V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION

EPSO/AD/400/22 – ADMINISTRATORS (AD 7) AND EXPERTS (AD 9) IN THE FIELDS OF DEFENCE INDUSTRY AND SPACE

(2022/C 233 A/01)

Deadline for application: 19 July 2022 at 12.00 (midday), Brussels time

CONTENTS

Page

1. GENERAL PROVISIONS . . . 3
2. WHAT DUTIES CAN I EXPECT TO PERFORM? . . . 3
3. AM I ELIGIBLE? . . . 3
   - 3.1. General conditions . . . 3
   - 3.2. Specific conditions — languages . . . 3
   - 3.3. Specific conditions — qualifications and work experience . . . 3
4. HOW WILL THE COMPETITION BE ORGANISED? . . . 4
   - 4.1. Overview of the competition procedures . . . 4
   - 4.2. Languages used in this competition . . . 4
     - 4.2.1. Language requirements . . . 4
     - 4.2.2. Application and test languages . . . 5
     - 4.2.3. Languages of communication . . . 5
   - 4.3. Competition phases . . . 6
     - 4.3.1. Application . . . 6
     - 4.3.2. Eligibility check . . . 6
     - 4.3.3. Talent screener . . . 6
     - 4.3.4. Assessment centre . . . 6
     - 4.3.5. Check of supporting documents and establishment of reserve lists . . . 8

Page

5. EQUAL OPPORTUNITIES AND REASONABLE ACCOMMODATIONS 8

ANNEX I – Typical duties 9

ANNEX II – General rules governing open competitions 10

ANNEX III – Examples of minimum qualifications 18

ANNEX IV – Talent screener: selection criteria and procedure 27

1. **GENERAL PROVISIONS**

The European Personnel Selection Office (EPSO) is organising an open competition based on qualifications and tests to draw up reserve lists from which mainly the European Commission, in particular its Directorate-General for Defence Industry and Space (DG DEFIS), may recruit new members of the civil service **(function groups AD 7 and AD 9**).

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

Numbers of successful candidates sought:

Field 1	Defence industry	AD 7	**32**
		AD 9	**16**
Field 2	Space	AD 7	**35**
		AD 9	**17**

This notice of competition covers two fields and each field includes two grades. **A candidate may only apply for one field and for one grade within the chosen field**. Candidates must make their choice when they apply and will not be able to change it after they have validated their application form. However, under certain conditions, the Selection Board may reassign an application for grade AD 9 to grade AD 7 (see section 4.3.2).

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.

If recruited, successful candidates will be required to undergo a security clearance procedure as indicated in section 5 of the General rules governing open competitions (Annex II to this notice of competition).

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**

To be eligible, 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**

To be eligible, a candidate must have knowledge of at least **two of the 24 official EU languages, as provided for in section 4.2.1.**

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

To be eligible for **grade AD 7 in either of the two fields**, a candidate must have:

a) a level of education which corresponds to completed university studies of **at least four years**, attested by a diploma, followed by **a minimum of six years** of relevant professional experience

or

b) a level of education which corresponds to completed university studies of **at least three years**, attested by a diploma, followed by **a minimum of seven years** of relevant professional experience.

To be eligible for **grade AD 9 in either of the two fields**, a candidate must have:

a) a level of education which corresponds to completed university studies of **at least four years** attested by a diploma, followed by **a minimum of 10 years** of relevant professional experience

or

b) a level of education which corresponds to completed university studies of **at least three years** attested by a diploma, followed by **a minimum of 11 years** of relevant professional experience.

For both grades, experience will be considered relevant if:

(i) it is acquired **in the defence domain,** including defence research and development (R & D) and procurement, defence industrial policy, **and/or in the space domain,** including but not limited to space R & D, space economics, space law, satellite navigation, etc.

and

(ii) it is relevant to the nature of the duties as indicated in Annex I.

Please see Annex III for examples of minimum qualifications.

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) tests to assess general competencies: a situational competency-based interview and an oral presentation,

iii) tests to assess field-related competencies: an interview and a written test.

— 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.

For the reasoning tests and for the written test, 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 written test, on which candidates can take these tests. The booking and testing periods are limited.

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).

4.2. Languages used in this competition

4.2.1. *Language requirements*

A candidate in this competition must at least have a thorough knowledge (**minimum C1 level**) of 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, i.e. the fact that certain tests must be sat in English, take into account the specificity of the duties of DG DEFIS' staff. The same requirements apply to both fields and grades covered by this notice of competition.

Staff of DG DEFIS mostly 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 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.

Knowledge of other languages is considered an asset since other languages are used in particular instances, for example, for country-specific work. However, successful candidates must have at least a satisfactory knowledge (B2 level) of English to be able to perform the duties listed in Annex I.

For these reasons, English must be amongst the languages mastered by the candidates. This also determines the use of the languages in the application form and in the tests (see Section 4.2.2).

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

In different phases of the competition, languages will be used 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
	Situational competency-based interview	English
	Oral presentation	English
	Field-related interview	English
	Field-related written test	English

Candidates are requested to fill in the 'Talent Screener' part of their application form in English because their answers will be subject to a comparative assessment by the Selection Board. Also, the 'Talent Screener' part of the application may be used as a reference document by the Board during the field-related interview.

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 cases 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 or French. EPSO will reply as stated under point (a).

c) For all other **questions from candidates to EPSO** via the online contact form, they 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/job-opportunities by

19 July 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 except for 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.

Unless instructed otherwise, 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 based on candidates' declarations made in their application form.

If the Selection Board considers that a candidate for AD 9 grade does not meet the eligibility requirements for that grade, it can reassign the candidate's application to grade AD 7 in the same field provided that the following conditions are met:

a) according to the data in the application, the candidate concerned meets the eligibility requirements for grade AD 7

and

b) the candidate concerned gave consent in the application form for reassignment to grade AD 7.

In cases of reassignment, the candidate will be considered as candidate for grade AD 7 for the remainder of the competition.

4.3.3. ***Talent screener***

For the candidates deemed eligible, the Selection Board will carry out selection based on qualifications. To do so, the Selection Board will perform a comparative assessment of the merits of all the eligible candidates based on the information provided in their application form. Further details are provided in Annex IV to this notice. As a result of this assessment, the Selection Board will draw up a list of candidates per field and per grade in the order of the overall scores awarded. The candidates with the highest scores will be invited to the assessment-centre.

4.3.4. ***Assessment centre***

The number of candidates invited to the assessment-centre phase **will not exceed three times** the number of successful candidates sought for each field and grade.

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

a) *Reasoning tests*

A series of reasoning tests will be organised as follows:

Tests	Language	Questions	Duration	Marking	Pass mark
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 mark per test. However, candidates must reach a pass mark of at least 20/40 in total for all tests combined. The mark obtained in these tests **will not count** towards the final overall mark.

b) *Tests to assess general competencies*

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

Competency	Test	Marking	Pass mark
1. Analysis and problem-solving	Oral presentation	0 to 10	Combined pass mark: 40/80
2. Communication	Oral presentation	0 to 10	
3. Delivering quality and results	Oral presentation	0 to 10	
4. Learning and development	Situational competency-based interview	0 to 10	
5. Prioritising and organising	Situational competency-based interview	0 to 10	
6. Resilience	Oral presentation	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 mark per competency. However, candidates must reach a pass mark of at least 40/80 in total for all competencies combined. The mark obtained **will count** towards the final overall mark.

c) *Tests to assess field-related competencies*

The field-related competencies will be assessed through two tests held in **English**, organised as follows:

Test	Marking	Pass mark
Field-related interview	0 to 50	25/50
Field-related written test	0 to 50	25/50

The marks obtained **will count** towards the final overall mark.

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 mark 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 those 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 marks at the assessment centre, as well as one of the highest overall marks in the tests to assess the general and field-related competencies, will have their supporting documents checked as specified in section 4.3.5.

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

The Selection Board will check the candidates' supporting documents following the assessment centre phase and before establishing the reserve lists. This involves verifying whether the declarations made in the candidates' application form (including in sections 'Education and training,' 'Professional Experience,' and 'Talent Screener') are supported by the documents they have uploaded to their EPSO account.

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

The reserve lists will therefore only include the names of those eligible candidates who have obtained the required pass marks in all the tests as well as the highest overall marks, out of 180, in the tests to assess general and field-related competencies.

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

The competency passports of successful candidates, containing qualitative feedback from the Selection Board, will be made available to the recruiting services and to the successful candidates concerned.

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

This Annex presents examples of typical duties that successful candidates in this competition may be asked to perform.

1. **FIELD 1 — DEFENCE INDUSTRY**

1.1. **Administrators in the field of defence industry (AD 7)**

1. Conceiving, drafting, monitoring, and analysing EU industrial policy and EU internal market policy in the area of defence, including legislation and funding programmes and supportive activities. Carrying out related legal, financial and economic analyses.

2. Contributing to the setting of funding priorities, drafting of legislative documents and the design of procedures supporting the implementation of the European defence programmes.

3. Participating in the evaluation of collaborative defence research and development (R & D) proposals for funding; negotiating, preparing, monitoring and supervising the implementation of selected collaborative R & D projects to be funded by the European defence programmes.

4. Monitoring and analysing technology and market trends for defence.

5. Developing and implementing procedures and systems (including IT) to secure the management of sensitive, including EU classified information.

6. Designing and monitoring activities to support EU defence-related entrepreneurship and industry, especially to support start-ups and small and medium-sized enterprises.

1.2. **Experts in the field of defence industry (AD 9)**

Experts in the field of defence industry carry out duties equivalent to those assigned to administrators in this field (see section 1.1 above). In addition to those duties, the experts are in charge of the following:

1. Negotiating and monitoring complex legal and administrative agreements with organisations supporting the Commission in the implementation of the European defence programmes.

2. Representing the Commission in discussions and negotiations with the main stakeholders in the defence sector and with the relevant inter-institutional actors and working groups, including the ministries of defence of the EU Member States, NATO, the Council of the EU, the European Parliament and industry representatives.

3. Coordinating and supervising teams working on the abovementioned typical duties in the field of defence industry.

2. **FIELD 2 — SPACE**

2.1. **Administrators in the field of space (AD 7)**

1. Contributing to the conception and development of the EU space policy, in the areas of EU access to space, space infrastructures, and space-based services.

2. Contributing to the implementation of the EU Space Programme and future space-related programmes, as well as EU space research, mainly to promote innovation.

3. Supervising the Space Programme activities implemented through entrusted entities, including the procurement of EU space systems, and contributing to the delivery of associated services.

4. Designing innovative actions and monitoring activities to support EU space-related entrepreneurship and industry (especially in support of European new space industrial ecosystem) through the New Space Entrepreneurship Initiative 'CASSINI.'

5. Designing innovative actions and monitoring activities to develop further and expand the market uptake of EU space data, applications, and services.

6. Conceiving, developing and monitoring actions to enhance synergies of the EU space policy and Programme with other Union policies, including with the defence sector.

7. Representing the Commission and interacting with other European institutions, EU Member States, third countries, relevant international organisations, and other stakeholders (e.g. industry organisations), including outreach and communication activities.

2.2. **Experts in the field of space (AD 9)**

Experts in the field of space carry out duties equivalent to those assigned to administrators in this field (see section 2.1 above). In addition to those duties, the experts are in charge of the following:

1. Negotiating and monitoring complex legal and administrative contribution agreements with organisations supporting the Commission in the implementation of the European space programmes-related activities.

2. Coordinating and supervising teams working on the abovementioned typical duties in the field of space.

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 abovementioned 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 (www.eu-careers.eu) 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/help_en).

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/help_en) 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/help_en).

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/help_en) 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/help_en).

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/help_en). 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/help_en);

— **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, 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/help_en);

— **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.

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/help_en);

— **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/).

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/content/specific-privacy-statement-personal-data-protection-within-framework-open-competition_en.

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 A 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, A level (VCE A 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.			

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

ANNEX IV

TALENT SCREENER: SELECTION CRITERIA AND PROCEDURE

A. **SELECTION CRITERIA**

A.1. **Selection criteria for field 1 — defence industry**

A.1.1. ***Relevant areas of defence industry***

Candidates for field 1 should have proven expertise and experience in one or more of the following areas:

1. Technology and market monitoring and analysis for defence.

2. Defence industrial and internal market policy development.

3. Defence research and/or technological development and/or capability-driven development.

4. Multinational collaborative defence programmes.

5. Defence economics and financing.

6. Defence procurement.

7. Defence planning and decision making, including capability development.

8. Military law and/or ethics.

9. Defence-related legislation, including export control.

A.1.2. ***Selection criteria for administrators in the field of defence industry (AD 7)***

The following selection criteria will be applied by the Selection Board at the talent-screener phase of the competition:

1. Professional experience in developing, implementing, and monitoring policy, legislation, and/or studies, in one or more of the areas listed in section A.1.1 above.

2. Professional experience in monitoring and analysing technology and industrial market trends relevant for defence.

3. Professional experience in presenting complex issues in one or more of the areas listed in section A.1.1 above in an understandable way for non-specialised decision-makers and/or the wider public.

4. Professional experience in dealing with public institutions and stakeholders, including industry, in one or more of the areas listed in section A.1.1 above.

5. Professional experience in managing collaborative defence research and development programmes or projects.

6. Professional experience in working in security-sensitive environments in one or more of the areas listed in section A.1.1 above.

7. Academic specialisation achieved in one or more of the areas listed in section A.1.1 above when preparing for a University degree (Master or PhD).

A.1.3. ***Selection criteria for experts in defence industry (AD 9)***

The following selection criteria will be applied by the Selection Board at the talent-screener phase of the competition:

1. Professional experience in developing, implementing, and monitoring policy, legislation, and/or studies, in one or more of the areas listed in section A.1.1 above.

2. Professional experience in monitoring and analysing technology and industrial market trends relevant for defence.

3. Professional experience in presenting complex issues of one or more of the areas listed in section A.1.1 above in an understandable way for non-specialised decision-makers and/or the wider public.

4. Professional experience in dealing with and maintaining a professional network with public institutions and stakeholders, including industry, including on senstive political matters in one or more of the areas listed in section A.1.1 above.

5. Professional experience in managing multinational collaborative research and development defence programmes or projects.

6. Professional experience in working in security-sensitive environments in one or more of the areas listed in section A.1.1 above.

7. Professional experience in negotiating complex legal and administrative arrangements in one or more of the areas listed in section A.1.1 above.

8. Professional experience with team coordinating responsabilities.

9. Academic specialisation achieved in one or more of the areas listed in section A.1.1 above when preparing for a University degree (Master or PhD).

A.2. **Selection criteria for field 2 — space**

A.2.1. ***Relevant areas in the field of space***

Candidates for field 2 should have proven expertise and experience in one or more of the following areas:

1. Space industry.

2. Aerospace engineering, including satellite systems.

3. IT, digital and telecom engineering, including secure connectivity.

4. Air and space law.

5. Space economics and marketing.

6. International relations of space organisations and bodies.

7. Earth observation.

8. Satellite navigation and global positioning.

9. Space situational awareness.

10. Space research.

A.2.2. ***Selection criteria for administrators in the field of space (AD 7)***

The following selection criteria will be applied by the Selection Board at the talent-screener phase of the competition:

1. Professional and/or academic experience in one or more of the areas listed in section A.2.1 above, carrying out one or more of the following tasks:

   a) programme management,

   b) developing policy and legislation, or implementing existing legislation, or managing legislation and its evolution,

   c) undertaking/developing scientific, socioeconomic, or political studies,

   d) designing or contributing to the design of systems,

e) developing and/or overseeing security processes and accreditation of public and private industrial systems.

2. Professional experience in working in politically and security-sensitive environments in one or more of the areas listed in section A.2.1 above.

3. Professional experience (other than audit activities) in monitoring and contributing to international regulatory activities (for example, developing international standards and agreements) in one or more of the areas listed in section A.2.1 above.

4. Professional experience in presenting complex technological issues of one or more of the areas listed in section A.2.1 above in an understandable way for non-specialised decision-makers and/or the wider public, e.g. participation in public consultations, drafting reports or briefings.

5. Professional experience in one or more of the areas listed in section A.2.1 above in dealing with public institutions and stakeholders, including industry, in negotiations, and/or in maintaining a professional network.

6. Academic specialisation achieved in one or more of the areas listed in section A.2.1 above when preparing for a University degree (Master or PhD).

A.2.3. ***Selection criteria for experts in the field of space (AD 9)***

The following selection criteria will be applied by the Selection Board at the talent-screener phase of the competition:

1. Professional and/or academic experience in one or more of the areas listed in section A.2.1 above, carrying out one or more of the following tasks:

a) programme management,

b) developing policy and legislation, or in implementing existing legislation, or in managing legislation and its evolution,

c) undertaking/developing scientific, socioeconomic, or political studies,

d) designing or contributing to the design of systems,

e) developing and/or overseeing security processes and accreditation of public and private industrial systems.

2. Professional experience in working in politically and security-sensitive environments in one or more of the areas listed in section A.2.1 above.

3. Professional experience (other than audit activities) in monitoring and contributing to international regulatory activities (for example, developing international standards and agreements) in one or more of the areas listed in section A.2.1 above.

4. Professional experience in presenting complex technological issues of one or more of the areas listed in section A.2.1 above in an understandable way for non-specialised decision-makers and/or the wider public, e.g. participation in public consultations, drafting reports, drafting briefings or other documents.

5. Professional experience in one or more of the areas listed in section A.2.1 above in dealing with public institutions and stakeholders, including industry, in negotiations, and/or in maintaining a professional network.

6. Professional experience with team coordinating responsabilities.

7. Academic specialisation achieved in one or more of the areas listed in section A.2.1 above when preparing for a University degree (Master or PhD).

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 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.

End of ANNEX IV, click here to return to main text.