V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE

NOTICE OF OPEN COMPETITION

EPSO/AST/125/12 — Assistants (AST 3)

(2012/C 394 A/01)

The European Personnel Selection Office (EPSO) is organising an open competition, based on tests, to constitute a reserve from which to recruit assistants (*).

EPSO/AST/125/12 — Assistants (AST 3)
in the following fields:

1. **AUDIT**
2. **FINANCE/ACCOUNTING**
3. **ECONOMICS/STATISTICS**

The purpose of this competition is to draw up reserve lists from which to fill vacant posts in the European institutions.

Before applying, you should carefully read the guide to open competitions published in Official Journal C 270 A of 7 September 2012 and on the EPSO website.

This guide is an integral part of the competition notice and will help you to understand the rules governing the procedure and how to apply.

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(*) Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.

I. GENERAL BACKGROUND

1. **Number of successful candidates sought per field**	**Field 1 = 25** **Field 2 = 45** **Field 3 = 40**
2. **Remarks**	You may not apply for more than one of these fields. You must make your choice when you apply online and you will not be able to change it after you have confirmed and validated your online application form.

II. DUTIES

AST 3 assistants work under the supervision of an administrator to help their institution or agency achieve its goals; their duties involve executive, implementation, support, or logistical tasks in various fields of activity.

There is a detailed description of the various fields in the Annexes.

III. ELIGIBILITY REQUIREMENTS

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. **General conditions**

(a) You must be a citizen of one of the Member States of the European Union.

(b) You must enjoy your full rights as a citizen.

(c) You must have fulfilled any obligations imposed on you by the laws on military service.

(d) You must meet the character requirements for the duties involved.

2. **Specific conditions**

2.1.	**Qualifications:** see Annexes
2.2.	**Professional experience:** see Annexes
2.3.	**Knowledge of languages** ([1])

([1]) See the Common European Framework of Reference for Languages (CEFR) — level required: Language 1 = C1, Language 2 = B2. (http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp).

(a) Language 1:	**Main language:** A thorough knowledge of one of the official languages of the European Union.
and	
(b) Language 2:	**Second language (must be different from language 1):** A satisfactory knowledge of English, French or German. ***In conformity with the judgment rendered by the EU Court (Grand Chamber) in Case C-566/10 P, Italian Republic v Commission, the EU institutions are required to state the reasons for limiting the choice of the second language in this competition to a restricted number of EU official languages.*** ***Candidates are therefore informed that the second language options in the present competition have been defined in accordance with the interest of the service which requires that newly recruited colleagues are immediately operational and able to communicate efficiently in their daily work. Otherwise the effective functioning of the institutions would be severely impaired.*** ***On the basis of a long-standing practice of the EU institutions as regards the languages used for internal communication and also taking into account the needs of the services regarding external communication and handling of files, English, French and German remain the most widely used. Moreover, English, French and German are the second languages by far the most widely chosen by the candidates of competitions where they have a free choice. This confirms current educational and professional standards, whereby candidates for European Union posts can be deemed to master at least one of these languages. Therefore, in balancing the interest of the service and the needs and capacities of the candidates by also taking account of the particular field of this competition, it is legitimate to organise tests in these three languages in order to ensure that, whatever their first official language, all candidates master at least one of these three official languages at working level. Moreover, in the interest of equal treatment of all candidates, everyone, including those whose first official language is one of these three, is required to take the test in his or her second language, chosen from among these three. Assessment of specific competences in this way allows the institutions to evaluate the ability of candidates to immediately perform in an environment that closely matches the reality they would face on the job. This is without prejudice to later language training so as to acquire a capacity to work in a third language in accordance with Article 45(2) of the Staff Regulations.***

IV. **ADMISSION TESTS**

The admission tests are organised by EPSO and you will take them on a computer. The selection board decides on the difficulty of the tests and approves their subject matter on the basis of proposals made by EPSO.

1. **Invitation to the tests**	You will be invited to sit the tests if you have validated your application on time (see Section VII). **Important:** 1. By validating your application, you are declaring that you meet the general and specific conditions listed in Section III. 2. You must reserve a date to sit the tests. This **must** be done by the deadline notified to you via your EPSO account.	
2. **Nature and marking of tests**	There is a series of tests comprising multiple-choice questions to assess your general ability as regards:	
Test (a)	Verbal reasoning	Marking: this test will be marked out of 20. Pass mark: 10
Test (b)	Numerical reasoning	Marking: this test will be marked out of 10.
Test (c)	Abstract reasoning	Marking: this test will be marked out of 10.
		The aggregate pass mark for tests (b) and (c) is 10.

Test (d)	Professional skills: Accuracy and precision	Marking: this test will be marked out of 20.
Test (e)	Professional skills: Prioritising and organising	Marking: this test will be marked out of 20.
		The aggregate pass mark for tests (d) and (e) is 20.
Test (f)	Situational judgement	Marking: this test will be marked out of 40. Pass mark: 24
3. **Language of the tests**	Language 1 for tests (a), (b) and (c) Language 2 for tests (d), (e) and (f)	

V. **ASSESSMENT CENTRE**

1. **Invitation**	You will be invited to the assessment centre: — if you obtain the pass marks in the admission tests, and — if you obtain one of the highest aggregate marks in the admission tests ([2]), and — if the checks made on the basis of the information given in your online application ([3]), show that you fulfil the general and specific conditions listed in Section III. The number of candidates invited to the assessment centre will be approximately **2,5 times** the number of successful candidates sought that is indicated in the competition notice and will be published on EPSO's website (http://blogs.ec.europa.eu/eu-careers.info/).
2. **Assessment centre**	The role of the assessment centre is to assess the following competencies: A. **Specific competencies** Your specific competencies will be tested through the case study in the chosen field alone. B. **General competencies** ([4]) — Analysis and problem-solving — Communicating — Delivering quality and results — Learning and development — Prioritising and organising — Resilience — Working with others These general competencies are tested by means of ([5]): (a) an in-tray exercise (b) a structured interview (c) a case study in the chosen field (d) a group exercise You will be invited to carry out a case study ([6]) in your chosen field (an integral part of the overall assessment) and to take the other tests at the assessment centre, which will normally be held in Brussels over one day. **These general competencies will be tested as shown in the following table:**

([2]) Where a number of candidates tie for the last available place, they will all be invited to the assessment centre.
([3]) This information will be verified against the supporting documents before the reserve list is drawn up (see Section VI (1) and Section VII(2)).
([4]) More information on these competencies can be found in point 1.2 of the 'Guide to open competitions'.
([5]) The content of these tests is approved by the selection board.
([6]) For organisational reasons, the case study may have to be done in test centres in the Member States and/or in Brussels, separately from the other assessment centre tests.

	In-tray	Structured interview	Case study	Group exercise
Analysis and problem-solving	x		x	
Communicating		x	x	
Delivering quality and results	x		x	
Learning and development		x		x
Prioritising and organising	x	x		
Resilience		x		x
Working with others	x			x

3. **Languages for the assessment centre**	Language 2
4. **Marking**	**Specific competencies (test (c))** Marked out of 30 Pass mark: 15 **Weighting: 30 % of the overall mark** **General competencies** Each general competency will be marked out of 10. Pass mark: 3 for each competency **and** an aggregate of 35 out of 70 for all 7 general competencies **Weighting: 70 % of the overall mark**

VI. **RESERVE LISTS**

1. **Candidates placed on the reserve lists**	The selection board will place your name on the reserve list: — if you obtain the specified pass marks and are one of the candidates with the highest aggregate marks in your assessment tests (see number of successful candidates sought, Section I(1)) [7], — **and if your supporting documents show** that you meet all the eligibility requirements. Supporting documents will be verified in descending order of candidate's marks until the number of candidates who can be placed on the reserve list and who actually fulfil all the conditions for admission reaches the threshold. The files of candidates below this threshold will not be examined. If verification shows that the information given by any candidate in their online application form is not borne out by appropriate supporting documents, they will be disqualified from the competition [8].
2. **Classification**	Lists will be drawn up for each field and names will be listed in alphabetical order.

[7] Where a number of candidates tie for the last available place, they will all be placed on the reserve list.
[8] Information concerning the general conditions is verified by EPSO while information concerning the specific conditions is verified by the selection board.

VII. **HOW TO APPLY**

1. **Online application**	You must apply online, following the instructions on the EPSO website and particularly in the online application manual. **Deadline (including validation): 22 January 2013 at 12 (midday)**, Brussels time.
2. **Submission of application files**	**If you are one of the candidates invited** to the assessment centre, you will have to bring with you your full application file (signed online application form and supporting documents) when you come to the assessment centre ([9]). **Details**: see point 6.1 of the 'Guide to open competitions'.

([9]) You will be notified in good time of the date when you have to attend the assessment centre via your EPSO account.

ANNEX 1

AUDIT

1. **Duties**

The officials selected will work in one or more of the following fields of external or internal audit:

— Analysing (under the direct supervision of a lead auditor or designated auditor) reports and statements submitted by the Member States and other beneficiaries on the use of EU resources.

— Helping assess the effectiveness of control systems set up by Member States and other beneficiaries.

— Helping to organise, follow up and reply to interservice consultations.

— Helping to develop audit missions and audit plans (EPM).

— Assisting with the preparation of audit reports and following up recommendations.

— Preparing, or where appropriate, implementing and following up procedures with financial and management implications for Member States and other beneficiaries in connection with the use of EU resources.

— Coordinating relations with the Court of Auditors.

— Helping to manage contracts with external auditors providing audit services.

— Helping to ascertain the nature of a process, identify risks and checks and evaluate the adequacy and effectiveness of internal control, risk management and governance processes.

— Promoting the quality and methodological consistency of audit activities within departments.

2. **Diplomas/Qualifications**

Post-secondary education attested by a diploma relevant to the nature of the duties.

OR

A level of secondary education attested by a diploma giving access to higher education, followed by at least three years' professional experience relevant to the nature of the duties.

Note: The minimum of three years' professional experience required counts as an integral part of the qualification and cannot be counted towards the professional experience required below.

3. **Professional experience**

At least three years' professional experience relevant to the nature of the duties.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

ANNEX 2

FINANCE/ACCOUNTING

1. **Duties**

In the context of the institution's various budgetary and financial activities pursuant to the European Union Financial Regulation and its Rules of Application, the official will be responsible, acting on precise instructions and using specific IT tools (computerised accounting system), for performing executive duties such as:

— Monitoring financial and budget procedures (managing appropriations, commitments, verification of invoices and payments, recovery orders, and estimates of amounts receivable).

— Participating in drawing up the budget estimates and drawing up the annual reports and accounts.

— Helping with procurement procedures

— Following up the amounts of receivables and establishing revenue.

— Financial management of revenue and checking the accounting treatment.

— Assisting with the implementation of accounting and financial systems.

— Keeping financial or budget accounts.

— Setting up, implementing and improving accounting quality procedures to reduce accounting risks.

— Carrying out regular checks on accounting data to ensure that accounting quality objectives are met.

— Assisting with the closure of the accounts and the production of the financial statements.

— Providing accounting assistance and advice to institutions' departments.

— Managing cash and payment operations and bank reconciliation.

— Managing reconciliation in the general accounts and imprest accounts.

2. **Diplomas/Qualifications**

Post-secondary education attested by a diploma relevant to the nature of the duties.

OR

A level of secondary education attested by a diploma giving access to post-secondary education, followed by at least three years' professional experience relevant to the nature of the duties.

Note: The minimum of three years' professional experience required counts as an integral part of the qualification and cannot be counted towards the professional experience required below.

3. **Professional experience**

At least three years' professional experience relevant to the nature of the duties.

Such professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

ANNEX 3

ECONOMICS/STATISTICS

1. **Duties**

The officials selected will work in one or more of the following fields:

— National accounts, prices and key indicators.

— Government finance statistics.

— Sectoral and regional statistics.

— Social statistics.

— Global business statistics.

— Cooperation within the European Statistics System, international cooperation.

— Corporate statistical and IT services.

The basic tasks will be:

(1) *Statistical methods, design and harmonisation*

— Testing, validating and monitoring the quality of statistical methods.

— Helping draw up statistical indicators.

— Helping harmonise and standardise the procedures, products and methods intended for official European statistics using modern IT tools.

— Helping develop new products and new statistical activities.

(2) *Statistical regulation and coordination*

— Taking part in the European institutions' statistical regulation and coordination activities with other EU institutions, Member States, associated countries, and international organisations concerning the regulation, harmonisation and coordination of statistical methods and procedures.

(3) *Management and processing of statistical data*

— Validating and formatting statistical data.

— Calculating derived data and making estimates and statistical projections.

— Collecting, forwarding and compiling statistical data with a view to their publication.

— Increasing the use of integrated data, including data from administrative sources.

— Carrying out pre-processing from data warehouses, handling big data/internet data/multivariate data.

(4) *Quality assessment and control, data audit*

— Helping audit the conformity and strength of the methods, products and statistical results.

— Assessing quality and ensuring a process for the quality labelling of European official statistics.

(5) *Analysis, advice and distribution of statistical and economic information*

— Analysing economic and statistical data and drawing up statistical or economic assessments.

— Helping analyse and assess the potential of sources in combination with other sources.

— Managing requests for information on statistical and economic issues, communicating with and advising users on the multifunctionality of the information from the data warehouse.

— Presenting the results for distribution (drafting texts, using multimedia, writing for the web) in statistical and economic reports.

These duties require adaptability in cross-cutting fields of work, a good understanding of political and economic events, proven skills in terms of analysis, communication, drafting, and project management and distribution techniques.

2. **Diplomas/Qualifications**

Post-secondary education attested by a diploma relevant to the nature of the duties.

OR

A level of secondary education attested by a diploma giving access to post-secondary education, followed by at least three years' professional experience relevant to the nature of the duties.

Note: The minimum of three years' professional experience required counts as an integral part of the qualification and cannot be counted towards the professional experience required below.

3. **Professional experience**

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