



## CALL FOR APPLICATIONS FOR THE SELECTION OF TEMPORARY STAFF

### **No AST.2020.02 — Administrative assistant**

### **Temporary Agent (M/F) AST 2 — five-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**

Within the Scientific Coordination units of the EMCDDA, the jobholder will provide secretarial, clerical and other support to the Scientific Director and/or the staff members of the coordination team. The job holder will report directly to the Scientific Director.

Reflecting the cross-cutting nature of the contacts the job holder will have to with other EMCDDA units and external partners, and in order to ensure the efficient execution of tasks, the vehicular language for this post has been defined as English.

### **1.2. Main duties**

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

- Manage agendas, organise and coordinate meetings and appointments;
- Manage routine duties of the unit's secretariat by drafting notes/minutes, correspondence, answering telephone calls, monitoring deadlines of replies to correspondence attributed to the Scientific Director and the other members of the unit;
- Support the Scientific Director fulfil his responsibilities by maintaining a lists of contacts and scientific articles and following up on administrative and support tasks relevant to scientific activities;
- Facilitate the day to day efficient operation of the scientific coordination team by assisting with planning of activities and the follow up and monitoring of deadlines and other commitments under the responsibility of the Scientific Director or coordination team members;
- Organise staff's business trips, dealing with the necessary travel and accommodation arrangements and preparing the documents requested for authorisation and refunding of mission expenses;
- Contribute to the organisation and successful outcome of internal and external meetings, conferences and other events, by: taking minutes, booking and preparing meeting rooms/facilities, contracting/inviting suppliers and participants and organising the necessary travel and accommodation arrangements, and general troubleshooting to ensure meeting and events run smoothly;



- Support the management of the unit's budget, in particular for the preparation of requests for commitments, the control of incoming invoices and the monitoring of the used and allocated financial resources;
- Provide support to the preparation of supporting documents for meetings and projects and to the reviewing and formatting of documents/presentations prepared by the Scientific Director and/or by other members of the unit;
- Update information on the unit's projects and activities on the relevant tools and platforms, including on the EMCDDA's intranet, extranets and intranets;
- Any other tasks assigned by the Scientific Director.

## **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;
- Produce the appropriate character references as to the suitability for the performance of the required duties;
- Have fulfilled any obligations imposed by the applicable laws concerning military service, if any
- Be physically fit to perform his/her duties <sup>(1)</sup>;
- Excellent written and spoken English as well as a satisfactory knowledge of additional official languages of the European Union to the extent necessary for the performance of the required duties <sup>(2)</sup>.

### **2.2. Essential requirements**

Eligible candidates will then be evaluated as follows:

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

- Professional secretarial training, or equivalent, or supplementary courses attested by a certificate or diploma;
- Experience in organising meetings, including cost estimates, and making travel arrangements;
- Experience in managing agendas for one or more managers;
- Experience in document management, including receipt, processing, archiving and filing digital and paper-based documents;
- Experience in verification of financial documents, follow-up of payments and closing of accounts;
- Excellent written communication skills in English.

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<sup>(1)</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>(2)</sup> 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 the interview and the accompanying test by assessing the following:

- Thorough knowledge of MS Office, namely Word, Excel, PowerPoint, as well as internet and email applications;
- Ability to assist in the preparation of supporting documents for meetings and projects, draft minutes of meetings, high-level correspondence and presentations, review and format documents and presentations;
- Ability to work under pressure and to tight deadlines taking a flexible, proactive and problem-solving approach whilst being sensitive to respect internal rules and procedures;
- Good interpersonal skills and ability to work with staff at different levels of seniority;
- Ability to work with minimum supervision, when required;
- Ability to deal appropriately with sensitive information or issues;
- Excellent oral and written communication skills in English.

### **2.3. Advantageous requirements**

The non-compliance with the advantageous requirements is not a condition for exclusion of applicants as they 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:

- Good knowledge of Portuguese and any other EU languages;
- Experience in working in a multicultural/multilingual environment.

b- On the basis of the interview and the test by assessing the following:

- Good oral and written knowledge of Portuguese and any other EU languages;
- Good knowledge of the functioning of the European Union institutions and, in particular, of the role of the EMCDDA.

### **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 08/05/2020 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.a. 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.b 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:

Nuria Comelles (chairperson)  
Paul Griffiths (member)  
Maria Moreira (member)  
Katarzyna Natoniewska (member)  
Thomas Seyler (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 30/06/2020 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 31/12/2022 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 five-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 AST 2 step 1 will be approximately EUR 3 300. 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 31/07/2020, 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

Date of publication: 02/04/2020