



## NOTICE OF RECRUITMENT N° IRC 171670

Post: **ASSISTANT (F/M),  
English speaking Assistant to the Head of Communication and Strategy  
Temporary Agent, (Administrative assistant (PG) (Grade AST 3)**

### I. INTRODUCTION

The Greens/EFA Group in the European Parliament has decided to open the procedure for filling a post of Assistant (Administrative assistant (PG)) of English language as Temporary Agent in its Secretariat in Brussels (Grade AST 3).

#### **Equal opportunities**

The Greens/EFA group is an equal opportunity employer. We promote diversity and are committed to creating an inclusive environment. In case of equal appreciation on competence and suitability for the position, preference will be given to female applicants.

#### **Place of employment**

Brussels (Belgium).

#### **Availability of the post**

The post will be available as from January 2022

#### **Recommendations**

Before filling in the application form, please read the recruitment notice carefully. It provides precise information on the conditions for admission, and the selection procedure itself.

Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning this recruitment procedure. It reserves the right to disqualify any candidate who disregards this instruction.

#### **Closing date for applications**

The closing date for applications is **26 October 2021 at 23:59 GMT +1.**

## II. NATURE OF THE FUNCTION AND PROFILE

The Greens/EFA group seeks an Administrative Assistant for its Communications Unit.

### Tasks to be performed:

- Providing general administrative support to the Head of the Communication and to the Communications unit as a whole, in particular compiling communication planning calendars, booking rooms for meetings/events and managing translation requests;
- Supporting the Head of Communication on budgetary issues, including the planning and organisation of financial requests, drafting contracts, paying invoices, liaising with the finance team and assisting in the communications budget oversight and planning;
- Assisting in preparation of the Group's external communication material;
- Writing and/or editing and/or proofreading web articles, including and other communications and campaigns materials in English, with special focus on strategy for content, building audiences, tone, fact-checking, web optimisation and editorial in conjunction with the web team;
- Providing support to the press team where necessary, including drafting, editing and/or distributing press releases and other press material in English;
- Writing and archiving minutes for meetings & updating of the weekly communications planning;
- Assisting in the organisation of internal policy guidelines, strategy documents, including follow up with the team;
- Weekly contribution for ideas, brainstorming, planning future projects and the organisation of trainings where required;
- Assisting with necessary framework contracts: preparing the relevant documentation and follow up with team and tenderers;
- Supervising an intern on a 5-month programme, twice a year.

### Requirements:

- Qualifications and professional experience as laid down in heading III. B. 1;
- Knowledge of languages as set out in heading III. B. 2;
- Experience in a multicultural environment;
- Knowledge of the Greens/EFA positions;
- Good communication, strategic thinking and coordination skills;
- Good organisation skills and ability to work in a multicultural team;
- Open-mindedness, communicative attitude and experience in working in a political administration and in a multi-cultural team;
- Be a good team-worker and ready to work flexible hours and joining missions, notably the monthly plenary session in Strasbourg (FR).

### Assets:

- Interest and knowledge of green politics and of the Greens/EFA group functioning;
- More than 3 years of experience in line with the function;

- Additional education or trainings in the field;
- Knowledge of other official languages of the European Union.

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### **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, candidates must:

- be citizen of an EU Member State; unless an exception is authorised by the authority referred to article 6 (1);
- enjoy full rights as citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- meet the character requirements for the duties involved.

#### **B. SPECIFIC CONDITIONS**

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

Candidates **must have at least a level of education which corresponds to** a level of:

a) post-secondary education attested by a diploma or

b) a level of secondary education attested by a diploma giving access to post-secondary education followed by appropriate professional experience of at least three years (full-time), as provided for in Article 5 of the Staff Regulations;

The following will also count as professional experience:

- Certificates attesting completion of a traineeship of a least 5 months full-time (except for traineeships carried out in the framework of studies)

**c) In addition and subsequently to III B 1 a) or to III B 1 b) a minimum of 3 years of professional experience in line with the nature of the function as laid down in heading II.**

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

Candidates must have an excellent level of English and very good level of French.

Knowledge of other official languages of the European Union will be an asset.

### 3. Supporting documents required

A CV, a letter of motivation and the application form.

Qualifications, professional experience, as well as linguistic knowledge must be set out in detail in the application form and **must** be accompanied by **supporting documents** (if not written in English, French or German, an unofficial translation is required.).

With regard to professional experience outlined in section III.B.1., 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, the precise working time (full or part-time) and the dates on which the professional experience began and, where applicable, ended,
- In the case of current professional activity, the initial contract together with the most recent salary slip as proof of the duration of that activity,
- In the case of self-employment, evidence of professional activity such as tax forms, VAT forms, trade register, social security documents, invoices, etc.

Should it not be clearly ascertainable from the qualifications and diplomas, all claims regarding the candidate's linguistic knowledge must be backed-up by supporting documents attached to the application. In the absence of such documents, candidates must clearly explain, on a separate signed declaration - to be added to the supporting document file- how they acquired this knowledge.

A curriculum vitae is not regarded as a supporting document.

## IV. ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

The selection procedure will be held on the basis of **qualifications and tests (oral and written)**.

1. A list of the candidates who have submitted their applications in the form required and by the closing date, and fulfil the general conditions (set out in heading III A) will be drawn up by the President of the Selection Board.
2. Accordingly, candidates who:
  - do not meet the general conditions for admission,
  - submitted their application after the closing date (**26 October 2021 at 23:59 GMT +1**),
  - do not use and duly complete the official application form,
  - failed to sign their application form,
  - do not provide the supporting documents required in either English, French or German,
  - miss to enclose their letter, application form, CV or supporting documents,
  - do not send their letter, CV and application form scanned in PDF format, as **one file**, together with a contents table, the supporting documents required numbered and scanned in pdf format, as a **second single file**, by email to the indicated mailbox (see point VIII.1 and 2),
  - do not quote the number of the selection procedure "IRC 171670" as a reference in the subject of their e-mail,
 will be excluded.

3. The Selection Committee will consider the applications, draw up the list of candidates who meet the specific conditions set out in heading III.B, and select, on the basis of previously established criteria, the candidates whose qualifications and duly attested periods of professional experience best match the duties to be carried out, as described in point II of the "Nature of the Function and Profile". It will base its decision on information given in the application form, the motivation letter and backed up by supporting documents.

Candidates who do not meet the conditions governing admission set out under section III.B or who have failed to substantiate their claims by means of relevant supporting documents within the time required will be excluded at this stage.

4. The application files will count for 20 points, only a maximum of 10 candidates with the best scores higher than 10 points will be admitted to the tests.
5. Candidates will receive an email informing them of the Selection Committee's decision on whether to admit them to the tests.
6. Please note that the Selection Committee may cancel the decision to admit a candidate to the competition if, at any stage whatever in the selection procedure, it finds that
  - s/he does not meet one or more of the general or specific conditions governing admission to the selection procedure, or
  - the claims made in her/his application 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 Greens/EFA Group cannot be held responsible for the non-delivery of email.

It is not possible to participate in the tests on any other day than the one indicated in the invitation email.

## **VI. TESTS**

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

### **A. WRITTEN TEST**

#### **Nature, duration and marking of the test**

The written test will be held in English on a topic chosen by the Selection Committee in an area relevant to the field of work as defined in point II. "Nature of the function and profile", to assess the candidate's competences in the field, knowledge of languages and his/her organisational and writing abilities.

Duration of the test: 60 minutes  
Marking: 0 to 40 points  
Candidates scoring less than 20 will be eliminated.

## **B. ORAL TEST**

### **Nature, duration and marking of the test**

An interview with the Selection Board will be held in English, to assess the candidate's general knowledge, particularly of European institutions and policies, the knowledge linked to the profile chosen, the ability to express him/herself, the capacity to adapt to a multicultural environment, the sense for initiative, and general suitability for the duties within the Secretariat of the Greens/EFA Group as laid down in point II. of the current recruitment notice, taking account of all the information contained in the candidate's application file.

Duration of the test: 20 minutes  
Marking: 0 to 40 points  
Candidates scoring less than 20 will be eliminated.

## **VII. LIST OF SUITABLE CANDIDATES AND RECRUITMENT PROCEDURE**

The Selection Committee will establish a list of a maximum of 5 best candidates whose marks on a total of 100 are the highest. The Authority Authorised to Conclude Contracts will select the candidate to be appointed from this list.

Other candidates included on the list of suitable candidates will be eligible to be recruited as the need arises in the Greens/EFA Group. The list of suitable candidates is considered as a reserve list for further possible recruitments under the same grading conditions.

The reserve list will have an initial validity of two years. It can be extended. If so, short-listed candidates will be duly informed.

## **VIII. APPLICATIONS**

1. The candidate must complete and sign his/her application form, join a CV, a letter which sets out his/her motivation for the post in question, indicate the number of the selection procedure (IRC 171670 and scan it in PDF format **as one file**).
2. Present supporting documents proving that s/he meets the general and specific conditions governing admission to the selection procedure (see heading III), to enable the Selection Committee to verify the claims made in the application.

Each page of the supporting documents must be numbered and listed on a **contents page** giving a description of each document and the corresponding page number(s). All the supporting documents together with the numbered list (as the first page) should be scanned in PDF format **as a second single file**.

Applicants are reminded that, in accordance to point III.B.3. and IV 2., candidates whose qualifications and diplomas are in a language other than English, French or German are requested to attach (along with the proper document) a non-official translation in one of these languages.

Candidates failing to do so will be disqualified

3. Candidates who are offered a job will in due course be required to produce originals of their diploma, degree and employment certificates for verification.
4. 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 concerning their disability.
5. Send the scanned application form (including CV and cover letter) and scanned supporting documents to the e-mailbox: [Greens.HR@europarl.europa.eu](mailto:Greens.HR@europarl.europa.eu) by **26 October 2021 at 23:59 GMT +1** at the latest

In the subject of the e-mail, please put the reference of this notice of recruitment: "IRC 171670"  
Candidates failing to do so can be disqualified.

6. Any correspondence relating to an application must quote the number of the selection procedure, and must only be sent to the aforementioned email address in English.
7. The address indicated by the candidate in the application form 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 Committee's secretariat in writing to the aforementioned address, and in due time, of any change in personal data and/or address or email.

8. Any urgent communication from the candidates must quote the number of the selection procedure, and must be transmitted to the Selection Committee's secretariat by email only (email address: [Greens.HR@europarl.europa.eu](mailto:Greens.HR@europarl.europa.eu)). Candidates are requested not to telephone.

Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, concerning this recruitment procedure. It reserves the right to disqualify any candidate who disregards this instruction.

9. Applicants may request, in writing, clarification of, or to appeal against, any decision of the selection board within three working days of notification of the decision by email. Appeals and clarification requests should be addressed to [Greens.HR@europarl.europa.eu](mailto:Greens.HR@europarl.europa.eu); they will be acknowledged within three working days and receive a reply as soon as possible within a maximum of 15 working days.

### **Protection of personal data**

The Greens/EFA Group ensures that applicants' personal data are processed in line with 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

the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their confidentiality and security.

Brussels, 12 October 2021