



**Group of the Progressive Alliance of  
Socialists & Democrats  
in the European Parliament**

European Parliament  
Rue Wiertz 60  
B-1047 Bruxelles  
T +32 2 284 2111  
F +32 2 230 6664  
[www.socialistsanddemocrats.eu](http://www.socialistsanddemocrats.eu)

**NOTICE OF RECRUITMENT N° AST 01/2020**

**Post: ASSISTANT (F/M)  
in the field of financial management and ex-ante control  
Temporary Agent - grade AST 2**

**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 of assistant (F/M) in the field of financial management and ex-ante control, temporary agent, grade AST 2, pursuant to article 2(c) of the Conditions of Employment of Other Servants of the European Union (CEOS), 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. The S&D Group endeavours to apply equal opportunities, treatment and access to all candidates.

**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                                 | March 2020     |
| - Written tests  | May 2020       |
| - Oral tests and list of suitable candidates<br>to be drawn up | June/July 2020 |
| - Recruitment possible as from                                 | September 2020 |

**Recommendations**

Before filling in the application form with due care and attention, candidates are requested to please read the notice of recruitment carefully.

**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 job description is the following :

Assistant responsible for initiating and preparing financial operations, including the necessary quality controls before launching the operations, for carrying out specific tasks in the areas of financial management and ex-ante control, within the framework of various budgetary, financial activities, as well as in the field of the commitment and settlement of expenditure, based on precise instructions and using computing tools, and in particular:

- the appropriateness of the budget line
- the examination of procedures to be followed including public procurement
- the preparation of the legal commitment
- the examination of the invoice and cost claims
- the preparation of the payment file, including VAT procedures
- the preparation of the forecast of revenue and recovery orders, etc. until termination of the operation
- the follow-up of credit notes and advances
- the introduction of the transaction in the local application.

In particular, the Group insists on the fact that the post of assistant demands availability and flexibility, a methodological approach, discretion, confidentiality 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.

The Group also insists on the fact that the staff involved in the control of financial operations adhere to the specific Code of Professional Standards applicable.

## **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 CEOS, candidates 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 their duties.

## **B. Specific Conditions**

### **1. Qualifications and professional experience required**

- a level of post-secondary education attested by an officially recognised diploma showing completion of studies in the field of finance followed by a minimum of three years' professional experience in the field described under "Job Description",

**or**

- a level of secondary education attested by a diploma giving access to post-secondary education, and at least five years' relevant professional experience in the field described under "Job Description".

### **2. Knowledge of languages**

For functional reasons due to the specific tasks to be performed, a thorough knowledge of either English or French is required and a good knowledge of either English, French, German or Spanish 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 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.**

**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
- omit to sign their application form and/or
- do not fulfil the general conditions for admission.

### **A. Admission**

The Selection Board 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 Board 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 substantiated by supporting documents.

With regard to the qualifications and diplomas outlined in point III.B.1, submission of an official 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 but it is requested with the application.**

**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 before the closing date.**

**If, at any stage in the procedure, it is established that the information given in the 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, candidates will be disqualified.**

Any personal data generated in connection with the recruitment procedure shall be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by Union institutions and bodies, offices and agencies, and on the free movement of such data. Any personal data shall be processed only for the purpose and in the framework of the present recruitment procedure.

#### **B. 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:*
- experience in finance: 0 -10 points
  - knowledge of administrative, budgetary and management procedures applied in the field of activity: 0 -10 points
  - knowledge of the EU institutions and the EP in particular: 0 - 5 points
  - technical knowledge and professional experience: 0 -10 points
  - aptitude for work in a multicultural environment: 0 - 5 points
- Total: maximum possible a) & b): 50 points
- c) *Linguistic knowledge*
- languages of the tests: English, French, German and Spanish each language: 0 - 2 points
  - other languages: (global) 0 - 2 points
- Total: maximum possible: 10 points

**Only the 15 best candidates resulting from this evaluation of qualifications and having reached a ceiling of 35 points will be selected to take part in the written tests.**

## **V. TESTS**

### **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 and 2 must be completed in English or French. Test 3 must be completed in another of those four languages.

#### **Nature, duration and marking of the tests:**

##### Test 1: Computer test

This test is aimed at assessing the capacity of the candidate to handle the necessary ex-ante controls within the framework of the financial management of operations including the quality control of the files.

This assessment will in particular focus on:

- Financial initiation
- Financial support
- Support in the frame of calls for tenders
- Management of financial information
- Support for accounting management
- Preparation of the corresponding payment file to be submitted for approval.

This test will be held in English or French.

Length of test: 2 hours

Marks: 0 to 40 points - Candidates scoring less than 25 will be eliminated.

Test 2: Computer test: 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: Language test in English, French, German or Spanish. The language chosen for this test must be different from that chosen for tests 1 and 2. This test aims at assessing the knowledge and the ability to write in a second language and will be based on a set of documents in the field of finance.

Length of test: 1 hour

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

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

## **B. ORAL TEST**

The 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. (This part of the interview will be held in English or French, according to the candidate's declaration on the application form.)

Marks: from 0 to 50 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. (This part of the interview will be held in English or French, according to the candidate's declaration on the application form.)

Marks: from 0 to 50 points - Candidates scoring less than 25 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 list 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 60% of the total points available and have passed each test. Candidates will be informed individually of their inclusion on the list of suitable candidates.

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 Ms. Emmanuelle LE TEXIER (see point VIII) who will forward it to the Chair of the Selection Board. No request for review sent by e-mail will be accepted.

Inclusion on the list of suitable candidates does not confer any right to or guarantee recruitment.

## **VII. CONDITIONS OF RECRUITMENT**

The Selection Board will draw up a reserve list in order of merit. Candidates included on the reserve list 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 2 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 S&D 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**

Candidates must use the official application form supplied on the website of the S&D Group ([www.socialistsanddemocrats.eu](http://www.socialistsanddemocrats.eu)).<sup>1</sup> The form may not be altered or amended in any way.

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.

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<sup>1</sup> Email address : s-d.competitionASTexante@ep.europa.eu

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 2 March 2020** at the latest (as attested by the postmark) to the following address:

**S&D GROUP IN THE EUROPEAN PARLIAMENT  
Ms Emmanuelle LE TEXIER - Office ZWEIG 05K048  
Human Resources Unit - Notice of recruitment n° AST 01/2020  
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. Applications sent by ordinary post, through the internal mail or submitted in person will not be considered.

The reimbursement of part of travel and accommodation costs will be calculated according to the guidelines provided by EPSO.

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 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<sup>2</sup>.** The S&D Group cannot be held responsible for delays in electronic mailing, mailing by post or the non-delivery of mail due to national postal services.

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, 3 February 2020

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<sup>2</sup> 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 confidentiality.