



NOTICE OF RECRUITMENT N° IRC 175006

Post: **ASSISTANT (F/M)**
Facilities and logistics Assistant - (Assistant in organisation (PG))
Temporary Agent, (Grade AST 2)

I. INTRODUCTION

The Greens/EFA Group in the European Parliament has decided to open the procedure for filling a post of Facilities and logistics Assistant (Assistant in organisation (PG)) as Temporary Agent in its Secretariat in Brussels (Grade AST 2).

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 February 2023

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 **1 February 2023 at 23:59 GMT +1.**

II. NATURE OF THE FUNCTION AND PROFILE

The Facilities and logistics Assistant to the Secretary General fulfils a supranational function within the Greens/EFA Group Secretariat, and assists all Greens/EFA Staff Members of the European Parliament in carrying out their duties.

Tasks to be performed:

- Room booking for Greens/EFA internal meetings (i.e. Group meetings, Clusters, Working Groups) and for Greens/EFA events within the European Parliament (i.e. conferences, workshops);
- Support in the organisation of the Greens/EFA group external events (i.e. Group's study days, staff away day);
- Greens/EFA group's EMAS coordinator: regular updates on EMAS measures, coordination of the annual audit;
- Organisation of Greens/EFA online/hybrid internal meetings through different platforms, including interpretation services;
- Responsible for archives (in particular with the green archives in Berlin).

Requirements

- Qualifications and professional experience as laid down in heading III. B. 1;
- Knowledge of languages as set out in heading III. B. 2;
- Knowledge about the administrative structure of Political groups and the European Parliament;
- Experience in a multicultural environment ;
- Good organisation and coordination skills.

Assets:

- Interest and knowledge of green politics and of the Greens/EFA group functioning;
- Experience with facilities and logistics in the European Parliament;
- Experience in working in a political environment;
- Additional education or trainings in the field;
- Knowledge of other official languages of the European Union.

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.

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:

- paid or unpaid traineeships, provided that they:
 - do not form part of a course of study;
 - last not less than five months full time.

The total credit for traineeships shall not exceed one year.

- c) **In addition and subsequently to III B 1 a) or to III B 1 b) a minimum of 2 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, a very good level of Portuguese and for working purposes, a good knowledge 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 (**1 February 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 175006" 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 5 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 175006 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 by **1 February 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 175006"
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). 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; 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, 18 January 2023