



EUROPE OF NATIONS AND FREEDOM GROUP IN THE EUROPEAN PARLIAMENT

NOTICE OF RECRUITMENT IRC 163471

Post: **ASSISTANT (F/M) - General Secretariat Assistant
Temporary Agent ENGLISH language - (grade AST 3)**

(Cancels and replaces Notice of Recruitment IRC 163303)

I. INTRODUCTION

The Group of the Europe of Nations and Freedom in the European Parliament has decided to open the procedure for filling 1 post of temporary agent English language assistant (AST) for its Secretariat in Brussels.

Equal opportunities

The ENF Group maintains an equal opportunities policy.

Place of employment

Brussels.

Recommendations

Before applying for the above post, please read the notice of vacancy carefully. It contains details of the conditions to be met and the selection procedure itself.

In no circumstances should candidates approach the Selection Board themselves, either directly or indirectly concerning this recruitment. The Authority Authorised to Conclude Contracts reserves the right to disqualify any candidate who disregards this instruction.

Closing date for applications

The closing date for applications is 23rd March 2018 (as shown by the postmark or the date given on the delivery slip of the private mailing company).

II. JOB DESCRIPTION

The General Secretary Assistant fulfils a supranational function within the ENF Parliamentary Group, and assists the secretariat in a strategic way.

These tasks include, but are not limited to:

- Assistance to the Secretary General and Deputy Secretary General
 - Organisation of the ENF Bureau
 - Organisation of the agenda of SGs and preparation of meetings
 - Organisation of group meetings and events
 - General administrative tasks
- Assisting the SGs in relations with the EP-administration
 - Preparation of the Conference of Presidents (CoP) and follow up of relevant files
 - Assisting on topics related to General Secretariat
- - assisting and advising on EPs interparliamentary delegations

Frequent travel outside Belgium is part of the job, in particular several days per month in Strasbourg during the plenary sessions.

The post of assistant in the Secretariat of the ENF Group requires great availability (for example frequency of meetings, irregular working hours), flexibility, judgement, a methodical approach, discretion, adaptability to varying workloads as well as the capacity for teamwork in an international environment. Suitable candidates must, amongst other things, be capable of grasping wide-ranging problems, be able to respond rapidly to changing circumstances and to communicate effectively.

Will notably be considered as an asset:

- Good knowledge of the functioning of the European Union Institutions and of the political systems within the European Union;
- Excellent knowledge of the political activities of the ENF Group and its Members;
- Capacity for teamwork in a multinational environment, and with different type of representatives and personalities.
- Previous experience in the European Parliament or representation to the EU

III. CONDITIONS FOR ADMISSION

The selection procedure is open to candidates who fulfil 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 citizen of a Member State of the European Union;
- you must be entitled to 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 for performance of your duties.

B. SPECIAL CONDITIONS

1. Qualifications and professional experience required:

- In accordance with the terms of article 5 of the Staff Regulations:
 - (i) a level of post-secondary education attested by a diploma, or
 - (ii) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or
 - (iii) where justified in the interests of the service, professional training or professional experience of at least 8 years' experience.

2. Experience

3 years of professional experience, after obtaining the qualifications required under i), ii) or iii).

3. Knowledge of languages

Candidates must have very good knowledge of **English** and **French**.

Knowledge of other European Union languages will be taken into account.

3. Supporting documents required

Qualifications and professional experience, training or studies, as well as linguistic knowledge must be set out in detail in the application, it is also compulsory for supporting documents to be accompanied as evidence. These supporting documents must be submitted at the same time as the application with a **table of contents**.

With regard to professional experience outlined in point III.B., 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,
- Proofs of activity as an independent (for example tax forms, VAT forms, register of commerce, social security, invoices).

A Curriculum Vitae 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. In the case of

absence of such documents, candidates must clearly explain, 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**.

1. The Selection Board will draw up a list of the candidates who have submitted their applications in the form required, with supporting documents, by the closing date, and who fulfil the general conditions.

2. Accordingly, candidates who:

- Forward their application after the closing date (as evidenced by the postmark or the delivery slip of the private courier service),
- Do not forward their application by registered, or by private courier,
- Do not fulfil the general conditions for admission,
will automatically be eliminated.

3. The Selection Board will consider the applications on the basis of the supporting documents, draw up the list of candidates, and select, up to 8 candidates whose qualifications and professional experience best match the duties to be carried out, as described in the Job Description. It will base its decision on information given in the Application and backed up by supporting documents.

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.

4. Candidates will receive an email informing them of the Selection Board's decision on whether to admit them to the tests. You must therefore include an email address with your application - failure to do so will result in exclusion from the competition.

5. Please note that the Selection Board may cancel the decision to admit you to the competition if, at any stage whatever in the selection procedure, it finds that

- you do not meet one or more of the general, particular or specific conditions governing admission to the selection procedure, or
- the claims made in your application form are not substantiated by appropriate supporting documents or prove to be inaccurate.

V. INVITATION TO THE TESTS

Invitations to the tests will be sent by email. Candidates are responsible for notifying the Selection Board's secretariat of any changes in their particulars and/or address or email. The ENF Group cannot be held responsible for the non-delivery of email.

VI. TESTS

The Selection Board may decide to disqualify any candidate whose behaviour disrupts the running of the tests.

A. WRITTEN TESTS

The written tests will be held in **English and/or French.**

Nature, duration and marking of the tests

1. Test comprising a series of questions, to assess the candidate's knowledge of the European Union, its Institutions and policies and its cultural and social environment.

Duration of the test: 20 minutes

Marking: 0 to 20 points.

Candidates scoring less than 10 will be eliminated.

2. Test involving a typed text.

Duration of the test: 30 minutes

Marking: 0 to 30 points.

Candidates scoring less than 15 will be eliminated.

Important:

The tests will be marked in the above order.

Only those candidates having obtained a minimum of 25 points for the whole of the written tests **and** having obtained the minimum mark for each individual test will be admitted to the oral tests.

B. ORAL TESTS

The oral tests will be held in **English, French and any other languages the candidate mentioned in the CV.**

Nature, duration and marking of the tests

1. Interview with the Selection Board to assess the general education and knowledge, particularly of European Union affairs and of ENF group activities, of the candidate, his/her ability to express him/herself.

Duration of the test: maximum 20 minutes

Marking: 25 points

2. Conversation with the Selection Board to test knowledge of languages of the European Union. The Selection Board will take into account the knowledge of other languages mentioned in the candidate's CV.

Duration of the test: maximum 10 minutes

Marking: 15 points

VII. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

The Selection Board will establish a list of suitable candidates from amongst those who have **obtained at least 60% of the points** for the whole of the tests (written and oral combined) and have obtained the **minimum mark required for each of them**. Candidates will be listed in order of merit.

VIII. CONDITIONS OF RECRUITMENT

1. Candidates included on the list of suitable candidates will be eligible to be recruited under the same function group as the need arises in the ENF Group.
2. The recruitments will be at the grade AST 3.

IX. APPLICATIONS

1. The candidate must send a motivation letter specifying the number of the competition, together with a Curriculum Vitae, and enclose with them 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 in the application. **If the candidate fails to do so he/she can be disqualified.**

Candidates are asked to number each page of the photocopied supporting documents. All the supporting documents 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 the documents and to submit them only in recto format.**

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

2. 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.
3. Documents must be sent by **registered letter by 23rd March 2018** at the latest (as attested by postmark) to the following address:

**European Parliament
ENF Group
Human Resources/Dietmar
Holzfeind - ATR 00L002
Rue Wiertz 60
B-1047 Brussels**

4. The address and email indicated by the candidate in the application will be the address used for all correspondence relating to the selection procedure, including invitations to tests. This 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 the Selection Board secretariat in writing to the aforementioned address, and in good time, of any change in personal data and/or address or email.

5. Candidates who will be selected for the post will in due course be required to produce the originals of their diploma, degree and employment certificates for verification by the EP administration.

X. PROTECTION OF PERSONAL DATA

1. The ENF Group will ensure that candidates' personal data are processed as required by the Regulation (EC) N° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

2. Candidates submitting their application are aware of these terms and accept them.

XI. REQUESTS FOR REVIEW

You can request a review of any **decision** taken by the selection board that determines whether you can proceed to the next stage of the competition or are excluded.

Please contact the Group (see section IX .3) within **10 calendar days** of the date on which the contested decision was communicated to you

Requests received after the deadline will not be taken into account.

The selection board will analyse and decide on your request and you will receive a reply as soon as possible.

Recruitment with effect: June 2018

Brussels, 07th March 2018