

MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.

STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- **temporary agents** are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- **contract agents** may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).

Administrative agent – test development coordination

In the European Personnel Selection Office (EPSO)

Job title: Administrative Agent

Domain: Human resources

Where: Unit EPSO 01 – “Research, innovation and test development”, Brussels

Function Group: FG II

Contract Type: 3a

Express your interest until: 01.11.2024 - 12.00 (Brussels time)

WE ARE

The European Personnel Selection Office's (EPSO) mission is to provide a professional staff selection service on behalf of the Institutions of the European Union, by attracting and selecting talented individuals from across the EU through effective and fair selection procedures. As part of our ongoing efforts to enhance our role as a match-maker between Institutions and candidates, we are currently undergoing a business modernization and transformation process;

The Research, Innovation and Test Development unit (RITD) main mission is to keep abreast of the developments and find the most suitable tests and test methodologies for the needs of the client institutions. Coordination of a cross-unit network of psychologists is also part of the mandate of this unit.

The test development sector is responsible for ensuring timely delivery of high quality test content.

WE PROPOSE

EPSO is seeking to hire 2 administrative agents in test development.

As a member of the Test Development sector, the administrative agent will be involved in the development of EPSO tests. This includes:

- Planning and centralising all steps of test content development from beginning to end including organising, attending and facilitating meetings and proofreadings with Selection Boards, Subject Matter Experts and translation services to review and finalise the exercises
- Ensuring smooth and effective cooperation with the various parties involved (contractor, Selection Board members, Subject Matter Experts, DG Translation and other EPSO teams)
- Carrying out various administrative tasks, including management of the flow of documents, document formatting, archiving
- Actively contributing to the innovation in the area of test content development (establishment of new test types, conduction of pilots,...)

WE LOOK FOR

We are looking for a high performing and motivated team-player who should be resourceful and creative in particular in problem solving, precise and well organised, capable of working on a number of different files at the same time, also with a high degree of autonomy when needed and who likes to take ownership of files.

The ideal candidate should be pro-active and flexible, able to work within fixed deadlines including managing peaks of work, while contributing to maintain the positive environment in the team. The candidate should also have excellent communication skills, and ensure good contacts with the numerous counterparts in the test development as well as feel at ease in facilitating meetings and explaining procedures. Furthermore, experience in contract and financial management would be an asset requiring in particular an eye for detail.

Advanced administrative skills are needed, as well as a high sense of responsibility, confidentiality, and resilience. The ability to work remotely on different platforms (MS teams, Sharepoint, Skype, Webex) is also highly desirable.

The ability to work in English is a strong advantage; knowledge of other languages would be an asset.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. You should send your documents in a single pdf in the following order:
 1. your CV
 2. motivation letter
 3. duly filled in application form.Please send these documents by the publication deadline to caroline.pietquin@ec.europa.eu indicating the call for interest reference EC/2024/EPSO/394631 in the subject.

No applications will be accepted after the publication deadline.

ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a contract agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).

³ Therefore, candidates who did not pass already a CAST on the level Function Group II, should register their profile at this [address](#).

candidates. Due to the large volume of applications that we may receive only candidates selected for the interview will be notified.

2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission.

➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

The successful candidate will be engaged as a **contract agent under Article 3(a) of the [Conditions of Employment of Other Servants](#), in function group FG II**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The first contract will be 2 years. The contract may be renewed in the interest of the service for a fixed period. If a second renewal is in the interest of the service, the contract will be for an indefinite duration.

The duration of the renewal(s) will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents.

The selected candidate shall serve a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the Specific [Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.