

# SELECTION OF CONTRACT STAFF

## A. INTRODUCTION

The European Commission is launching an open-ended selection procedure to create a pool of candidates from which to recruit contract staff. Under this new system, the Commission will publish calls for expressions of interest for different profiles and function groups according to its needs.

The Commission recruits contract staff for both fixed and indefinite periods to provide additional capacity in various fields when needed. The working relationship of contract staff with the Commission is governed by the Conditions of Employment of Other Servants of the European Union (CEOS)<sup>1</sup> and the Commission Decision on the general provisions for implementing Article 79(2) of the CEOS.<sup>2 3</sup>

Contract staff fall into four function groups (function groups I, II, III and IV) corresponding to the duties to be performed.<sup>4</sup> Each group is subdivided into grades and steps.<sup>5</sup>

The selection procedure will include the following stages:

- The Commission publishes a call for one or more profiles and function groups;
- Candidates apply online in a dedicated database;
- As vacancies arise, Commission departments search the database and preselect a limited number of candidates who, based on the information in their applications, best match the job requirements in question;
- Each preselected candidate is invited to sit the test(s) established in the call;
- Candidates who are successful in the test(s) may be called for interview(s);
- On the basis of the outcome of the test(s) and interview, candidates may be offered a position.

The Commission draws candidates' attention to the fact that calls for expressions of interest for contract staff positions usually attract a large number of highly qualified candidates. It is therefore likely that the number of candidates registered in the database will exceed the number of contract staff positions available in the Commission.

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<sup>1</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20140501&qid=1420710199480&from=EN> (Title IV, p. 210).

<sup>2</sup> Commission Decision C(2011) 1264 of 2 March 2011 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3a and 3b of the said Conditions (CA GIPS) ([http://europa.eu/epso/doc/rules\\_ca\\_comm\\_en.pdf](http://europa.eu/epso/doc/rules_ca_comm_en.pdf)), as amended by Commission Decision C(2013) 8967 of 16 December 2013 ([http://ec.europa.eu/civil\\_service/docs/ca\\_rules\\_en.pdf](http://ec.europa.eu/civil_service/docs/ca_rules_en.pdf)).

<sup>3</sup> The Commission is currently revising the CA GIPS. This revision may have an impact on the selection procedures and the Commission may therefore have to change the procedure established in this call.

<sup>4</sup> Article 80 of the CEOS.

<sup>5</sup> Articles 80 and 93 of the CEOS.

## **B. FIRST CALL FOR EXPRESSIONS OF INTEREST: RESEARCHERS — FUNCTION GROUP IV**

### **COM/1/2015/GFIV — Research**

This first call for expressions of interest aims to create a database of candidates from which to recruit contract staff in function group IV to provide additional capacity in the research field in the Commission and, in particular, in the Joint Research Centre (JRC).

The JRC will organise the selection procedure.

The database of candidates will be used and managed mainly by the JRC. The JRC reserves the right to close this call at any time.

Please click [here](#) to apply.

The JRC will search the database and identify candidates to be invited to the competence test(s) and interview(s). The selection procedure is detailed in section VI of this call. The majority of contracts will be for work at the following JRC sites:

**Institute for Reference Materials and Measurements (IRMM) in Geel, Belgium**  
**Institute for Transuranium Elements (ITU) in Karlsruhe, Germany**  
**Institute for Energy and Transport (IET) in Petten, the Netherlands**  
**Institute for the Protection and Security of the Citizen (IPSC) in Ispra, Italy**  
**Institute for Environment and Sustainability (IES) in Ispra, Italy**  
**Institute for Health and Consumer Protection (IHCP) in Ispra, Italy**  
**Institute for Prospective Technological Studies (IPTS) in Seville, Spain**  
**Policy Support Coordination Directorate (PSC) in Brussels, Belgium**  
**Units attached to the Deputy Director-General in Brussels/Ispra**  
**Ispra Site Management (ISM) in Ispra, Italy**

## **I. NATURE OF DUTIES<sup>6</sup>**

Research contract staff will, under the supervision of a senior scientist, carry out their duties as members of a research team.

The duties may include dealing with matters relating to, for example:

- Laboratory work
- Modelling and simulation
- Software development
- Policy analysis
- The design and execution of scientific and technical research, experiments
- Ensuring availability of state-of-the-art scientific information and data in support of European research programmes
- Providing a sound scientific basis to support policy-making
- Writing, publishing and presenting scientific reports, articles and conference papers

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<sup>6</sup> The duties described in this call are simplified versions of the generic tasks that will be used when drawing up contracts. These simplified versions are provided for information purposes and are not legally binding.

- Supporting activities related to the management and follow-up of the use of results and their dissemination
- Supporting all activities related to the monitoring of good manufacturing, laboratory and clinical practices
- Maintaining contacts with national and regional authorities dealing with research issues in the European Union
- Participating in panels to evaluate research projects
- Identifying experts and panel members in the research field

## II. ELIGIBILITY REQUIREMENTS

On the date of the filing the application, the candidate must fulfil the following conditions:

### **A. General conditions**

- (a) Be a citizen of one of the Member States of the European Union or of one of the countries associated with the Horizon 2020 research and innovation programme.<sup>7</sup>
- (b) Enjoy their full rights as a citizen.
- (c) Have fulfilled any obligations imposed by the laws of their home country concerning military service.
- (d) Meet the character requirements for the duties involved.
- (e) Be physically fit to perform the duties.

### **B. Education/experience**

Have a level of education corresponding to:

- (a) completed university studies of at least three years attested by a diploma and at least five years of professional experience in one of the fields listed below

Or, alternatively

- (b) a doctoral diploma in one of the fields listed below. Candidates who have not yet defended their doctoral thesis can apply on condition that they will have obtained the doctoral diploma by the time they are called for the test(s) and interview as detailed in section VI of this call.

Agricultural engineering Agricultural sciences Biochemistry Biology Chemistry Computer sciences Ecology Economics Educational sciences Engineering Environmental sciences Forestry Geography Geology Hydrological sciences	Life sciences Material sciences Mathematics Medical sciences Meteorology Nanotechnology, nanobiotechnology Natural sciences Nutritional sciences Oceanography/marine sciences Pharmacy Physics Political sciences Psychology Social sciences Statistics
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<sup>7</sup> Albania, Bosnia and Herzegovina, Faroe Islands, Former Yugoslav Republic of Macedonia, Iceland, Israel, Moldova, Montenegro, Norway, Serbia, Switzerland and Turkey.

Only qualifications issued by EU Member State authorities or recognised as equivalent by the relevant EU Member State authorities will be accepted. Where diplomas are obtained from a non-EU country, the candidate may be required to provide proof of their comparability/equivalence from a recognised authority.

When in an EU Member State access to a profession of an equivalent level to function group IV is by state examination, professional training or an equivalent procedure, the Authority Authorised to Conclude Contracts of Employment (AACC) may agree to recognise this qualification as being equivalent to a university degree.

### **C. Knowledge of languages**

**Main language (language 1):** a thorough knowledge of one of the 24 official languages<sup>8</sup> of the European Union (equivalent to at least level C1 of the Common European Framework of References for Languages – CEFR).<sup>9</sup>

**Second language (must be different from language 1):** a satisfactory knowledge of English, French or German (equivalent to at least CEFR level B2).

#### Note to candidates regarding the second language

*Following the judgment of the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, Italian Republic v. Commission, the EU institutions must state the reasons for limiting the choice of the second language in these competitions/selections to a small number of official EU languages.*

*Candidates are therefore informed that the second language options in this call for expressions of interest have been defined in line with the interests of the service, which require new recruits to be immediately operational and capable of communicating effectively in their daily work. The efficient functioning of the institution could be severely impaired if this were not the case.*

*It has long been practice to use mainly English, French and German for internal communication. These are also the languages most often needed when communicating with the outside world and handling cases.*

*Moreover, English, French and German are by far the most widely used second languages in the European Union. This confirms what is currently expected of candidates for Commission jobs in terms of their level of education and professional skills, namely that they should be proficient in at least one of these languages.*

*Consequently, in balancing the interests and needs of the service and the abilities of candidates, it is legitimate to test candidates in one of these three languages during the interviews so as to ensure their proficiency for the purposes of work, whatever their first*

<sup>8</sup> The official languages of the European Union are Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

<sup>9</sup> The Europass website provides a self-assessment grid to help candidates evaluate their language skills: <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp>

*official language. Assessing specific competencies in this way allows the Commission to evaluate candidates' ability to be immediately operational in an environment that as far as possible matches the reality of working life.*

*For the same reasons, it is required to limit the languages used for communicating with candidates and for filling in applications. This ensures that the comparison and control of candidates' applications is consistent.*

**N.B. Candidates called for interview in view of possible recruitment will be asked to bring with them the relevant documents to support the declarations they made in their online application form. If the information provided by a candidate is proved to be false or they cannot present the necessary supporting documents, they will be disqualified and their application removed from the database.**

### **III. APPLICATION PROCEDURE**

Only candidates who fulfil the eligibility requirements set out in section II of this call can apply.

Candidates should apply online by following the instructions on the [ESRA](#) system. Candidates must fill in the online application in English, French or German.

On completion of their online applications, candidates will receive a confirmation number by email. This number confirms that the JRC has registered the application. Candidates should keep the number as it will serve as the application reference number. Receipt of the confirmation number<sup>10</sup> closes the online application process and confirms that the JRC has registered the data entered by the candidate. If candidates do not receive a confirmation number, the application may not have been registered. Candidates can update, withdraw and replace their applications at any time.

Applications remain valid until the closure of this call, provided they are kept up to date. Applications must be updated at least every 12 months in order to remain valid. Any applications that are not updated will be deactivated without prior warning and removed from the system after 18 months.

To start your application, please click on this link: [ESRA application](#)

### **IV. SELECTION FOR POTENTIAL RECRUITMENT**

As vacancies arise, the JRC and other Commission departments will search the database and identify candidates, based on how closely the information in their applications matches the job requirements, to be invited to sit the test(s) and be interviewed. Candidates must fulfil all eligibility criteria at the registration to the database.

Prior to the test(s) and interview(s), the preselected candidates will receive the job description setting out the tasks required by the position, as well as information on the format of the test(s). Candidates who are called for interview will be asked to provide all diplomas, certificates and other supporting documents to prove that the information provided in their application matches their qualifications and experience.

<sup>10</sup> The reference number will remain the same even if candidates update their applications.

The selection procedure consists of two parts:

1. Competence test(s) in the field of research as outlined below, in the second language chosen by the candidate in their application;
2. Interview(s) to assess the candidate's general abilities, experience and knowledge of first and second language.

<b>Test Format</b>	<b>Time allowed for test</b>	<b>Language of test</b>	<b>Maximum number of points</b>	<b>Minimum score required</b>
<b>Multiple Choice Test</b>	60 minutes	English/French/German (L2)	30	15 points

The candidates who obtain the pass mark in the competency test and the interview may be offered a job.

The employment contract will be drawn up in accordance with Article 3a or 3b of the CEOS.

The results of the test(s) will be recorded in the database and, in the case of successful candidates, may be taken into consideration in a subsequent selection procedure.

Before recruitment, the information in the candidate's application will be checked against the originals of the supporting documents and certificates provided in order to confirm the candidate's eligibility.

## **V. GENERAL INFORMATION AND COMMUNICATION**

This call for expressions of interest is published in the 24 official languages of the European Union.

For the reasons referred to in section II.C. of this call, candidates are required to fill in their online application form in English, French or German. The language chosen to complete the application will also be used for all correspondence between candidates and the Commission.

Any direct communication between candidates and the Commission will be exclusively by email.

Candidates are invited to check the JRC website regularly for updates.

The text of this call contains all the information required. With the exception of technical issues, all questions related to this call must be addressed to:

[JRC-OPEN-CALL-RESEARCH@ec.europa.eu](mailto:JRC-OPEN-CALL-RESEARCH@ec.europa.eu)

All technical questions concerning the [ESRA](#) system must be sent via the contact page of ESRA.

## VI. GROUNDS FOR DISQUALIFICATION

Anyone engaged by the Commission must show themselves to be of the highest level of integrity.

If at any stage in the procedure it is found that candidates have provided false information or have made false declarations, they will be disqualified from the selection procedure and their application removed from the database.

Fraud or attempted fraud may also render candidates liable to a penalty.

## VII. DATA PROTECTION

The Commission ensures that candidates' personal data are protected as required by Regulation (EC) No 45/2001<sup>11</sup> on the processing of personal data by EU institutions and bodies. This safeguards the confidentiality and security of such data.

For more information, please consult the Commission's [specific privacy statement](#).<sup>12</sup>

## VIII. REVIEW/APEAL PROCEDURES

If at any stage of this selection procedure a candidate considers that a mistake has been made or that the JRC has acted unfairly or has failed to comply with the rules governing the procedure, and that the candidate's interests have been prejudiced as a result, the following review and appeal procedures are available:

Procedure	Contact point	Time limit
1. Request a review (this step is optional)	<a href="mailto:JRC-OPEN-CALL-RESEARCH@ec.europa.eu">JRC-OPEN-CALL-RESEARCH@ec.europa.eu</a>	10 calendar days <sup>13</sup>
2. Lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union <sup>14</sup>	- by email, preferably in pdf format, to <a href="mailto:HR-MAIL-D2@ec.europa.eu">HR-MAIL-D2@ec.europa.eu</a> or - by fax to (32-2) 295 00 39 or - by post to: European Commission Rue de la Loi 200, SC11 4/57 B-1049 Belgium	3 months
3. If, after completion of step 2, the complaint was rejected or no official reply	European Union Civil Service Tribunal Boulevard Konrad Adenauer 2925 Luxembourg	3 months

<sup>11</sup> Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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 (*Official Journal of the European Communities*, L 8, 12 January 2001).

<sup>12</sup> See <https://secure.edps.europa.eu/EDPSWEB/edps/site/mySite/pid/86>.

<sup>13</sup> From the date of notification of the results to the candidate.

<sup>14</sup> Candidates are kindly asked to quote the reference of the call in the subject line of their letter, to quote their application number and to mention the phrase 'Complaint under Article 90(2)'. Article 90(2) of the Staff Regulations is applicable to contract staff by analogy on the basis of Article 117 of the CEOS.

was received, the candidate can make a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations <sup>15</sup>		
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Like all EU citizens, candidates can also make a complaint to the European Ombudsman:<sup>16</sup>

European Ombudsman  
1, avenue du Président Robert Schuman  
CS 30403  
67001 Strasbourg Cedex  
FRANCE

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<sup>15</sup> Details of how to submit an appeal and how the time limits are calculated can be found on the website of the European Union Civil Service Tribunal at: [http://curia.europa.eu/jcms/jcms/T5\\_5230](http://curia.europa.eu/jcms/jcms/T5_5230).

<sup>16</sup> Candidates should note that complaints made to the Ombudsman do not suspend or alter the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. It should also be noted that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. Full details of the procedure can be found at <http://www.ombudsman.europa.eu/de/home.faces>.