, French, German and Spanish
 - each language: 0 - 2 points
 - other languages: (global) 0 - 2 pointsTotal: maximum possible: 10 points

Only the 15 best candidates resulting from this evaluation of qualifications will be selected to take part in the written tests.

V. TESTS

Invitations to the tests will be sent by electronic mail. Candidates are responsible for notifying the Selection Board's secretariat by mail of any changes in their particulars and/or address. The S&D Group cannot be held responsible for delays in mailing or the non-delivery of mail due to national postal services.

A. WRITTEN TESTS

The written tests will be held in English, French, German or Spanish. Candidates must indicate the languages chosen for these tests in their application form. Tests 1, 2 and 3 must be completed in the same language chosen by the candidate from the four languages mentioned above. Test 4 must be completed in another of those languages.

Nature, duration and marking of the tests:

Test 1: Correction of a text on a computer. This test aims at evaluating the professional aptitude of the candidates as described under "job description" as well as their competence in word processing (Word 2013), Excel and Outlook.

Duration of the test: 45 minutes

Marking: 0 to 30 points - Candidates scoring less than 15 will be eliminated.

Test 2: Work planning based on precise instructions. This test is aimed at assessing the candidate's organisational skills and reasoning ability and will be held in the same language as that chosen for test 1.

Duration of the test: 45 minutes

Marking: 0 to 20 points - Candidates scoring less than 10 will be eliminated.

Test 3: Drafting a text on a computer based on precise instructions, in the same language as that chosen for tests 1 and 2. This test is aimed at assessing the candidate's writing skills and knowledge of the language chosen.

Duration of the test: 1 hour

Marking: 0 to 30 points - Candidates scoring less than 15 will be eliminated.

Test 4: Drafting of a text in a different language (English, French, German or Spanish) from that chosen for tests 1, 2 and 3. This test is aimed at assessing the knowledge of a second language and the ability to write in this language.

Duration of the test: 1 hour

Marking: 0 to 20 points - Candidates scoring less than 10 will be eliminated.

Candidates that obtain the minimum mark required in each of the four tests will be invited to take part in the oral tests.

B. ORAL TEST

The oral test will be in three parts which will take place during the same interview. Parts a/ and b/ will be held in English, French, German or Spanish, respecting the candidates' declarations on the application form. Part c/ will be held in another of those languages and in any other language, respecting the candidates' declaration on the application form. 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., 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/ Linguistic knowledge of the candidate in another language (English, French, German or Spanish) and in any other language as declared in the application form.

Marks: from 0 to 10 points.

VI. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

The lists of suitable candidates will include, in order of merit, the names of those candidates who have obtained the highest overall scores in all the tests (written and oral) on condition that they have obtained at least 50% of the total points available and have passed each test. 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 number of the selection procedure, to Mrs. Ute MÜLLER (see point VIII) who will forward it to the Selection Committee Chair. No request for review sent by e-mail will be accepted.

VII. CONDITIONS OF RECRUITMENT

The Selection Board will draw up a reserve list in order of merit. Candidates included on the list of suitable candidates may be eligible to be recruited at a later date in the event of similar vacancies.

The 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 AST 1 grade. The salary step in which he/she will be appointed by the administration will depend upon the provisions in force in this regard.

If the successful candidate is a European civil servant of one of the EU institutions, the Group will request his/her 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.

VIII. APPLICATIONS

The application form must be duly completed either in **English, French, German or Spanish**. It is available in these four languages 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 specific conditions governing eligibility 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 requested 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, 22 December 2017** at the latest (as attested by the postmark) to the following address:

¹ Email address: s-d.competitions@europarl.europa.eu

S&D GROUP IN THE EUROPEAN PARLIAMENT
Ms Ute MÜLLER - Office ATR 05K048
Human Resources Unit - Notice of recruitment n° AST 10/2017
Rue Wiertz, 60, B-1047 Brussels

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 ² 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 as indicated in the application form will be considered as the location from which the candidate will depart to travel to the place of the tests. Information concerning details of the organisation of the tests will be sent to candidates by email. **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 postal address and/or email 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, 27 November 2017

² If for specific, exceptional reasons a candidate requests selection procedure correspondence to be sent to an address other than his/her actual place of residence, the candidate must enclose a separate sheet giving full and detailed reasons for his/her request. Any statement of this kind will be treated in complete confidence.