



## CALL FOR APPLICATIONS FOR THE SELECTION OF CONTRACT STAFF

### N° EU4MD.CA.2018.04 — Project administrative agent

### EU4MONITORING DRUGS (EU4MD) project

### Contract agent (M/F) grade FG II — three-year contract

The EMCDDA is one of the European Union's decentralised agencies. Established in 1993 and based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EMCDDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation. The EMCDDA actively encourages applications from women.

For further information on the EMCDDA, please visit <http://www.emcdda.europa.eu/>.

## 1. Job profile

### 1.1. Overall purpose

The jobholder will work as a Project Administrative Agent (Contract Agent Function Group II) assigned to the EU4Monitoring Drugs (EU4MD) project, an EU-funded technical cooperation project of 3 years' duration that will be conducted in countries neighbouring the European Union<sup>1</sup>. The jobholder will be responsible for the administrative support to the management of the EU4MD project, including missions and meetings planning and organisation, mail keeping and overall support to the Project Manager.

The job holder will be located in the International cooperation sector of the Reitox and external partners unit, and will be a part of the EU4MD project core team. He/she will report to the EU4MD Project Manager and will work under the responsibility of the Head of the International cooperation sector. The jobholder will necessarily cooperate closely with staff of the sector and the unit.

Considering the horizontal nature of this project, in order to ensure the efficient execution of tasks, the vehicular language of this post has been defined as English.

### 1.2. Main duties

The successful applicant will be requested to contribute to the following tasks:

- Assistance to daily administrative management of the project, including drafting notes/minutes and correspondence;

<sup>1</sup> European Neighbourhood Policy partnership countries are Algeria, Armenia, Azerbaijan, Belarus, Georgia, Egypt, Israel, Jordan, Lebanon, Libya, the Republic of Moldova, Morocco, Palestine<sup>(1)</sup>, Tunisia and Ukraine.

<sup>(1)</sup>this designation does not entail any recognition of Palestine as a state and is without prejudice to position on the recognition of Palestine as a state.

- Receive centrally registered incoming correspondence, route it to appropriate individuals and monitor deadlines for replies to correspondence attributed to the project;
- Assistance to setting-up the project plans, and maintain up-to-date the assigned project artefacts;
- Carry out various administrative tasks such as diary-keeping, answering telephone calls, filing and ordering office supplies;
- Support to the organisation of internal and external meetings, conferences, and any other event, namely by booking and preparing the required meetings rooms/facilities; contacting/inviting suppliers and participants, organising the necessary travel and accommodation arrangements;
- Organise the EMCDDA staff missions dealing with necessary travel and accommodation arrangements and preparing the documents requested for authorisation and refunding of mission expenses;
- Support the preparation of project progress and final reports to the European Commission, and regular project implementation reports;
- Organise and follow-up project-related requests to other EMCDDA units (translations, proofreading, assistance with office equipment and others);
- Ensure and follow-up the communication flow within the project team by transmitting information internally or externally;
- Ensure any other tasks as defined by the Head of unit, Head of sector or the Project Manager.

## 2. Job requirements

### 2.1. Eligibility requirements

The following requirements shall be met by the deadline for applications:

- A level of education which corresponds to a post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and relevant professional experience of at least three-years;
- Be a national of one of the Member States of the European Union, Norway or Turkey;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Produce the appropriate character references as to the suitability for the performance of the required duties;
- Be physically fit to perform his/her duties (2);
- A thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the required duties (3).

### 2.2. Essential requirements

Eligible candidates will then be evaluated as follows:

a - on the basis of paper application by assessing the following:

- Minimum of 3 years of professional experience in handling administrative tasks similar to those covered by the post;
- Experience in drafting minutes of meetings and high level correspondence in English;
- Experience in organising meetings and making travel arrangements;
- Excellent written communication skills in English.

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<sup>(2)</sup> As a condition for appointment, the successful candidate shall be medically examined in order that the EMCDDA may be satisfied that he/she fulfils this requirement, as foreseen in Article 12(d) of the Conditions of employment of other servants of the European Communities.

<sup>(3)</sup> N.B.: In addition, in order to be eligible to a first promotion, the staff member shall prove a working knowledge of a third EU language.

b – on the basis of interview and written tests by assessing the following:

- Capacity to draft documents in relation with the assigned duties (correspondence, agendas, notes and calculate budget estimates for meetings and travel);
- Thorough knowledge of the main MS Office Software, namely Word, Excel and Powerpoint, as well as internet and e-mail related applications;
- Ability to deal with confidential matters in a professional way;
- Ability to adapt to and to deal with different types of clients;
- Ability to work under pressure and to tight deadlines;
- A service oriented-approach, good organisational and interpersonal skills;
- Excellent oral communication skills in English.

### **2.3. Advantageous requirements**

Non-compliance with the advantageous requirements is not a condition for exclusion of applicants as these will be taken into account as assets while assessing each application. Advantageous requirements will only be assessed once during the course of the selection procedure, either in its first or second phase, according to the skills concerned. The advantageous requirements are as follows:

a – On the basis of the paper application by assessing the following:

- Professional secretarial training or specific courses attested by a certificate or diploma;
- Experience in working with electronic filing and record's management systems;
- Experience in working in a multicultural/multilingual environment;
- Experience in working with clients/partners in the countries of the European Neighbourhood Policy;
- Knowledge of EU administrative and financial procedures, including with the work processes of the Accrual Based Accounting System (ABAC);
- Very good knowledge of Portuguese and good knowledge of French, Arabic and/or Russian.

b – On the basis of the interview and written tests by assessing the following:

- Good knowledge of the functioning of the European Union institutions, and in particular the role of the EMCDDA;
- Problem solving and judgement skills, including priority establishment between different tasks;
- Declared additional working languages, besides English, relevant to regions neighbouring the European Union.

## **3. Submission of applications**

Interested candidates must apply for this post through the EMCDDA e-recruitment application, accessible on this link: <https://e-recruitment.emcdda.europa.eu>. Please note that to make an EMCDDA online application you will need to create your EMCDDA profile using a valid e-mail address and a password.

The closing date for the submission of applications is 07/09/2018 at 23.59, Lisbon time.

## **4. Selection procedure**

The selection will be carried out in two phases:

Phase 1: The selection committee will analyse the applications to verify the candidates' eligibility, by assessing their compliance with the relevant requirements, as set out in this call for applications (see

section 2.1. above). Failure to comply with one of the eligibility requirements shall result in the exclusion of the applicant concerned from the selection procedure.

The selection committee will then select the eligible candidates who have obtained at least 60 % of the total points available to rank their compliance with the established essential requirements (as set out in section 2.2.a. above, a maximum of 10 marking points being available for each essential requirement) and with the established advantageous requirements (as set out in section 2.3.I. above, a maximum of 5 marking points being available for each advantageous requirement). The best ranked candidates, up to a maximum number of 10, will be invited to the next phase of the selection process. This number may be changed by decision of the appointing/contracting authority, depending on the number of applications received.

Phase 2: This phase will consist of a written test and an interview to be held by the selection committee. Via the interviews the selection committee will assess the compliance of the invited candidates with the established essential requirements (as set out in section 2.2.b. above, a maximum of 10 marking points being available for each essential requirement) and with the established advantageous requirements (as set out in section 2.3.II. above, a maximum of 5 marking points being available for each advantageous requirement). Candidates will be asked to undergo a written test related to the nature of duties to be performed. The selection committee will assess the result of the written tests anonymously, a maximum of 30 marking points being available for this purpose. The final assessment will reflect the results of the interview and of the written test.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact, either direct or indirect, with its members is strictly forbidden.

The selection committee for this selection procedure will be composed as follows:

Fabian Pereyra (chairperson)  
Cécile Martel (member)  
Ilze Jekabsone (member)  
Manuela Gomes (member)  
Bruno Guarita (member designated by the EMCDDA Staff Committee)

Due to the large volume of applications, only candidates selected for phase 2 will be contacted. Candidates who have not been contacted by the EMCDDA by 31/10/2018 should consider that their application has been unsuccessful. For up-to-date information on the process of this selection procedure, please visit the EMCDDA's website at the following link:

<http://www.emcdda.europa.eu/about/jobs>

Applicants invited for the second phase may be entitled to a flat-rate contribution towards travel and subsistence expenses. Information will be provided together with the invitation letter.

## **5. Reserve list and engagement**

The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing/contracting authority of the EMCDDA.

Only candidates who reach 70 % of the marking points available for the second phase can be included in the reserve list for appointment. On the basis of the adopted reserve list, the appointing/contracting authority of the EMCDDA may offer a contract of engagement. Candidates shall note that the inclusion in the reserve list does not guarantee that recruitment, which will depend, among other things, on availability of vacant posts and budget.

The established reserve list may be used in order to fill similar positions within the EMCDDA.

The reserve list will be valid until 31/12/2020 and may be extended by decision of the EMCDDA appointing/contracting authority.

## **6. Conditions of employment**

### **6.1. Legal framework**

A contract offer will be made pursuant to the Conditions of employment of other servants of the European Union, (see <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for three-year period according to Article 85 of the mentioned rules.

The place of employment will be Lisbon, Portugal, where the EMCDDA has its seat.

### **6.2. Pay and welfare benefits**

The job holder's monthly basic salary, for FGII in grade 4 will be approximately EUR 2 000, in grade 5 approximately EUR 2 300 and in grade 6 approximately EUR 2 600. In addition to this basic salary, the jobholder may be entitled to various allowances, in particular an expatriation or foreign residence allowance and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance.

Under certain circumstances, in particular where the job holder is obliged to change his/her place of residence in order to take up employment, the EMCDDA may also reimburse various expenses incurred on recruitment, notably removal expenses.

The salary of the job holder is subject to a Community tax deducted at source and is exempt from national tax. The salary package will be affected by a weighting factor and includes the European Community social security and pensions schemes.

### **6.3. Confirmation of engagement and security clearance**

Staff engaged by the EMCDDA is required to serve a probationary period of nine months. Successful applicants may be required to undergo a security vetting and clearance procedure.

A certificate of good conduct must be provided to the EMCDDA prior the signature of the employment contract. In case of unfavourable entries in the certificate of good conduct, the EMCDDA reserves the right not to award an employment contract.

### **6.4. Declaration of commitment to serve public interest independently**

Staff engaged by the EMCDDA is required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

EMCDDA staff is required to carry out their duties and conduct solely with the interests of the EMCDDA and of the European Community in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside his institution. EMCDDA staff shall carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EMCDDA and to the European Community.

## **7. Request for review and appeal procedure**

A candidate who feels that a mistake has been made during the selection procedure may ask to have his/her application reconsidered by sending, within 20 calendar days from 31/10/2018, a request for



review, quoting the number of the selection procedure concerned to the Chairman of the selection committee at the following address:

EMCDDA  
Chairperson of the selection committee  
Praça Europa 1, Cais do Sodré  
1249-289 Lisbon  
Portugal

The selection committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

The EMCDDA Director  
Praça Europa 1, Cais do Sodré  
1249-289 Lisbon  
Portugal

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations <http://eurlex.europa.eu/en/index.htm>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

Like all citizens of the European Union, you can make a complaint to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman — CS 30403  
67001 Strasbourg Cedex  
FRANCE  
<http://www.ombudsman.europa.eu/media/en/default.htm>

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also 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.

## **8. EMCDDA contact person**

Leila Mekkaoui — Tel. (351) 211 210 239

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