



Notice of recruitment - IRC170141
Administrative assistant - (F/M) - GERMAN LANGUAGE

Job details

Contract type : **Temporary agent**

Contract duration : **Open ended**

Post: **Assistant**

Hours per week : **40**

Function group / Grade : **AST 1**

Job location/ Country: **Brussels/
Belgium**

Approximate timetable

Application open until : **8 April 2021 at 23h59**

I. INTRODUCTION

The Identity and Democracy Group in the European Parliament (ID) has decided to open the procedure for the recruitment of one German language Assistants as temporary agent for its Secretariat in Brussels.

ID is a parliamentary group in the European Parliament made up of MEPs from 10 countries. What these MEPs have in common is a commitment to national sovereignty, identity and freedom. Our group's political objective is creating jobs and growth, increasing security, tackling illegal immigration, as well as making the EU less bureaucratic.

Equal opportunities

The ID Group maintains an equal opportunities policy.

II. JOB DESCRIPTION

The assistant fulfils a supranational function within the ID Parliamentary Group Secretariat, and assists all ID Members of the European Parliament in carrying out their duties. The main tasks of the temporary agents assisting on parliamentary business are:

- Assistance to ID Administrators in the field of Finance and/or Human Resources;
- Work involving word processing, putting documents in the proper form, producing tables, keeping diaries, mail, filing, preparing dossiers, organising meetings and follow-up on files;
- Various routine secretarial tasks, transmission and filing of documents and correspondence, monitoring correspondence, archiving, keeping a diary of appointments of the hierarchical superior(s).
- Managing the email, inbox and agenda, and ensuring the smooth running of information.

The post of assistant in the Secretariat of the ID Group requires great availability (high frequency of meetings, irregular working hours), flexibility, judgement, a methodical approach, discretion, adaptability to varying workloads, as well as the capacity for teamwork in an international environment. Suitable candidates must, amongst other things, be capable of grasping wide-ranging problems and of responding rapidly to changing circumstances. Excellent oral and written communication and computer skills are also necessary for the proper performance of the abovementioned duties.

III. CONDITIONS FOR ADMISSION

1. Job requirements:

- i) a level of post-secondary education attested by a diploma, ii) or a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least 3 years, iii) or where justified in the interests of the service, professional training or professional experience of at least 8 years of an equivalent level
- a thorough knowledge of German;
- a very good knowledge of English is required for this position;
- a good knowledge of any other EU language will be considered as an asset;
- a working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint).

2. General admission conditions

CANDIDATES **MUST FULFIL** THE FOLLOWING CONDITIONS (art. 12(2) of the CEOS):

- must be a citizen of a Member State of the European Union;
- must be entitled to their full rights as a citizen;
- must have fulfilled any obligations imposed by the laws concerning military service;
- must produce the appropriate character references for performance of their duties.

Further information about [CEOS](#)

3. Protection of personal data

1. The ID 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 and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

2. Candidates submitting their application are aware of these terms and accept them.

IV INSTRUCTIONS FOR THE CANDIDATES

1. Recommendations

Before applying, please read the following instructions carefully.

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

2. Supporting documents required

Candidates **must** provide the Selection Committee with all the information and documents it needs to verify the accuracy of the information given on the application.

Qualifications, professional experience as well as linguistic knowledge must be set out in detail in the CV and **must be accompanied by supporting documents**.

Please note that the Selection Committee will base its decisions **solely** on the information given on the form **and** substantiated by the supporting documents attached to it. The qualifications and professional experience which are not proved by supporting document(s) **will not be taken into account**.

Candidates **must attach in one single file** the **copies** of the following documents:

- post-secondary education or secondary education diploma(s);
- employment contracts (if applicable, both the initial contract and additional clauses in case of a fixed-term contract) or certificates, letters or attestations of appointment,

indicating the exact nature of the activity performed and clearly indicating the start and end dates of periods of professional experience; (Please note that the traineeships, even paid ones, are not taken into account as professional experience);

- in the case of current professional activity, a copy of the most recent salary slip to enable the Selection Committee to calculate the length of professional experience;
- in the case of self-employed activity: tax forms, VAT forms, trade register, social security documents, invoices, etc., to prove the professional experience;
- documents proving the knowledge of the languages (certificates and diplomas). All claims regarding the candidate's linguistic knowledge must be backed up by certificates and diplomas. In the absence of such documents, candidates must clearly explain, on a separate sheet, how they acquired this knowledge;
- ID card or Passport.

3. How to apply

Candidates wishing to apply for this position are requested to:

1. Send a motivation letter specifying the number of the competition together with a Curriculum Vitae and enclose with them the supporting documents to show that he/she meets the special conditions governing admission to the selection procedure, to enable the Selection Board to verify the claims made in the application. If the candidate fails to do so he/she can be disqualified.
2. Candidates are asked to number each page of the file and its supporting documents. All the supporting documents must be listed on a contents page giving a description of each document and the corresponding page number(s).
3. **Send by email the abovementioned documents in PDF format as a single file,** any other format will not be taken into consideration and the candidature will be considered not valid.
4. Candidates with a physical disability should enclose with the application, on a separate sheet, details of any arrangements they may consider necessary to help them take the tests, and to attach supporting documents relative to the declared disability.

The application file duly completed must be sent by **e-mail** to the following address:

id.hr@europarl.europa.eu

The email indicated by the candidate in the application will be the address used for all correspondence relating to the selection procedure, including invitations to tests. It is the candidate's responsibility to inform the Selection Board secretariat in writing to the aforementioned address, and in good time, of any change in personal data and/or email.

V. ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

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

1. The Selection Committee will draw up a list of the candidates who have submitted applications in the form required and by the closing date.

2. Candidates who:

- do not meet the conditions for admission and job requirements;
- do not duly complete the application file;
- do not attach the required supporting documents proving their qualifications, professional experience or remove/black out any content of supporting documents;
- do not attach a copy of the ID card/Passport;

will be eliminated at this stage.

3. The Selection Committee will consider the applications, draw up the list of candidates who meet the job requirements, and select, on the basis of previously established criteria, a **maximum of 5** candidates whose qualifications and duly attested periods of professional experience best match the tasks to be carried out, who will be admitted to the tests. It will base its decision on the information given on the application and substantiated by the supporting documents attached to it.

4. Candidates will receive an e-mail informing them of the Selection Committee's decision on whether to admit them to the tests.

5. Selection Board may cancel the decision to admit an applicant, at any stage whatever in the selection procedure, it finds that:

- the applicant does not meet one or more of the conditions governing admission to the selection procedure;
- the claims made in the application are not substantiated by appropriate supporting documents or prove to be inaccurate.

VI. TESTS

The tests will consist of a written and an oral part which aim at judging whether the candidate fulfils the specific requirements for the job.

1. Written tests:

The written tests will be carried out in German and English

Nature, duration and marking of the tests:

- test will comprising a series of questions, to assess the candidate's knowledge of the ID group, its policies and the European Union's cultural and social environment.
Duration of the test: 20 minutes

Marking: 0 to 20 points.

Candidates scoring less than 10 will be eliminated.

- test producing a summary of a typed text from an official EU language into another official EU language
Duration of the test: 60 minutes

Marking: 0 to 30 points.

Candidates scoring less than 15 will be eliminated.

Only those candidates having obtained a minimum of 60% for the whole of the written tests and having obtained the minimum mark for each individual test will be admitted to the oral tests.

2. Oral tests:

The oral tests will be held in English and German and any other languages the candidate mentioned in the CV.

Nature, duration and marking of the tests:

- Interview with the Selection Board to assess the general education and knowledge, particularly on Administration and of ID group activities, of the candidate, his/her ability to express him/herself.

Duration of the test: maximum 20 minutes

Marking: 25 points

- Conversation with the Selection Board to test knowledge of languages of the European Union.

Duration of the test: maximum 10 minutes

Marking: 15 points

VII. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

The Selection Board will establish a list of suitable candidates from amongst those who have obtained at least 60% of the points for the whole of the tests (written and oral combined) and have obtained the minimum mark required for each of them.

Recruitment will be at grade AST1 and one posts is to be filled.

VIII. CONDITIONS OF RECRUITMENT

The European Parliament reserves the right to verify the authenticity of the documents provided by successful candidates, either internally or through external services. In addition, as part of a financial control, successful candidates may be asked to provide the original of these documents or a certified true copy.

IX. REQUESTS FOR REVIEW

The candidates can request a review of any **decision** taken by the selection board that determines whether they can proceed to the next stage of the competition or are excluded.

Candidates must write an email to the ID Group (id.hr@europarl.europa.eu) within **10 calendar days** of the date on which the contested decision was communicated to them, the selection board will analyse and decide on the request and the candidate will receive a reply as soon as possible.

Requests received after the deadline will not be taken into account.