



NOTICE OF RECRUITMENT N° AD/01/2021

Post: ADMINISTRATOR (F/M)
Maltese-language Temporary Agent - grade AD 5
(IRC 170073)

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 1 post for a Maltese-language administrator (F/M), Temporary Agent at grade AD 5, 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.

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

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|---|----------------|
| - Evaluation of qualifications: | June 2021 |
| - Written tests: | July 2021 |
| - Oral tests and list of suitable candidates
to be drawn up: | September 2021 |
| - Recruitment possible as from: | January 2022 |

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 Appointing Authority empowered to conclude contracts of employment (AECE) reserves the right to disqualify any candidate who disregards this instruction.

II. JOB DESCRIPTION

The administrator provides assistance and support to the Members of the European Parliament of the S&D Group in the carrying out of tasks, which may include:

- Support to the legislative work of parliamentary committees, draft proposal for amendments and resolutions;
- Provide political advice; conduct analysis and formulation of policies in the fields of European Union action;
- Follow and contribute proactively to policy implementation in specific sectorial policies, drafting policy analysis notes and political assessments, explanatory papers on areas of competence for S&D Members at committee level, for Group bodies and for the Secretariat;
- Draw up politically and technically coherent parliamentary positions in the main fields of activity of the European Union;
- Manage the contacts between the S&D Group and the member parties of the PES and its parliamentary groups in the Member States;
- Manage, organise and follow-up of meetings;
- Contribute to external communication as well as to internal reporting and communication.

The post of administrator demands availability and flexibility, a methodological approach, discretion, loyalty, confidentiality and a capacity for rapid adaptation to varying duties in a political environment. 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 fulfill the following conditions by the closing date for applications:

A. General Conditions

Under 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 as to their suitability for the performance of their 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;

- at least two years' professional experience 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 and multicultural environment;
- a very good knowledge of the Maltese and European legal, institutional and political systems.

2. Knowledge of languages

Candidates must have a thorough knowledge of one of the official languages of the European Union. For the requirements of the post, a very good knowledge of one of the following languages: English, French, German or Spanish and a good knowledge of another of these four 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 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
- fail 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 decision 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 (English version required).

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.

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 consider the applications on the basis of the supporting documents enclosed 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". The Selection Board's evaluation will be based on the following criteria:

- | | |
|---|---------------|
| a) <i>Profile of the candidates with regard to the post to be filled:</i> | 0 - 5 points |
| b) <i>Knowledge and aptitude of the candidates:</i> | |
| - knowledge of the EU institutions | 0 - 5 points |
| - ability to carry out conceptual and analytical work | 0 - 5 points |
| - aptitude for team work in a multicultural environment | 0 - 5 points |
| - knowledge of Maltese and European political systems | 0 - 10 points |
| Total: maximum possible a) & b): 30 points | |

c) *Linguistic knowledge*

(the candidates' first language is not taken into consideration at the evaluation)

- languages of the competition tests: English, French, German and Spanish,
each language: 0 – 2 points
- other EU languages: (global) 0 - 2 point
- Total: maximum possible: 10 points*

Only the 15 best candidates resulting from this evaluation of qualifications and having reached the minimum of 25 points will be selected to take part in the written tests.

V. TESTS

The tests are organised in Brussels or online. Candidates will receive prior information on the practical details, once selected.

A. WRITTEN TESTS

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

Candidates are informed that the two languages options for test 1 and 2, i.e. English or French, and other language options for test 3, have been laid down in the interest of the service, by virtue of the duties involved.

Nature, duration and marking of the tests:

Test 1: Computer test: Editorial test and Essay

One editorial test and one essay on a topic chosen by the candidate from general subjects in areas relevant to the European Union.

This test aims to assess:

- structuring and organizing content
- analytical, summarizing and communication skills
- political sensitiveness
- strategic and prioritization skills in writing
- quality of expression

Duration of test: 2.5 hours

Marking: 0 to 60 points

Minimum pass mark: 35 points

Test 2: Multiple Choice Question

Candidates must respond to 60 questions.

This test aims to assess the knowledge of the Maltese political system in relations with the EU, the Community mechanisms and the European institutions.

Duration of test: 40 minutes

Marking: 0 to 20 points

Minimum pass mark: 10 points

Test 3: Linguistic skills

Candidates will receive instructions based on a text 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 ability to work in a second language.

Duration of the test: 1 hour

Marks: 0 to 20 points

Minimum pass mark: 10 points

The 5 best 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 be in the same language as tests 1 and 2 and it will allow the Selection Board 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 40 points.

Minimum pass mark: 20 points.

b/ Human qualities and personality 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 resilience, interpersonal skills, capacity to adapt to technological changes, motivation and ability to adapt to a multicultural environment.

Marks: from 0 to 50 points

Minimum pass mark: 25 points

c/ Knowledge of languages of the candidate as indicated 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) under the 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 inclusion of the list of suitable candidates. Once established, the validity of the list will be two years; it may be extended.

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

Should a candidate consider the presentation of a request for review based on substantiated grounds, they must send it within ten calendar days of the email containing notification of the results, by registered letter bearing the number of the selection procedure, to Ms Emmanuelle LE TEXIER, Head of Human Resources Unit (see point VIII) who will forward it to the Chair of the Selection Board. No request for review sent by e-mail will be accepted¹.

VII. CONDITIONS OF RECRUITMENT

The laureate of the selection will be offered the post.

He/She will be recruited as a temporary agent in the AD 5 grade, pursuant to article 2(c) of the Conditions of Employment of Other Servants of the European Union (CEOS). 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 their secondment to the S&D Group in the interests of the service, in accordance with articles 37 and 38 of the Staff Regulations of the European Institutions.

Candidates included on the reserve list may be eligible to be recruited at a later date in the event of 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.

VIII. APPLICATIONS

Candidates must use the official form supplied on the website of the S&D Group in the EP (www.socialistsanddemocrats.eu). 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 conditions governing admission to the selection procedure to enable the Selection Board to

¹ *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, as indicated above.** 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 by certified letter, to Mrs Le Texier (above-mentioned address). 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>

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.

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. Do not send originals.

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 23 April 2021** 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 05L036
Head of Unit, Human Resources Unit
Notice of recruitment n° AD/01/2021
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 address.²**

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. The contact address for this competition is: s-d.AD-01-2021@europarl.europa.eu

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 position will in due course be required to produce the originals of their diploma, degree and employment certificates for verification.

Brussels, 22 March 2021