V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION

EPSO/AD/401/22 – ADMINISTRATORS (AD 6) IN THE FIELDS OF ENERGY, CLIMATE AND ENVIRONMENT

(2022/C 404 A/01)

Deadline for application: 22 November 2022 at 12.00 (midday), Brussels time

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1. GENERAL PROVISIONS

The European Personnel Selection Office (EPSO) is organising an open competition, based on qualifications and tests, to draw up lists from which mainly the European Commission, in particular its Directorate-General for Energy (ENER), Directorate-General of Climate Action (CLIMA), and Directorate-General for Environment (ENV), may recruit new members of the civil service as **'administrators' (grade AD 6).**

This notice of competition and its annexes form the legally binding framework for this competition.

Numbers of successful candidates sought:

Field 1	Energy	54
Field 2	Climate	49
Field 3	Environment	52

This notice of competition covers **three fields**. A candidate **may only apply for one of them**. Candidates must make their choice when they apply and will not be able to change it after they have validated their application form.

2. WHAT DUTIES CAN I EXPECT TO PERFORM?

Please see *Annex I* for information about the typical duties that the successful candidates can expect to perform.

Successful candidates must be willing to undergo a security clearance procedure as indicated in section 5 of the General rules governing open competitions (*Annex II* to this notice).

3. AM I ELIGIBLE?

Candidates must meet **all** the general and specific eligibility conditions listed below, on the closing date for applications.

3.1. **General conditions**

A candidate must:

(a) enjoy full rights as a citizen of a Member State of the EU,

(b) have fulfilled any obligations imposed by national laws concerning military service,

(c) meet the character requirements for the duties concerned.

3.2. **Specific conditions – languages**

A candidate must have knowledge of at least **two of the 24 official EU languages**, as provided for in section 4.2.1 below.

3.3. **Specific conditions – qualifications and work experience**

Please see *Annex III* for examples of minimum qualifications.

3.3.1. ***Field 1 — energy***

(a) To be eligible for field 1, a candidate must have **either:**

(i) a level of education corresponding to completed university studies of at least **four years**, attested by a diploma in one or more of the following fields: chemical sciences, economics and finance, engineering, law, life and earth sciences, mathematics, physics, social sciences or humanities, followed by **a minimum of three years of relevant professional experience**,

or

(ii) a level of education corresponding to completed university studies of at least **three years**, attested by a diploma in one or more of the fields referred to in point 3.3.1(a)(i) above, followed by **a minimum of four years of relevant professional experience.**

(b) The experience referred to in point 3.3.1(a)(i) and (ii) above will be considered relevant if it is directly related to the nature of duties in field 1, indicated in Annex I to this notice, and is acquired in one or more of the following areas:

(i) Energy-transition and energy-system integration, bringing together the different energy consuming sectors (transport, industry, buildings) and energy carriers (electricity, heat, gas, fuels), including via electrification, the production of renewable fuels and the increase in energy efficiency.

(ii) Energy supply, production and generation (renewables, including bioenergy), electricity, hydrogen, gas, oil and energy networks (natural gas, liquefied natural gas, hydrogen and low carbon gases, electricity, oil, district heating networks, nuclear energy).

(iii) Energy demand including buildings and appliances (electricity, heat, building-integrated electricity generation), industrial energy demand (electricity, heat, carbon capture and storage), energy demand in transport (electricity, fuels, hydrogen), and energy services.

3.3.2. ***Field 2 — climate***

(a) To be eligible for field 2, a candidate must have **either**:

(i) a level of education corresponding to completed university **studies of at least four years**, attested by a diploma in one or more of the following fields: life sciences (biology, botany, ecology, zoology, nature management, etc.), earth sciences (geology, meteorology, oceanography, astronomy, climate change science, etc.), environmental sciences, engineering (materials, mechanical, electrical, chemical, etc.), economics, mathematics, chemical sciences, physics, and/or behavioural and social sciences (anthropology, political science, sociology, social psychology, etc.), followed by **a minimum of three years of relevant professional experience**,

or

(ii) a level of education corresponding to completed university **studies of at least four years**, attested by a diploma in a field other than those referred to in point 3.3.2(a)(i) above, followed by **a minimum of five years of relevant professional experience**,

or

(iii) a level of education corresponding to completed university **studies of at least three years,** attested by a diploma in one or more of the following fields: life sciences (biology, botany, ecology, zoology, nature management, etc.), earth sciences (geology, meteorology, oceanography, astronomy, climate change science, etc.), environmental sciences, engineering (materials, mechanical, electrical, chemical, etc.), economics, mathematics, chemical sciences, physics, and/or behavioural and social sciences (anthropology, political science, sociology, social psychology, etc.), followed by **a minimum of four years of relevant professional experience**,

or

(iv) a level of education corresponding to completed university **studies of at least three years**, attested by a diploma in a field other than those referred to in point 3.3.2(a)(iii) above, followed by **a minimum of six years of relevant professional experience**.

(b) The professional experience referred to in points 3.3.2(a)(i) to (iv) above will be considered relevant if it is directly related to the nature of duties in field 2, indicated in Annex I to this notice, and is acquired in one or more of the following areas:

(i) Development and application of modelling tools or other quantitative tools for the mitigation of greenhouse gas emissions economy wide or at sectoral level, or of relevance for the impacts of climate change and adaptation to it.

(ii) Measurement and verification of and/or reporting on greenhouse gas emissions.

(iii) Carbon markets and emissions trading systems.

(iv) Activities of relevance to climate change mitigation or adaptation in the following sectors or policy fields: land use and agriculture, vehicles and fuels, ozone depleting substances and their replacements, adaptation to climate change, climate finance.

(v) Low carbon technology and climate change adaptation technology sectors. This includes low carbon technologies in the field of energy generation, use, and infrastructure, carbon capture, use and storage, buildings, transport, various industrial sectors, agriculture and land use, waste.

3.3.3. ***Field 3 — environment***

(a) To be eligible for field 3, a candidate must have **either:**

(i) a level of education which corresponds to completed university **studies of at least four years**, attested by a diploma in a relevant field followed by a minimum of **three years of professional experience** directly related to the nature of duties in field 3, indicated in Annex I to this notice,

or

(ii) a level of education corresponding to completed university **studies of at least three years**, attested by a diploma in a relevant field, followed by a minimum of **four years of professional experience** directly related to the nature of duties in field 3, indicated in Annex I to this notice.

(b) The diploma referred to in point 3.3.3(a)(i) and (ii) above will be considered relevant if it is acquired in one or more of the following fields:

(i) Environmental sciences,

(ii) Life sciences (biology, botany, ecology, zoology, etc.),

(iii) Earth sciences (hydrology, oceanography, geology, etc.),

(iv) Chemical sciences,

(v) Environmental engineering,

(vi) Law,

(vii) Economics.

4. HOW WILL THE COMPETITION BE ORGANISED?

4.1. **Overview of the competition procedures**

This competition will be organised in the following phases:

— Application (see section 4.3.1).

— Eligibility check (see section 4.3.2).

— Talent screener (see section 4.3.3).

— Assessment centre (see section 4.3.4):

(i) reasoning tests,

(ii) two tests to assess general competencies: a case study and a situational competency-based interview), and

(iii) one test to assess field-related competencies: a field-related interview.

— Check of supporting documents and establishment of reserve lists (see section 4.3.5).

The delivery mode (remote/in-person) of the tests as well as other necessary details and instructions will be specified in the invitation letters to the tests.

If the tests are held in-person, EPSO will ensure that the conditions under which candidates sit the tests are in line with the recommendations established by the relevant public health authorities (European Centre for Disease Prevention and Control, other international, European and national authorities).

For the reasoning tests and for the case study, candidates must book an appointment following the instructions received from EPSO. Typically, EPSO will offer several dates for the reasoning tests and one date for the case study, on which candidates can take these tests. The booking and testing periods are limited.

4.2. **Languages used in this competition**

4.2.1. ***Language requirements***

A candidate in this competition must have a thorough knowledge (**minimum C1 level**) of at least one of the 24 official EU languages and a satisfactory knowledge (**minimum B2 level**) of a different official EU language. **One of these languages must be English.**

The minimum levels indicated above apply to each linguistic ability (speaking, writing, reading, and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages*.

The language requirements in this competition mostly take into account the specificity of the duties of staff working at DG ENER, DG CLIMA, and DG ENV of the European Commission. The same requirements apply across all the fields covered by this notice.

Staff of DG ENER, DG CLIMA, and DG ENV use English for analytical work, internal communication and meetings, communication with external stakeholders, drafting reports, briefings, speeches and legislation, preparing publications, for performing other duties mentioned in Annex I to this notice as well as for taking part in specialist training courses. English is also used in inter-service consultations, inter-institutional communication, and in the audit procedures. A good command of English is therefore essential for candidates to be immediately operational upon recruitment.

This also determines the selection of language in which candidates should fill in the 'Talent Screener' part of their application form as well as the languages of tests (see section 4.2.2 below).

4.2.2. ***Application and test languages***

Languages will be used in different phases of the competition as follows:

Competition phase	Tests	Language
Application	—	Any of the 24 official EU languages, except for the 'Talent Screener' section which must be completed in English
Assessment centre	Reasoning tests	Official EU language other than English
	Case study	English
	Situational competency-based interview	English
	Field-related interview	English

Successful candidates will have to demonstrate the full range of their skills and competencies — both general and field-related — in English. It is therefore necessary to organise the main aspects of the selection — based on both tests and qualifications — in this language.

This applies to the Talent Screener, the tests assessing the general competencies (case study and situational competency-based interview), as well as to the test assessing the field-related competencies.

The use of a single language also increases homogeneity and therefore the quality of the comparison of the merits of candidates. In particular, it allows the Selection Board to assign members to candidates independently of their language knowledge and without resorting to translations.

4.2.3. ***Languages of communication***

In communication between the candidates and EPSO, the following will apply:

a) In communication — via the EPSO account or by email — between EPSO and a candidate who submitted a valid application, EPSO will address the candidate concerned in one of the languages that the candidate has declared to have knowledge of at level B2 or higher in the 'Ability to read' section in the application form.

b) In the case of requests and complaints referred to in points 4.2.1 and 4.2.2 of the General rules governing open competitions (in Annex II to this notice), candidates are encouraged to submit their requests or complaints in English. EPSO will reply as stated under point (a).

c) For all other questions from candidates to EPSO via the *online contact form*, candidates can address EPSO in any of the 24 official EU languages and EPSO will reply to the candidates concerned in one of the languages in which they indicated to be willing to receive a reply.

4.3. **Competition phases**

4.3.1. ***Application***

To apply, a candidate needs to have an EPSO account. Candidates who do not yet have an EPSO account, will need to create one. **Only one account may be created for all of a candidate's EPSO applications**.

The candidates must apply online on the EPSO website (https://epso.europa.eu/en/job-opportunities/open-for-application) by

22 November 2022 at 12.00 (midday), Brussels time.

The online application form is available in 24 official EU languages. Candidates may fill in the application form in any of them with the exception of the **'Talent Screener' section which must be completed in English**.

By validating their application form, candidates declare on their honour that they meet all the conditions mentioned under the section 'Am I eligible?'. Once the candidates have validated their application form, they will no longer be able to make any changes. It is their responsibility to ensure that they complete and validate their application within the deadline.

Candidates will have to upload — to their EPSO account — scanned copies of the documents supporting the declarations made in their application form, including in the 'Talent Screener' section. Further details and instructions will be provided by EPSO.

4.3.2. ***Eligibility check***

The eligibility check involves verifying compliance with the eligibility conditions set out in section 3 ('Am I eligible?') of this notice. This will be done on the basis of candidates' declarations made in their application form, subject to subsequent verification of supporting documents. The documents supporting candidates' declarations regarding their eligibility will be verified by the Selection Board at a later phase of the competition (see section 4.3.5).

4.3.3. ***Talent screener***

For the candidates deemed eligible based on their declarations, the Selection Board will carry out a selection based on qualifications. To do so, the Selection Board will perform a comparative assessment of the merits of all the eligible candidates as specified in *Annex IV* to this notice.

As a result of this assessment, the Selection Board will draw up a list of candidates in the order of the overall scores awarded. The candidates with the highest scores will be invited to the assessment centre.

The score awarded at the talent-screener phase **will not count** towards the final overall score (see section 4.3.5).

The documents supporting candidates' answers to the talent-screener questions will be verified by the Selection Board at a later phase of the competition (see section 4.3.5).

4.3.4. ***Assessment centre***

A maximum of three times the number of successful candidates sought for each field (plus all the candidates who tie for the last available place) will be invited to the assessment-centre phase.

The aim of the assessment centre is to assess the reasoning abilities, the general competencies and the field-related competencies of the candidates.

a) *Reasoning tests*

A series of reasoning tests will be organised as follows:

Tests	Language	No of questions	Duration	Scoring	Pass score
Verbal reasoning	Official EU language other than English	20 questions	35 minutes	0 to 20	20/40
Numerical reasoning		10 questions	20 minutes	0 to 10	
Abstract reasoning		10 questions	10 minutes	0 to 10	

There is no pass score per test. However, candidates must reach a pass score of at least 20/40 in total for all tests combined. The score obtained in these tests **will not count** towards the final overall score (see section 4.3.5).

b) *Tests to assess general competencies*

The general competencies will be assessed through two tests, taken in English, as indicated in the following table:

Competency	Test	Scoring	Pass score
1. Analysis and problem-solving	Case study	0 to 10	40/80
2. Communication	Case study	0 to 10	
3. Delivering quality and results	Case study	0 to 10	
4. Learning and development	Situational competency-based interview	0 to 10	
5. Prioritising and organising	Case study	0 to 10	
6. Resilience	Situational competency-based interview	0 to 10	
7. Working with others	Situational competency-based interview	0 to 10	
8. Leadership	Situational competency-based interview	0 to 10	

There is no pass score per competency. However, candidates must reach a pass score of at least 40/80 in total for all competencies combined. The score obtained **will count** towards the final overall score (see section 4.3.5).

c) *Field-related interview*

The field-related competencies will be assessed through a field-related interview, carried out in English, and scored as follows:

Test	Scoring	Pass score
Field-related interview	0 to 100	50/100

The score obtained **will count** towards the final overall score (see section 4.3.5)

d) *Organisation of the assessment-centre tests*

Candidates will be notified of their reasoning tests' results as soon as this part of testing is completed, and the results are processed. In cases where candidates do not reach the required pass score in the reasoning tests, their invitation to and/or booking of the other assessment-centre tests will be automatically cancelled and they will not take those tests. If in the meantime a candidate has already taken any of the other assessment-centre tests, the results of those tests will not be processed, and the candidate concerned will not be notified of those results.

Candidates who obtain all the required pass scores at the assessment centre, as well as one of the highest overall scores in the tests to assess the general and field-related competencies, will have their files checked as specified in section 4.3.5.

4.3.5. ***Check of supporting documents and establishment of reserve lists***

The Selection Board will examine the candidates' supporting documents following the assessment-centre phase and before establishing the reserve lists. It will take a final position on the eligibility of candidates by way of comparing (i) the declarations that candidates made in their application form (including in sections 'Education and training', 'Professional Experience', and 'Talent Screener') with (ii) the documents the candidates have uploaded to their EPSO account to support those declarations.

To draw up the reserve lists, the Selection Board will check the files of the candidates with the highest overall scores, in the descending order of scores, until the number of successful candidates sought for each field is reached. The files of other candidates will not be checked.

The reserve lists per field will therefore only include the names of those eligible candidates who have obtained all the required pass scores in all the tests as well as one of the highest overall scores, out of 180, in tests to assess general and field-related competencies. Here, '180' represents the sum of the highest possible scores in the tests to assess general competencies (80) and in the field-related interview (100).

Names will be listed alphabetically. The reserve lists will be made available to the recruiting services.

All candidates who have taken the tests to assess general and field-related competencies and whose results have been processed as mentioned in section 4.3.4(d) will receive a competency passport containing qualitative feedback from the Selection Board. The competency passports of successful candidates will also be made available to the recruiting services.

Inclusion on a reserve list does not confer any right to or guarantee of recruitment.

5. EQUAL OPPORTUNITIES AND REASONABLE ACCOMMODATIONS

EPSO endeavours to apply an equal opportunities policy to all candidates.

Candidates who have a disability or a medical condition that may affect their ability to take the tests, should indicate this in their application form and follow the procedure to request reasonable accommodations as described in the General rules annexed to this notice (see Annex II, under section 1.3). Having examined the candidates' request as well as the relevant supporting documents, EPSO may grant reasonable accommodations where deemed necessary.

More information about EPSO's equal opportunities policy and how to request reasonable accommodations can be found on the *EPSO website*.

ANNEX I

TYPICAL DUTIES

Field 1 — energy

Successful candidates in this field will contribute to the development of an innovative, resilient and integrated energy system which delivers a continuous supply of affordable, secure, reliable, and clean energy to citizens and businesses and creates conditions for EU's energy independence.

The following list includes some of the typical duties that successful candidates may be asked to perform:

1. Contributing to the development of EU policy and legislation in the field of energy and facilitating the decision-making process by providing written or oral input, carrying out preparatory analyses, and by consulting stakeholders.

2. Performing socioeconomic, legal and/or scientific analyses with a view to facilitating decision making and policy making in the field of energy. Liaising with technical experts, energy market players, industry advisory groups, scientific bodies, scientific committees and scientific institutes in the field of energy and/or climate, and translating scientific, technical, and socioeconomic analyses into appropriate policy and/or legislative measures.

3. Working with technical experts and engaging with stakeholders to prepare and/or amend technical legislation, network codes or guidelines in the field of energy.

4. Coordinating with the relevant services of the European Commission, Member States, third countries, financial and other relevant institutions and stakeholders regarding the implementation of the EU energy internal market and EU energy transition policies including in fields such as transport, regional development, taxation, or research and innovation.

5. Ensuring the correct implementation, monitoring, and evaluation of existing legislation in the field of energy: maintaining contacts with national administrations and regulators; answering questions from citizens, companies, non-profit organisations and public authorities, managing parliamentary questions as well as requests for access to documents; handling complaints and pre-litigation stages of infringements of EU law; assisting in the handling of litigation before the Court of Justice of the EU.

6. Participating in the international and inter-institutional negotiations for the adoption of the EU legislation in the energy field and attending meetings with the Council of the EU, the European Parliament, the European Commission, the European Central Bank, and with the European External Action Service.

7. Conducting communication and advocacy work with internal and external stakeholders: participating in workshops and speaking at seminars and conferences on the energy policy and legislation of the EU, preparing briefings and press coverage, ensuring representation in meetings with Member States and stakeholders.

Field 2 — climate

Successful candidates in this field will contribute to the efforts to fight climate change at EU and international level.

The following list includes some of the typical duties that successful candidates may be asked to perform:

1. Contributing to the development of EU policy and legislation in the field of climate policy, including:

   a) policies related to the EU emissions trading system (EU ETS),

   b) the national greenhouse gas reduction targets,

   c) the regulation covering emissions and absorptions of the land use sector,

   d) the measurement, reporting and verification of emissions,

   e) the CO_2 performance standards for cars, vans and heavy duty vehicles,

   f) the EU adaptation strategy,

   g) funding policies and instruments for low carbon technology (Innovation Fund),

h) policies to promote climate finance,

i) policies addressing just transition, and

j) mainstreaming of climate spending in the EU budget.

2. Reviewing and evaluating existing climate legislation.

3. Performing socioeconomic, legal and/or scientific analyses with a view to facilitating decision making and policy making in the field of climate. Liaising with technical experts, energy market players, industry advisory groups, scientific bodies, scientific committees and scientific institutes in the field of climate, energy, transport, agriculture, etc., and translating scientific, technical, and socioeconomic analyses into appropriate policy and/or legislative measures.

4. Working with technical experts and engaging with stakeholders to prepare and/or amend technical legislation, in the field of climate mitigation and adaptation.

5. Coordinating with the relevant services of the European Commission, Member States, third countries, financial and other relevant institutions and stakeholders regarding the implementation of domestic EU climate policy including in fields such as energy, transport, agriculture, waste, sustainable finance, regional development, taxation, or research and innovation.

6. Ensuring the correct implementation, monitoring, and evaluation of existing legislation in the field of climate: maintaining contacts with national administrations and regulators; answering questions from citizens, companies, non-profit organisations and public authorities, managing parliamentary questions as well as requests for access to documents; handling complaints and pre-litigation stages of infringements of EU law; assisting in the handling of litigation before the Court of Justice of the EU.

7. Participating in inter-institutional negotiations for the adoption of the EU legislation in the field of climate and attending meetings with the Council of the EU, the European Parliament, the European Investment Fund, and with the European External Action Service. Preparing, together with the EU Member States, and participating in the international negotiations on climate change under the UN Framework Convention on Climate Change. Organising outreach to third countries in the field of climate to stimulate global climate action.

8. Conducting communication and advocacy work with internal and external stakeholders: participating in workshops and speaking at seminars and conferences on the climate policy and legislation of the EU; preparing briefings and press coverage, ensuring representation in meetings with Member States and stakeholders.

Field 3 — environment

Successful candidates in this field will contribute to the efforts to enable a sustainable and circular economy, where biodiversity and ecosystems are protected and restored, environment-related health risks are minimized, and where growth has been decoupled from resource use.

The following list includes some of the typical duties that successful candidates may be asked to perform:

1. Contributing to the implementation and monitoring of the existing *acquis* in the environmental field, including by way of:

   a) adapting existing legislation to technical progress or by exercising implementing and delegated powers,

   b) liaising with technical experts, scientific bodies, scientific committees and institutes in the field of environment and contributing to the follow up of policy and/or legislative measures,

   c) handling complains and dealing with the necessary steps in infringement procedures; assisting in the handling of litigation before the Court of Justice of the European Union,

   d) maintaining contacts with national administrations, answering questions from citizens, companies, non-profit organisations and public authorities, managing parliamentary questions as well as requests for access to documents.

2. Participating in further development of EU's policy and legislation in the environmental field and facilitating the decision-making process by providing written or oral input, carrying out preparatory analyses and consulting stakeholders, including by way of:

   a) performing socioeconomic, legal and/or scientific analyses in order to facilitate the decision making and policy making in the environmental field,

b) liaising with technical experts, scientific bodies, committees, and institutes in the field of environment and contributing with input to policy and/or legislative measures,

c) participating in inter-institutional negotiations for the adoption of the EU legislation in the environmental field and attending meetings with the Council and the European Parliament, the European Commission, and other relevant institutions.

3. Participating in international negotiations in the environmental field and attending meetings with other relevant institutions or international bodies.

4. Conducting communication and advocacy work with stakeholders in the environmental field: participating in workshops with internal and external stakeholders and speaking at seminars and conferences on the environmental policy and legislation of the EU; preparing briefings and press coverage, ensuring representation in meetings with Member States and stakeholders.

End of ANNEX I, click here to return to main text

ANNEX II

GENERAL RULES GOVERNING OPEN COMPETITIONS

GENERAL INFORMATION

Any reference, in the framework of selection procedures organised by EPSO, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

Where candidates tie for the last available place at any stage of the competition, they will all go through to the next stage of the competition. Any re-admitted candidates following a successful appeal will also be invited to the next stage.

Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any re-admitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.

1. WHO CAN APPLY?

1.1. **General and specific conditions**

The general and specific conditions (including knowledge of languages) for each field or profile are indicated in the section 'Am I eligible?'.

Specific conditions regarding qualifications, professional experience and knowledge of languages vary depending on the profile requested. In your application, you should include as much information as possible regarding your qualifications and professional experience (where required) as described in the section 'Am I eligible?' of this notice ***that is relevant to the duties***.

(a) **Diplomas and/or certificates:** Diplomas, whether issued in EU or non-EU countries, must be recognised by an official EU Member State body, e.g. an EU Member State's education ministry. The Selection Board will allow for differences between education systems.

For post-secondary education and technical, professional or specialist training, indicate the subjects covered, the duration and whether it was full-time, part-time or an evening class.

(b) **Professional experience** (if required) will be taken into account only if it is relevant to the required duties and:

— constitutes genuine and effective work;

— is remunerated;

— involves a subordinate relationship or the supply of a service; and

— subject to the following conditions:

— **voluntary work:** if remunerated and involving similar weekly hours and duration to a regular job;

— **traineeships**: if remunerated;

— **compulsory military service:** completed before or after the required diploma for a period not exceeding the statutory duration in your Member State;

— **maternity/paternity/adoption leave**: if covered by an employment contract;

— **doctorate:** for a maximum of three years, provided the doctorate was actually obtained, and whether or not the work was remunerated; and

— **part-time work:** calculated *pro rata* on the basis of the number of hours worked, e.g. half-time for six months would count as three months.

1.2. **Supporting documents**

At different steps of the selection procedure, you will need to provide an official document proving your citizenship (e.g. passport or identity card) which must be valid on the closing date of your application (closing date of the first part of your application in the case of a 2-part application scenario).

All periods of professional activity must be covered by originals or certified photocopies of:

— **documents from former and current employer(s)** stating the nature and level of duties performed, and start and end dates, with the official header and stamp of the company, and the name and signature of the person in charge; or

— **employment contract(s) and first and last pay slips**, with a detailed description of the duties performed;

— (for non-salaried work, e.g. self-employed, liberal professions) **invoices or order forms** detailing the work performed or any other relevant official supporting documents;

— (for conference interpreters where professional experience is required) documents attesting **the number of days**, and **languages interpreted** from and into, relating specifically to conference interpreting.

In general, no supporting documents are required to prove your knowledge of languages, except for some linguist or specialist profiles.

You may be asked for additional information or documents at any stage of the procedure. EPSO will inform you of what supporting documents you need to provide and when.

1.3. **Equal opportunities and reasonable accommodations**

If you have a disability or a medical condition that may hinder your ability to sit the tests, please indicate this in your application form and let us know the type of reasonable accommodation you need. If a disability or condition develops after you have validated your application, you must inform EPSO as soon as possible using the information indicated below.

Please note that you will have to send a certificate from your national authority or a medical certificate to EPSO in order for your request to be taken into consideration. Your supporting documents will be examined, so that reasonable accommodation can be made where required.

Should you encounter any accessibility issues, or should you require more information, please contact the EPSO-accessibility team by:

— email (EPSO-accessibility@ec.europa.eu); or

— post:

European Personnel Selection Office (EPSO)
EPSO ACCESSIBILITY
L107 02/DCS
1049 Bruxelles/Brussel
BELGIQUE/BELGIË

2. BY WHOM WILL I BE ASSESSED?

A Selection Board is appointed to compare candidates and select the best ones on the basis of their competencies, aptitudes and qualifications in the light of the requirements set out in this notice of competition. Its members also decide on the difficulty of the competition tests and approve their content on the basis of proposals made by EPSO.

To ensure the Selection Board's independence, it is strictly forbidden for candidates or anyone outside the board to attempt to contact any of its members, except in the context of tests which require direct interaction between the candidates and the board.

Candidates who wish to state their case or assert their rights must do so in writing, addressing their correspondence intended for a Selection Board to EPSO, which will pass it on to the board. Any direct or indirect intervention by candidates that does not comply with these procedures is forbidden and may result in disqualification from the competition.

The existence of a family relationship or a hierarchical link between a candidate and a Selection Board member, in particular, gives rise to a conflict of interest. Selection Boards are asked to declare any such situations to EPSO immediately when they become aware of them. EPSO will evaluate each case individually and take the appropriate measures. The non-respect of the above mentioned rules could make Selection Board members liable to disciplinary action and result in disqualification from the competition for candidates (see section 4.4).

The names of the Selection Board members are published on the EPSO website (https://epso.europa.eu/en) before the beginning of the assessment centre/phase.

3. COMMUNICATION

3.1. **Communication with EPSO**

You should consult your EPSO account **at least twice a week** to keep track of your progress during the competition. If you are prevented from doing so because of a technical problem on EPSO's side, you must notify EPSO immediately and exclusively via the EPSO website (https://epso.europa.eu/en/epso-faqs-by-category).

EPSO reserves the right not to supply information that is already clearly stated in this notice of competition, its annexes or on the EPSO website, including under 'frequently asked questions'.

In all correspondence relating to an application, please mention your **name** as given in your EPSO account, your **application number** and the **reference number of the selection procedure**.

EPSO reserves the right to cease any improper (i.e. repetitive, abusive and/or irrelevant) correspondence.

3.2. **Access to information**

Candidates have specific rights of access to certain information concerning them individually, granted in the light of the obligation to state reasons, in order to allow for an appeal against rejection decisions.

This obligation to state reasons must be balanced with the confidentiality of the Selection Board proceedings, which ensures the boards' independence and the objectivity of the selection. Due to confidentiality, attitudes adopted by members of Selection Boards regarding the individual or comparative assessments of candidates cannot be disclosed.

These access rights are specific to candidates in an open competition and legislation on public access to documents may not confer on them rights broader than those specified in this section.

3.2.1. *Automatic disclosure*

You will **automatically receive** the following information via your EPSO account after each stage of the selection process organised for a given competition:

— **MCQ tests:** your results and a grid with your answers and the correct answers by reference number/letter. Access to **the text of the questions and answers is explicitly excluded**;

— **eligibility:** whether you were admitted; if not, the eligibility conditions that were not met;

— **Talent Screener:** your results and a grid with the question weightings, the points awarded for your answers and your total score;

— **preliminary tests:** your results;

— **intermediate tests:** your results if you are not amongst the candidates invited to the next phase;

— **assessment centre/phase:** if you are not disqualified, your competency passport showing your overall marks for each competency and the Selection Board's comment providing quantitative and qualitative feedback on your performance at the assessment centre/phase.

As a rule, EPSO does not communicate to candidates any source texts or test assignments, as these are intended for re-use in future competitions. For certain tests, however, it may exceptionally publish the source texts or assignments on its website if:

— the tests have been completed;

— the results have been established and communicated to candidates; and

— the source texts/assignments are not intended for reuse in future competitions.

3.2.2. *Information on request*

You may request an **uncorrected** copy of your answers in written tests where the content is **not intended for reuse** in future competitions. This explicitly excludes answers to e-tray exercises and case studies.

Your corrected answer papers and the details of the marking, in particular, are covered by the secrecy of Selection Board proceedings and **will not be disclosed**.

EPSO endeavours to make as much information available to candidates as possible, in accordance with the obligation to state reasons, the confidential nature of Selection Board proceedings and the rules on the protection of personal data. All requests for information will be evaluated in light of these obligations.

Any requests for information should be submitted via the EPSO website (https://epso.europa.eu/en/epso-faqs-by-category) within 10 calendar days of the day your results were published in your EPSO account.

4. COMPLAINTS AND ISSUES

4.1. **Technical and organisational issues**

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, **please inform EPSO, exclusively** via the EPSO website (https://epso.europa.eu/en/epso-faqs-by-category).

In all correspondence, please mention your **name** (as given in your EPSO account), your **application number** and the **reference number of the selection procedure**.

If the problem occurs at a test centre or during remote testing, please:

— alert the invigilators immediately so that a solution can be investigated. In any case, ask them to record your complaint in writing; and

— contact EPSO no later than 3 calendar days after your tests via the EPSO website (https://epso.europa.eu/en/epso-faqs-by-category) with a brief description of the problem.

For **problems occurring outside test centres** (e.g. issues with test booking, or technical issues during remote testing before you are connected to an invigilator), please follow the instructions in your EPSO account and on EPSO's website and contact EPSO immediately via the EPSO website (https://epso.europa.eu/en/epso-faqs-by-category).

For issues with your application, you must contact EPSO immediately and in any case before the deadline for applications via the EPSO website (https://epso.europa.eu/en/epso-faqs-by-category). Queries sent less than 5 working days before the deadline for applications might not be answered before the deadline.

4.2. **Internal review procedures**

4.2.1. *Error in the computer-based multiple-choice questions (MCQs)*

The MCQ database is subject to permanent in-depth quality control by EPSO and Selection Boards.

If you believe that an error in one or more of the MCQs affected your ability to answer, you are entitled to ask for the question(s) to be reviewed by the Selection Board (under the 'neutralisation' procedure).

Under this procedure, the Selection Board may decide to cancel the question containing the error and to redistribute the points among the remaining questions of the test. Only those candidates who received that question will be affected by the recalculation. The marking of the tests remains as indicated in the relevant sections of this notice of competition.

Arrangements for complaints about the MCQ tests are as follows:

— **procedure:** please contact EPSO **only via the EPSO website** (https://epso.europa.eu/en/epso-faqs-by-category);

— **deadline:** within **3 calendar** days of the date of your computer-based tests;

— **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

Complaints received after the deadline or that do not clearly describe the contested question(s) and alleged error will not be taken into account.

In particular, complaints merely pointing out alleged issues of translation, and which do not clearly specify the problem, will not be taken into account.

The same review procedure applies with regard to errors in the e-tray exercise.

4.2.2. *Requests for review*

You can request a review of any **decision** taken by the Selection Board or EPSO that establishes your results and/or determines whether you can proceed to the next stage of the competition or are excluded.

Requests for review may be based on:

— a material irregularity in the competition process; and/or

— non-compliance, by the Selection Board or EPSO, with the Staff Regulations ([1]), the notice of competition, its annexes and/or case law.

Please note that you are not allowed to challenge the validity of the Selection Board's assessment of the quality of your performance in a test or the relevance of your qualifications and professional experience. This assessment is a value judgment made by the board and your disagreement with the board's evaluation of your tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Arrangements for requests for review are as follows:

— **procedure:** please contact EPSO only via the EPSO website (https://epso.europa.eu/en/epso-faqs-by-category);

— **deadline:** within **10 calendar days** of the date on which the contested decision was published in your EPSO account;

— **additional information:** indicate clearly the decision you wish to contest and on what grounds.

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

You will receive an acknowledgment of receipt within 15 working days. The body which took the contested decision (either the Selection Board or EPSO) will analyse and decide on your request and you will receive a reasoned reply as soon as possible.

If the outcome is positive, you will be re-entered in the selection process at the stage at which you were excluded, regardless of how far the competition has progressed in the meantime.

([1]) Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community (OJ 45, 14.6.1962, p. 1385/62). Consolidated text: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20220101

4.3. **Other forms of contestation**

4.3.1. *Administrative complaints*

As a candidate in an open competition, you have the right to address an administrative complaint to the Director of EPSO acting as the appointing authority.

You may submit a complaint against a decision, or lack thereof, that directly and immediately affects your legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. **The Director of EPSO cannot overturn a value judgment made by a Selection Board** (see section 4.2.2).

Arrangements for administrative complaints are as follows:

— **procedure:** please contact EPSO only via the EPSO website (https://epso.europa.eu/en/epso-faqs-by-category);

— **deadline:** within **three months** of notification of the contested decision or of the date by which a decision should have been made;

— **additional information:** indicate clearly the decision you wish to contest and on what grounds.

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

4.3.2. *Judicial appeals*

As a candidate in an open competition, you have the right to submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by EPSO rather than by the Selection Board will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section 4.3.1). In particular, this is the case with the decisions concerning the general eligibility criteria, which are taken by EPSO not the Selection Board.

Arrangements for judicial appeals are as follows:

— **procedure:** please consult the website of the General Court (https://curia.europa.eu/jcms/).

4.3.3. *European Ombudsman*

All EU citizens and residents can make a complaint to the European Ombudsman.

Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned (see sections 4.1-4.3).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

— **procedure:** please consult the website of the European Ombudsman (https://www.ombudsman.europa.eu/en/home).

4.4. **Disqualification from the selection procedure**

You may be disqualified at any stage in a selection procedure if EPSO finds that you:

— have created more than one EPSO account;

— have applied to incompatible fields or profiles;

— do not meet all the eligibility conditions;

— made false declarations or declarations unsupported by the appropriate documents;

— did not reply to any of the Talent Screener questions;

— have not complied with the terms and conditions for the tests organised remotely;

— have failed to book or sit one or more of your tests;

— have cheated during the tests;

— did not declare in your application form the languages required in this notice of competition, or did not declare the minimum level(s) required for those languages;

— attempted to contact a member of the Selection Board in an unauthorised manner;

— failed to inform EPSO of a possible conflict of interest with a Selection Board member;

— submitted your application in a language other than that/those specified in this notice of competition (allowances may be made regarding the use of another language for proper nouns, official titles and job titles as indicated in the supporting documents or labels/titles of diplomas); and/or

— signed or wrote a distinctive mark on anonymously marked written or practical tests.

Furthermore, if you did not participate in the connectivity trial but subsequently took part in remote tests and experience connectivity issues, EPSO reserves the right not to reschedule your test.

Candidates for recruitment by the EU institutions must show the highest possible integrity. Fraud or attempted fraud may render you liable to penalty and compromise your eligibility for future competitions.

5. SECURITY CLEARANCE

Staff handling sensitive and classified information requiring a high degree of confidentiality ('EU classified' information) must have the appropriate level of security authorisation.

Consequently, successful candidates in a competition may be asked, for certain posts, to hold or be in a position to obtain in due time, a valid personnel security clearance certificate.

This might imply that, as a pre-requisite for recruitment to certain posts, the successful candidates might be required to undergo the security clearance procedure which is carried out by the national competent authority in the Member State of their nationality.

Candidates are advised to inform themselves about the procedure before applying to this competition.

Such requirements will be clearly indicated in the vacancy notice for the post concerned.

6. DATA PROTECTION

Your personal data is processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council ([1]).

See also the specific privacy statement on personal data protection within the framework of an open competition ([2]).

End of ANNEX II, click here to return to main text

([1]) 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

([2]) https://epso.europa.eu/en/protection-your-personal-data

ANNEX III

EXAMPLES OF MINIMUM QUALIFICATIONS PER MEMBER STATE AND THE UNITED KINGDOM AND PER GRADE CORRESPONDING, IN PRINCIPLE, TO THOSE REQUIRED BY THE NOTICES OF COMPETITION

Please click here for an easy-to-read version of these examples

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Belgique — België — Belgien	Certificat de l'enseignement secondaire supérieur (CESS)/Diploma secundair onderwijs Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES)/Getuigschrift van hoger secundair onderwijs Diplôme d'enseignement professionnel/Getuigschrift van het beroepssecundair onderwijs	Candidature/Kandidaat Graduat/Gegradueerde Bachelor/Professioneel gerichte Bachelor	Bachelor académique (180 crédits) Academisch gerichte Bachelor (180 ECTS)	Licence/Licentiaat Master Diplôme d'études approfondies (DEA) Diplôme d'études spécialisées (DES) Diplôme d'études supérieures spécialisées (DESS) Gediplomeerde in de Voortgezette Studies (GVS) Gediplomeerde in de Gespecialiseerde Studies (GGS) Gediplomeerde in de Aanvullende Studies (GAS) Agrégation/Aggregaat Ingénieur industriel/Industrieel ingenieur Doctorat/Doctoraal diploma
България	Диплома за завършено средно образование	Специалист по …		Диплома за висше образование Бакалавър Магистър
Česko	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)	Diplom o ukončení bakalářského studia (Bakalář)	Diplom o ukončení vysokoškolského studia Magistr Doktor

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Danmark	Bevis for: Studentereksamen Højere Forberedelseseksamen (HF) Højere Handelseksamen (HHX) Højere Afgangseksamen (HA) Bac pro: Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)	Bachelorgrad (BA eller BS) Professionsbachelorgrad Diplomingeniør	Kandidatgrad/Candidatus Master/Magistergrad (mag.art) Licenciatgrad ph.d.-grad
Deutschland	Abitur/Zeugnis der allgemeinen Hochschulreife Fachabitur/Zeugnis der Fachhochschulreife		Fachhochschulabschluss Bachelor	Hochschulabschluss/ Fachhochschulabschluss/Master Magister Artium/Magistra Artium Staatsexamen/Diplom Erstes Juristisches Staatsexamen Doktorgrad
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta	Bakalaureusekraad (min 120 ainepunkti) Bakalaureusekraad (< 160 ainepunkti)	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti) Magistrikraad Arstikraad Hambaarstikraad Loomaarstikraad Filosoofiadoktor Doktorikraad (120–160 ainepunkti)

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Éire/Ireland	Ardteistiméireacht, Grád D3, I 5 ábhar/Leaving Certificate Grade D3 in 5 subjects Gairmchlár na hArdteistiméireachta (GCAT)/Leaving Certificate Vocational Programme (LCVP)	Teastas Náisiúnta/National Certificate Gnáthchéim bhaitsiléara/Ordinary bachelor degree Dioplóma náisiúnta (ND, Dip.)/National diploma (ND, Dip.) Ardteastas (120 ECTS)/Higher Certificate (120 ECTS)	Céim onóracha bhaitsiléara (3 bliana/180 ECTS) (BA, B.Sc, B.Eng)/Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng)	Céim onóracha bhaitsiléara (4 bliana/240 ECTS)/Honours bachelor degree (4 years/240 ECTS) Céim ollscoile/University degree Céim mháistir (60-120 ECTS)/Master's degree (60-120 ECTS) Dochtúireacht/Doctorate
Ελλάδα	Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου	Δίπλωμα επαγγελματικής κατάρτισης (ΙΕΚ)		Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ) Μεταπτυχιακό Δίπλωμα Ειδίκευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)
España	Bachillerato + Curso de Orientación Universitaria (COU) Bachillerato BUP Diploma de Técnico especialista	FP grado superior (Técnico superior)	Diplomado/Ingeniero técnico	Licenciatura Máster Ingeniero Título de Doctor

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
France	Baccalauréat Diplôme d'accès aux études universitaires (DAEU) Brevet de technicien	Diplôme d'études universitaires générales (DEUG) Brevet de technicien supérieur (BTS) Diplôme universitaire de technologie (DUT) Diplôme d'études universitaires scientifiques et techniques (DEUST)	Licence	Maîtrise Maîtrise des sciences et techniques (MST), maîtrise des sciences de gestion (MSG), diplôme d'études supérieures techniques (DEST), diplôme de recherche technologique (DRT), diplôme d'études supérieures spécialisées (DESS), diplôme d'études approfondies (DEA), master 1, master 2 professionnel, master 2 recherche Diplôme des grandes écoles Diplôme d'ingénieur Doctorat
Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Stručni pristupnik/pristupnica	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica)	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica) Stručni specijalist Magistar struke Magistar inženjer/magistrica inženjerka (mag. ing) Doktor struke Doktor umjetnosti
Italia	Diploma di maturità (vecchio ordinamento) Perito ragioniere Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore	Diploma universitario (DU) Certificato di specializzazione tecnica superiore Attestato di competenza (4 semestri)	Diploma di laurea — L (breve)	Diploma di laurea (DL) Laurea specialistica (LS) Master di I livello Dottorato di ricerca (DR)

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Κύπρος	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) Higher Diploma		Πανεπιστημιακό Πτυχίο/Bachelor Master Doctorat
Latvija	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību	Bakalaura diploms (min. 120 kredītpunktu)	Bakalaura diploms (160 kredītpunktu) Profesionālā bakalaura diploms Maģistra diploms Profesionālā maģistra diploms Doktora grāds
Lietuva	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas	Aukštojo mokslo diplomas Bakalauro diplomas Magistro diplomas Daktaro diplomas Meno licenciato diplomas
Luxembourg	Diplôme de fin d'études secondaires et techniques	BTS Brevet de maîtrise Brevet de technicien supérieur Diplôme de premier cycle universitaire (DPCU) Diplôme universitaire de technologie (DUT)	Bachelor Diplôme d'ingénieur technicien	Master Diplôme d'ingénieur industriel DESS en droit européen

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Magyarország	Gimnáziumi érettségi bizonyítvány Szakközépiskolai érettségi-képesítő bizonyítvány	Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Programme)	Főiskolai oklevél Alapfokozat (Bachelor degree 180 credits)	Egyetemi oklevél Alapfokozat (Bachelor degree 240 credits) Mesterfokozat (Master degree) (Osztatlan mesterképzés) Doktori fokozat
Malta	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including Systems of Knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 2 À Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma	Bachelor's degree	Bachelor's degree Master of Arts Doctorate
Nederland	Diploma VWO Diploma staatsexamen (2 diploma's) Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO) Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)	Bachelor (WO) HBO bachelor degree Baccalaureus of «Ingenieur»	HBO/WO Master's degree Doctoraal examen/Doctoraat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Österreich	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/Akademiediplom	Fachhochschuldiplom/ Bakkalaureus/Bakkalaurea	Universitätsdiplom Fachhochschuldiplom Magister/Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosenzeugnis Doktortitel
Polska	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej	Licencjat/Inżynier	Magister/Magister inżynier Dyplom doktora
Portugal	Diploma de Ensino Secundário Certificado de Habilitações do Ensino Secundário		Bacharel Licenciado	Licenciado Mestre Doutorado
România	Diplomă de bacalaureat	Diplomă de absolvire (colegiu universitar) Învățământ preuniversitar	Diplomă de licență	Diplomă de licență Diplomă de inginer Diplomă de urbanist Diplomă de master Certificat de atestare (studii academice postuniversitare) Diplomă de doctor

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Slovenija	Maturitetno spričevalo (spričevalo o poklicni maturi) (spričevalo o zaključnem izpitu)	Diploma višje strokovne šole	Diploma o pridobljeni visoki strokovni izobrazbi	Univerzitetna diploma Magisterij Specializacija Doktorat
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení bakalárskeho štúdia (Bakalár)	Diplom o ukončení vysokoškolského štúdia Bakalár (Bc.) Magister Magister/Inžinier ArtD.
Suomi/Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus – Studentexamen eller grundskola + treårig yrkesinriktad utbildning Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto – Yrkesexamen på institutnivå	Kandidaatin tutkinto – Kandidatexamen/ Ammattikorkeakoulututkinto – Yrkeshögskoleexamen (min. 120 opintoviikkoa – studieveckor)	Maisterin tutkinto – Magisterexamen/ Ammattikorkeakoulututkinto – Yrkeshögskoleexamen (min. 160 opintoviikkoa – studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen – antingen 4 år eller 2 år efter licentiatexamen Lisensiaatti/Licentiat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/ Kvalificerad yrkeshögskoleexamen, 1–3 år	Kandidatexamen (akademisk examen omfattande minst 120 poäng, varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)	Magisterexamen (akademisk examen omfattande minst 160 poäng, varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera) — Licentiatexamen — Doktorsexamen Meriter på avancerad nivå: — Magisterexamen, 1 år, 60 högskolepoäng — Masterexamen, 2 år, 120 högskolepoäng Meriter på forskarnivå: — Licentiatexamen, 2 år, 120 högskolepoäng — Doktorsexamen, 4 år, 240 högskolepoäng
United Kingdom	General Certificate of Education Advanced level — 2 passes or equivalent (grades A to E) BTEC National Diploma General National Vocational Qualification (GNVQ), advanced level Advanced Vocational Certificate of Education, À level (VCE À level)	Higher National Diploma/Certificate (BTEC)/SCOTVEC Diploma of Higher Education (DipHE) National Vocational Qualifications (NVQ) Scottish Vocational Qualifications (SVQ) level 4	(Honours) Bachelor degree *NB:* Master's degree in Scotland	Honours Bachelor degree Master's degree (MA, MB, MEng, MPhil, MSc) Doctorate
	NOTE: UK diplomas awarded in 2020 (until 31 December 2020) are accepted without an equivalence. UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.			

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ANNEX IV

TALENT SCREENER: SELECTION CRITERIA AND PROCEDURE

A. **Selection criteria for talent screener**

This section lists the selection criteria that will be applied by the Selection Board at the talent-screener phase of the competition.

A.1. ***Field 1 — energy***

1. At least one year of professional experience in market analysis and/or with the development and maintenance of modelling tools of relevance for policy development, in the field of energy. This includes modelling tools such as partial equilibrium energy models, power sector modelling, integrated assessment modelling, general equilibrium modelling, micro and macro modelling.

2. At least one year of professional experience in financial instruments, project finance, investment projects along the whole energy value chain, from global supply/demand and market mechanisms to infrastructure and security of supply, in one or more of the areas referred to in section 3.3.1(b) of this notice.

3. At least one year of professional experience in developing, monitoring, implementing and/or enforcing energy law, in the public or private sector.

4. At least one year of professional experience in designing, negotiating, monitoring or implementing policy/strategy/regulation in one or more of the areas referred to in section 3.3.1(b) of this notice.

5. At least one year of professional experience in developing, implementing or applying digital technologies, including cybersecurity-related, in one or more of the areas referred to in section 3.3.1(b) of this notice.

6. Professional experience in consumer services, citizen engagement, procurement or sales in one or more of the areas referred to in section 3.3.1(b) of this notice.

7. Professional experience in the development or deployment of innovative energy-relevant technologies, including in the field of fossil fuel energy, nuclear energy, renewable energy, energy efficiency, low carbon energy technologies, carbon capture and storage technologies, industrial technologies, and hydrogen, in one or more of the areas referred to in section 3.3.1(b) of this notice.

8. Graduate or post-graduate diploma in engineering or in the energy field, or an academic specialisation (including thesis) in the energy field achieved when preparing for a graduate or post-graduate degree, or a specialist training in the energy field.

A.2. ***Field 2 — climate***

1. At least one year of professional experience with the development and maintenance of modelling tools of relevance for policy development in the field of climate, including tools covering energy, transport, industry, waste, agriculture, land use sectors, and tools covering climate impacts. This includes modelling tools such as partial equilibrium models, integrated assessment modelling, pollution modelling, general equilibrium modelling, climate change impacts and adaptation modelling, land use modelling, etc.

2. At least one year of professional experience in relation to research, development or deployment of innovative low carbon mitigation and climate change adaptation technologies. This includes technologies in the field of energy generation, use and infrastructure, carbon capture and storage technologies, road, maritime and aviation transport technologies, industrial technologies, agriculture and land use technologies, waste and recycling technologies, replacement technologies for ozone depleting substances, and technologies that allow to adapt to climate change and to address its impacts.

3. At least one year of professional experience in the field of carbon or energy markets (in particular the market of EU emissions trading system allowances), including experience as a market analyst, trader or regulator.

4. At least one year of professional experience in the field of monitoring, reporting or verification of environmental pollutants, including greenhouse gas emissions, for instance at a private company, non-profit organisation, or at a sectoral, stakeholder or governmental level.

5. At least one year of professional experience in the area of climate change hazards or impacts and related vulnerabilities and adaptation options, or in the development of relevant climate services that allow to adapt better to climate change.

6. At least one year of professional experience (i) in the field of climate finance products, including the development of such services, or (ii) as a market analyst of such services.

7. At least one year of professional experience in the development and implementation of climate-relevant policies in the field of land use and agriculture, vehicles and fuels, and ozone depleting substances and their replacements.

A.3. ***Field 3 — environment***

1. At least one year of professional experience in performing socioeconomic, legal, policy and/or scientific analyses in one or more of the following sectors: circular economy (including sustainable product policy, sustainable chemicals, and sustainable waste), sustainable finance, biodiversity, forest and soil protection/preservation/restauration, fresh water and marine water management, combating soil, water, or air pollution, or environmental governance.

2. At least one year of professional experience in designing, negotiating, monitoring or implementing policies, strategies or regulations in one or more of the following sectors: circular economy, sustainable finance, biodiversity, forest and soil protection/preservation/restauration, water management, combating soil, water, or air pollution.

3. At least one year of professional experience in developing and/or deploying innovative environmental technologies including in the field of circular economy, biodiversity, forest and soil protection/preservation/restauration, water management, combating soil, water, or air pollution.

4. At least one year of professional experience working for private companies or non-profit organisations, or at regional, national or international governmental level in monitoring, reporting, or verifying environmental relevant indicators (e. g. in relation to pollution, water management, or biodiversity loss).

5. At least one year of professional experience working for private companies or non-profit organisations or at regional, national or international governmental level in ensuring the correct implementation, monitoring, and evaluation of existing *acquis* in the environmental field.

6. At least one year of professional experience in developing, analysing, and/or deploying sustainable finance products in the environmental field, or in carrying out market analysis for such products/services.

B. **Procedure**

B.1. ***Determination of the order in which the applications will be assessed***

1. When completing the 'Professional Experience' section of their application, for each entry the candidates will have to indicate the percentage of time devoted to one or more 'task(s)' from a given list that largely corresponds to the selection criteria listed in section A above. This will allow calculating the overall length of experience (in days) on a particular task.

2. The Selection Board will assign to each task and to each talent-screener question (see paragraph 1 in section B.2 below) a weighting that reflects their relative importance (1 to 3).

3. The overall number of days devoted to a particular task (see paragraph 1 above) will then be multiplied by the weighting attributed to that task by the Selection Board. This will produce — for each candidate — a score per task as well as the aggregate score for all the tasks.

4. A ranking will be drawn up in descending order of the candidates' aggregate scores.

5. The scores and the ranking established in accordance with this section will not be taken into account for the purposes of deciding which candidates can proceed to the next phase of the competition. The decision on which candidates to invite to the next phase of the competition is taken by the Selection Board exclusively on the basis of the weighted scores awarded in accordance with section B.2.

B.2. ***Selection of candidates through talent screener***

1. When completing the 'Talent Screener' section of the application form, all candidates must answer the same set of questions and provide the information requested. These questions will be based on the selection criteria listed in section A above. The selection based on qualifications will be carried out using solely the information provided in the 'Talent Screener' section. Candidates must include all the relevant information in their answers in the 'Talent Screener' section, even if the same information was already included in other sections of their application form. Any references to documents uploaded in the candidate's EPSO account or other references (such as links to websites) will be disregarded. Only the text filled in by the candidate in the appropriate fields, in reply to the talent-screener questions, will be taken into account.
2. The Selection Board will proceed — in a descending order of the ranking established according to section B.1 — to the assessment of the candidates' answers in the 'Talent Screener' section of the application.
3. The Selection Board will examine the talent-screener answers of all the candidates and will award 0 to 4 points to each answer. These points will then be multiplied by the weighting set by the Selection Board for each talent-screener question (see section B.1, paragraph 2 above). Finally, the weighted points for each talent- screener question will be added, to give an overall score.
4. The Selection Board will draw up a list of candidates per field in the order of the overall scores awarded according to paragraph 3.
5. The candidates with the highest scores will be invited to the next phase of the competition.

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