

Brussels, 18/09/2019

Recruitment Notice No CDR/AD9/41/19/ECR
**concerning a Head of unit position (Temporary staff member, grade AD9) in quality of Secretary-
General of the ECR Group in the European Committee of the Regions**

I. INTRODUCTION

The Authority empowered to conclude contracts (AECC), in agreement with the President of the **European Conservatives and Reformists (ECR) Group in the European Committee of the Regions (CoR)**, has decided to open a selection procedure for the purpose of recruiting a **temporary staff member¹** (in quality of **Secretary-General** of the ECR Group) pursuant to **article 2(c)** of the Conditions of Employment of Other Servants of the European Union (CEOS) and Decision 31/2018 of the Secretary General of the European Committee of the Regions related to the recruitment of temporary staff.

About the employer

The European Committee of the Regions (CoR) is the political assembly, which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body that was created in 1994. Its consultative role allows its 350 members and alternates, and through them the regional and local authorities they represent, to take part in the EU decision-making process.

The ECR Group is centre-right and euro-realist. It was established in 2013 in the CoR and its secretariat currently comprises two administrators and one assistant. One additional contract staff member and a trainee also currently provide an additional support to the ECR Group secretariat.

Place of employment:	Brussels
Status:	Temporary staff member
Type of post:	Head of unit or equivalent
Grade:	AD 9

Indicative timetable for the selection procedure:

Closing date for application:	1 November 2019
Assessment of eligibility:	15 November 2019
Written test:	December 2019
Assessment centre:	January 2020
Oral test:	February/March 2020
Entry into service:	April or May 2020

Closing date for application: 1 November 2019 at noon (Brussels time)

The applicants are asked to read the notice of recruitment carefully before submitting their applications.

¹ Any reference to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex.

II. NATURE OF THE DUTIES AND PROFILE

The qualified temporary agent will act as Secretary-General of the ECR Group (type of post: head of unit or equivalent). S/he will be responsible, under the authority of the group's President and its Bureau, for managing the ECR Group secretariat. The staff member will be in charge of communicating with the ECR Group President, Presidency, Bureau and Members, organising the Group meetings, preparing the plenary sessions and their activities. The staff member will also actively contribute to assisting rapporteurs and Members in their political work by drafting position papers, analysis, speeches etc. in the various fields of activity of the CoR thematic commissions.

More specifically, the Secretary-General is responsible for:

- Planning, coordinating and supervising the work of ECR Group secretariat, including the human resources and financial aspects.
- Ensuring a timely management of all activities of the ECR Group in compliance with the applicable rules and procedures.
- Ensuring appropriate communication between Members, staff and CoR secretariat general for any questions relating to the ECR Group activities.

Travelling outside of Belgium is part of the job.

The ideal applicant should have strong management skills, great availability (for example frequency of meetings, irregular working hours), flexibility, sound judgement, a methodical approach, discretion and adaptability to varying workloads as well as the capacity for leading a team in an international environment. S/he must, amongst other things, be capable of grasping wide-ranging problems, be able to respond rapidly to changing circumstances and to communicate effectively.

III. ELIGIBILITY

The selection procedure is open to applicants who meet the following conditions on the closing date for applications:

A. General conditions

Under article 12(2) (a) of the CEOS, each applicant must:

- be a national of a Member State of the European Union;
- have fulfilled any obligations concerning statutory military service;
- have produced the necessary character references for performance of the duties concerned (the successful applicant will be required to provide an extract from his/her police record or equivalent document before recruitment);
- be physically fit to perform the duties linked to the post (the successful applicant will be examined by the CoR Medical Officer before recruitment).

B. Specific conditions

1. Diplomas and professional experience

- Have a level of education which corresponds to completed university studies attested by a diploma where the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year where the normal period of university education is at least three years;
- have at least 10 years of professional experience relevant to the nature of the duties after receipt of the diploma referred to in the previous indent; where the normal period of university education is three years, the year of professional experience required to complement this period of education is deemed an integral part of the diploma and shall be in addition to the number of years of professional experience required under this indent; a minimum of 3 years of professional experience must have been acquired in a management position (head of unit or equivalent position).

2. Knowledge and competencies

- Have an experience and knowledge of political party work, preferably in a local authority, national/regional parliament/or government, European Committee of the Regions, European Parliament, or political research institute;
- be able to successfully lead a team in an international environment;
- be able to implement change and motivate and develop staff;
- have a very good knowledge of the European Union's institutional structures, policies and activities;
- be able to manage multiple projects simultaneously;
- strong negotiation and networking skills.

In addition, the ideal applicants will have a good knowledge of how the relevant EU policies relate to local and regional authorities.

3. Language skills:

- A thorough knowledge of an official language of the European Union (Language 1) and at least a satisfactory knowledge of another official language of the Union (Language 2). For functional reasons, a good knowledge of English is required (Level B2)²;
- to meet the political needs of the ECR group, a good knowledge of another language of ECR Members is considered to be an asset³;

² <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

³ The need to recruit a staff member with the highest qualities of competence, performance and integrity must be balanced against the interests of the service, which require an applicant to be immediately operational and capable of communicating effectively in the languages that are mainly used by ECR Group members in the CoR. The languages of the ECR members are currently Czech, Danish, Finnish, Italian, Lithuanian, Dutch, Polish and Slovak.

4. IT skills:

- Excellent knowledge of current office software and internet applications (Word, Excel, Outlook, PowerPoint, database research).

IV. SELECTION PROCEDURE

The selection procedure is based on **qualifications and tests (oral and written)**.

All correspondence with the applicants will take place by email. Applicants are responsible for informing the human resources (HR) department of the CoR in writing of any changes of their email address. The HR department of the CoR cannot be held responsible for the non-delivery of emails. The HR department will use the e-mail address that was used to send the application in its communication with applicants.

A. Eligibility

The list of all applications received will be drawn up by the HR department of the CoR and submitted to the selection panel.

Applicants who

- do not meet the general conditions for admission (set out under Section III "Eligibility", points A and B.1),
 - submitted their applications after the closing date
 - did not submit all documents in the form and content as required in Appendix 1
- will be excluded by the selection panel from the selection procedure and be informed thereof by e-mail by the HR department.

B. Pre-selection procedure based on qualifications

Among the eligible applicants, the selection panel will select those who have the best qualifications and the most relevant professional experience with regard to the criteria described in Section II of the recruitment notice "Nature of the duties and profile".

The selection panel will carry out this selection on the basis of the applicants' motivation letter and the CV backed up by supporting documents by using a pre-established evaluation grid based on the criteria set out in Section III.B, points 2, 3 and 4.

Only a maximum of 20 candidates with the best scores will be shortlisted and admitted to the written tests.

Applicants who have not been pre-selected by the selection panel will be informed by e-mail by the HR department of the CoR.

C. Invitation to the tests

Pre-selected applicants will be invited to the written tests by email by the HR department of the CoR.

Please note that the selection panel may disqualify any applicant if, at any stage of the selection procedure, it finds that

- s/he does not meet one or more of the general or specific conditions governing admission to the selection procedure, or
- the claims made in her/his application are not substantiated by appropriate supporting documents or prove to be inaccurate.

The applicant will be informed thereof by e-mail by the HR department of the CoR.

V. TESTS

A. Written tests

The written tests, in form of a case study and a multiple-choice questionnaire, will be held in the applicant's Language 2 as declared in his/her application form (Appendix 2). Applicants are also required to write a summary of the case study in Language 1 in order to test their declared linguistic skills.

The **case study** will be on a topic chosen by the selection panel in an area relevant to the field of work as defined in Section II "Nature of duties and profile" in order to assess the applicant's strategic and analytical skills as well as his/her knowledge of languages and writing skills.

Duration of the test: 120 minutes
Marking: 0 to 40 points
Minimum pass mark: 20 points

The **summary** of the case study will test the applicants' level of their declared Language 1.

Duration of the test: 30 minutes
Marking: 0 of 20 points
Minimum pass mark: 16 points

The **multiple choice exercise** aims to assess the applicant's knowledge in the field of work as defined in Section II "Nature of duties and profile".

Duration of the test: 60 minutes
Marking: 0 to 20 points
Minimum pass mark: 10 points

Each candidate will receive a secret applicant number. The written tests will be corrected twice in an anonymous way on the basis of a pre-established evaluation grid pursuant to the requirements as set out under Section II "Nature of duties and profile". An average mark will be awarded to each applicant based on the marks received from the at least two different assessors designated among or by the selection panel for each test.

The results of the summary of the case study will not be taken into account in the calculation of the applicants' overall marks of the written tests; however, applicants must reach the minimum pass marks (20/40, 16/20 and 10/20 respectively) in all tests and score one of **six highest overall combined marks for the case study and the multiple choice exercise** in order to be invited to the assessment center and the oral test.

The applicants will be informed about the result of their written test and whether they are invited to the oral test by the HR department of the CoR.

B. Assessment centre

The shortlisted applicants will then be invited to an assessment centre. They will be informed of the programme and methodology in due time. The purpose of this assessment will be to evaluate their managerial skills (handling of information, tasks, people and interpersonal relationships, and ability to achieve goals). The result of the assessment will be non-binding and is intended to provide the panel with additional input in connection with the oral test.

C. Oral test

The same shortlisted applicants will then be invited to an oral test. This test will take the form of a structured interview to assess the applicant's motivation, his/her competencies, management skills, knowledge and suitability to perform the tasks listed in Section II "Nature of duties and profile" within the Secretariat of the ECR Group.

Unless English is the declared Language 1, the test will be held in English. Other language skills declared by the applicants in the application form may also be checked during the interview by the selection panel, especially the languages of the ECR group members in the CoR declared by the applicant in his/her application. If English is the declared Language 1 of the applicant, part of the interview will be held in the declared Language 2 as indicated in Appendix 2. During the oral test, if the selection panel members are unable directly to assess the languages chosen by applicants a language assessor may be asked to help evaluate the applicants' skills in their second language.

Duration of the test: 45 minutes

Marking: 0 to 40 points

Minimum pass mark: 20 points.

The selection panel will evaluate the applicants on the basis of a pre-established evaluation grid pursuant to the requirements as set out under Section II "Nature of duties and profile".

The applicants who have achieved the pass mark (20/40) will be ranked by decreasing order of merit. All applicants invited to the oral test will be informed about the result of the selection procedure.

VI. RECRUITMENT PROCEDURE

The selection panel will rank the successful applicants after the final oral test in decreasing order of merit. The AECC will recruit the best laureate from this list in the order of merit according to the needs of the service and subject to budgetary availabilities.

Please be aware of the fact that only one post is currently available for recruitment at the ECR Group of the European Committee of the Regions. Only the best available laureate will be recruited. All other laureates will receive a negative answer. No reserve list in view of future recruitments will be established.

The recruitment will be done at grade AD 9 and following the provisions of article 2c) of the CEOS. This open-ended contract includes a mandatory 9-month probationary period.

VII. SELECTION PANEL

The selection panel, appointed by the Authority empowered to conclude contracts, consists of a chairman and two members proposed by the ECR Group, one representative of the Staff Committee and one representative of the Directorate for Human resources and finance.

The works of the selection panel are secret and governed by this recruitment notice. The selection panel examines the applications on the basis of pre-established evaluation grids and documents the results by a reasoned decision. An equal treatment of the applicants is ensured at each level of the procedure.

During the oral test and for the correction of the summary of the case study, if the selection panel members are unable directly to assess the languages chosen by applicants, a language assessor may be asked to help evaluate the applicants' linguistic skills.

Under no circumstances should applicants approach the selection panel, either directly or indirectly, concerning this recruitment procedure. It reserves the right to disqualify any applicant who disregards this instruction.

VIII. APPLICATION

Applicants must send their full application file consisting of the documents listed in Appendix 1 to the following e-mail address with the reference: **Recruitment notice no CDR/AD9/41/19/ECR** by the deadline: **recruitment@cor.europa.eu**

Closing date for applications: 1 November 2019 at noon (Brussels time)

The date and time of dispatch of the e-mail will be taken to be the date and time of submission of the application.

Applications must be e-mailed in pdf format. The scanned documents must be legible. It is requested that the supporting documents are scanned in a separate file as explained in Appendix 1.

Applications sent by registered or ordinary post will not be considered. The HR department of the CoR will not accept applications that are submitted in person.

Applicants are asked NOT TO TELEPHONE to inquire about the timetable for the procedure.

It is the responsibility of applicants to contact the HR department of the CoR if they have not received any automatic acknowledgment of receipt of their application after submitting their complete application form.

Applications must be drawn up in English.

Applicants whose diplomas or employment-related documents are in a language which is not an official language of the EU should enclose a (non-official) translation.



IX. OTHERS

The provisions concerning the request for review of the selection panel decision, appeals, and complaints to the European Ombudsman, equal opportunities, access to documents and protection of personal data are explained in detail in Appendix 3.

Each applicant is required to take acknowledgement of Appendix 3 and enclose it signed and dated to the application.

CoR Secretary-General *ad interim*

(signed)

Pedro CERVILLA

APPENDIX 1

LIST OF DOCUMENTS TO BE PROVIDED WITH THE APPLICATION

First PDF scanned file, in the following order of documents (MAX 5MB):

- Application form with formal declaration (Appendix 2), signed and dated
- Letter of motivation, written in English, of maximum 2 pages
- An up-to-date CV (in Europass format see: <http://europass.cedefop.europa.eu>), written in English
- Appendix 3 "Requests for review – appeals – complaints to the European Ombudsman – equal opportunities – access to documents – protection of personal data", signed and dated to acknowledge receipt.
- Copy of passport or national identity card

Second PDF scanned file):

- Copies of supporting documents relating to the university education.
- Copies of supporting documents demonstrating that you possess at least 10 years of professional experience relevant to the nature of the duties, three of which in the area of management (head of unit or equivalent).

PLEASE DO NOT PROVIDE MORE DIPLOMAS OR PROFESSIONAL CERTIFICATES THAN REQUIRED AT THIS STAGE OF THE PROCEDURE AND BE AWARE OF THE FACT THAT ALL E-MAILS OF MORE THAN 10MB MIGHT BE AUTOMATICALLY REJECTED BY THE SERVER.

INCOMPLETE APPLICATIONS WILL BE AUTOMATICALLY REJECTED.



APPENDIX 2

RECRUITMENT NOTICE N° CDR/AD9/41/19/ECR

APPLICATION FORM

I hereby submit my application for the above-mentioned **selection procedure**

Full name:

Contact email:.....

Contact mobile telephone number:.....

Language skills:

- 1. Language 1:.....
- 2. Language 2:.....
- 3. Additional languages:.....

FORMAL DECLARATION

I declare that the information and all the documents provided in my application are both truthful and complete.

I declare on my honour that on the closing date for applications:

- i. I am a national of one of the Member States of the European Union;
- ii. I enjoy my full rights as a citizen;
- iii. I have fulfilled any obligations imposed by the laws concerning military service;
- iv. I am able to produce the appropriate character references as to my suitability to perform the duties envisaged;
- v. as far as I am aware, I meet the physical fitness conditions required for the performance of the duties envisaged.

I am aware:

- that my application will be rejected if I do not send the requested documents in accordance with the instructions specified in the recruitment notice;
- that any false declaration will cause the automatic annulment of my application.

Date:

Signature:

APPENDIX 3

PROVISIONS REGARDING

REQUESTS FOR REVIEW – APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN – EQUAL OPPORTUNITIES – ACCESS TO DOCUMENTS – PROTECTION OF PERSONAL DATA

REQUESTS FOR REVIEW:

You can request a review if:

- the selection panel has failed to abide by the provisions governing the selection procedure;
- the selection panel has failed to abide by the provisions governing its work.

Please note that the selection panel enjoys a broad measure of discretion in assessing whether and to what extent your answers are correct or incorrect. It is therefore not worth contesting your marks unless there has been a manifest error in law or in fact.

You must submit your duly substantiated request within five working days of the date of dispatch of the rejection email. The address is the same as for submitting applications. The HR department will forward your letter to the selection panel members, who will examine it and reach a decision within five working days.

In the subject line of your letter, please quote:

- the recruitment notice number,
- "request for review" ("*demande de réexamen*"),
- the stage of the selection concerned (non-admission, final result, etc.).

APPEALS:

At any stage of the selection procedure, if you believe that the CoR or the selection panel has acted unfairly or not respected the provisions of the recruitment notice, and that you have been disadvantaged as a result, you can lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, by sending an e-mail to the secretary-general at the same functional address: recruitment@cor.europa.eu

In the subject line of your letter, please quote:

- the recruitment notice number,
- "complaint Article 90(2) of the Staff Regulations" ("*réclamation article 90, paragraphe 2, du statut*"),
- the stage of the selection concerned (non-admission, final result, etc.).

Please note that the selection panel enjoys a broad measure of discretion.

It is not worth submitting a complaint against a decision by the selection panel, as they operate completely independently and their decisions cannot be overturned by the Authority empowered to conclude contracts of the institution. That broad measure of discretion is subject to checks only in the event of a clear violation of the rules governing their work. In that event, a decision by the selection panel may be challenged directly before the Court of Justice of the European Union without a complaint having first been lodged under Article

90(2) of the Staff Regulations. An appeal can be lodged under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations with the

General Court
Boulevard Konrad Adenauer
2925 Luxembourg
Luxembourg

For details of how to submit an appeal, please consult the website of the General Court (https://curia.europa.eu/jcms/jcms/Jo2_7033/en/).

For both procedures, the time limits start to run from the date you are notified of the decision which is the subject of the appeal.

COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Like all citizens of the European Union, you may lodge a complaint with the:

European Ombudsman
1, avenue du Président Robert Schuman
CS 30403
67 001 Strasbourg
France

<http://www.ombudsman.europa.eu/media/en/default.htm>

Please note that complaints made to the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for lodging complaints or appeals with the General Court under Article 270 of the Treaty on the Functioning of the European Union. Similarly, please note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

EQUAL OPPORTUNITIES

The CoR will take care to avoid any form of discrimination during the selection. It applies an equal opportunities policy and accepts applications without any discrimination based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

Applicants with a disability are invited to indicate any special needs they may have in a sealed confidential note attached to their application. This request will be handled in complete discretion, and no record of it will be kept.

REQUESTS FROM APPLICANTS FOR ACCESS TO DOCUMENTS DIRECTLY CONCERNING THEM

Applicants have a specific right of access to certain information concerning them directly and individually.

Applicants admitted to the tests may obtain, on request, a copy of their individual assessment sheet including the selection panel's remarks on their performance. All requests for copies must be made within one month of the date on which the email notifying the decision to end the applicant's participation in the selection was sent. The information will however only be provided to applicants after the selection panel has established the list of suitable applicants for recruitment.

Requests will be dealt with in accordance with the requirement for the work of the selection panel to be confidential and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

PROTECTION OF PERSONAL DATA

The CoR, as the body responsible for organising this selection, shall ensure that applicants' personal data is processed in strict compliance with Regulation (EU) No 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 1274/2002/EC (Official Journal of the European Union L 295/39, 21.11.2018), particularly as regards confidentiality and security.

The CoR Data Protection Officer provides an independent advisory function as regards the application of Regulation 2018/1725 and is required to keep a central register of all the records of processing activities on personal data carried out by the institution.

Personal data will be collected and processed solely for the purpose of organising this selection and managing the resulting list of suitable applicants (including aspects relating to any internal or external audits or any legal proceedings relating to the selection); where relevant, certain data will be added to the personal file of successful applicants who become officials.

The recipients of the data are:

- the staff in charge of the recruitment procedure within the Directorate for Human resources and finance;
- the members of the selection panel;
- where applicable, the Legal Service;
- where applicable, the internal audit service, the Court of Auditors, the disciplinary authorities, OLAF and the Court of Justice.

Applicants have a right of access, rectification, blocking, erasure and objection (e-mail: recruitment@cor.europa.eu) on request for the rights of access and rectification.

Applicants have access to their applications, for which they have a right of rectification:

- with regard to the documents demonstrating eligibility, up until the closing date for applications;
- with regard to identity data, with no time limit.

Right of blocking, objection and erasure: within five working days of receipt of the request.

Documents relating to the selection procedure (including those relating to the rejected applicants) will be kept by the responsible department in the administration for five years following recruitment of suitable applicant(s) (this period is justified by the need to be able to respond to a possible audit procedure). With regard to successful selection procedure applicants who have not been recruited, documents concerning them that were obtained when they registered for the selection will be kept for two years after the list expires.

With regard to successful applicants who are recruited, the documents concerning their selection, their application file and a copy of the list will be placed in their personal files.

Any documents concerning a request relating to a disability will be destroyed after the end of the procedure, unless the said request resulted in costs being incurred, in which case they will be kept for five years (this period is justified by the need to be able to respond to a possible audit procedure).

Once the retention period has elapsed, the documents will be destroyed.

Applicants' attention is drawn to the fact that they have the option of contacting the CoR's Data Protection Officer: data.protection@cor.europa.eu, and of contacting the European Data Protection Supervisor at any time: edps@edps.europa.eu.

Received by the applicant:

Date: Signature: