



NOTICE OF RECRUITMENT N° IRC 171644

Post: **ASSISTANT (F/M)**

**3 Network officers for the Outreach and Campaigns department of the Greens/EFA group - Political attachés (PG)
Temporary Agent, (Grade AST 3)**

I. INTRODUCTION

The Greens/EFA Group in the European Parliament has decided to open the procedure for filling a post of 3 Political attachés (PG) Network officers for the Outreach and Campaigns department of the Greens/EFA group as Temporary Agents in its secretariat in Brussels (Grade AST 3). **The group is recruiting the following profiles: 1) Network officer; 2) South and East Network Officer; 3) Network Officer for National Parliaments and Governments.**

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). Frequent travel outside the place of work is required, in particular several days per month to Strasbourg during the plenary session and to other Member States for short trips.

Availability of the post

The posts will be available as from December 2021

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 **21 October 2021 at 23:59 GMT +1.**

II. NATURE OF THE FUNCTION AND PROFILE

The Network Officers fulfil a supranational function within the Greens/EFA Group Secretariat, and assist the secretary general of the Greens/EFA group in carrying out their duties.

Tasks to be performed:

- Contributes to the group's intelligence-gathering, including identification of key issues in different Member States via regular contacts with national partners and strategic analysis of polls and surveys, in order to feed in to the group's overall strategy;
- Researches on core audiences and testing of narratives and key messages in order to strengthen our political priorities, public profile and information campaigns;
- Conducts regular "needs analyses" and providing regular information/strategic advice upon request of the green family and/or partners, on how to leverage the added-value of the group, how to connect local and EU issues, and how to influence the EU institutions;
- Proactively identifies existing group campaign initiatives or projects that would be of relevance to our partners and allies;
- Contributes to the enlargement of our networks and ongoing expansion strategies by identifying new social movements that are aligned with our values, including via the European Ideas Labs and other outreach events, as well as helping to maintain a regularly updated and expanding database of contacts for the group;
- Supporting the group's efforts to strengthen the strategic coordination between the group's work in Brussels and key allies on the Member State level;
- Organises as part of the outreach team, monthly meetings of the outreach strategy working group, proactively proposing specific outreach activities, and ensuring follow-up at group level of decisions taken at the working group;
- May sometimes supervise interns working with the Campaigns and Outreach department.

Requirements:

- Qualifications and professional experience as laid down in heading III. B. 1;
- Knowledge of languages as set out in heading III. B. 2;
- Very good knowledge of issues related to the position in particular profile 1), 2) or 3) **(the one indicated in the application form by the applicant)**;
- Excellent communication skills and experience in managing information flows in large and complex working environments;
- Excellent organisational skills and proven record of strategic planning or project management involving several countries;
- Strong team player who is open-minded, constructive and has experience in working in a multi-cultural team;
- Ability to problem-solve, with an emphasis on creativity and brainstorming new ideas;
- Proven ability to multi-task and manage multiple requests and projects at the same time;

- Self-motivated, proactive and stress-resistant;
- Open-mindedness, communicative attitude, ready to work in a fast-paced environment with flexible hours and joining missions.

Assets:

- Strong networks of greens or like-minded actors across Europe and clear understanding of the added value of the Greens/EFA Group;
- Understanding of Green/EFA positions on key issues and of the various sensitivities amongst different parties in the green family;
- More than 3 years of experience in line with the function;
- Experience in the European Parliament;
- Knowledge of the European institutions, EU legislation and decision-making process;
- Educational background in line with the function;
- Excellent writing skills;
- Experience in managing databases of contacts and other relevant information for organisational purposes;
- Knowledge of other official languages of the European Union.

We expect the candidate being an excellent team player who likes to work in a multicultural environment.

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 proficiency in English (written and oral) and a good level in another EU language.

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, both the initial contract and 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**, 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 (**21 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 the supporting documents required numbered and scanned in pdf format, as a **second single file**, by email to the indicated mailbox,
 - do not quote the number of the selection procedure "IRC 171644" as a reference in the subject of their e-mail,
 - Select more than one preferred profile in their application form, 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 12 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 mainly in English to assess the candidate's general knowledge, particularly of European institutions and policies, the ability to express him/herself, his/her linguistic knowledge (as indicated in the candidate's application form), 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 6 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 171644 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 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-mailboxes: Greens.HR@europarl.europa.eu by **21 October 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 171644". 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, 7 October 2021