



Von 1

## CALL FOR APPLICATIONS FOR THE SELECTION OF CONTRACT STAFF

### No CA.2015.02 — Administrative assistant

### Contract Agent (M/F) FG II — 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 one of the units of the EMCDDA, the job holder will provide secretarial, clerical and other support to the head of unit or/and the staff members of the concerned unit. The job holder will directly report to the head of unit or to the head of sector or project management concerned.

Considering the horizontal nature of the contacts the job holder will have with all other EMCDDA units and external partners, and in order to ensure 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 the agenda, organise and coordinate meetings and appointments for the head of unit and other staff of the unit;
- Manage routine duties of the unit's secretariat by drafting notes/minutes, drafting correspondence, answering telephone calls, monitoring deadlines of replies to correspondence attributed to the head of unit and other members of the unit;
- Organise staff's business trips, dealing with the necessary travel and accommodation arrangements and preparing the documents requested for authorization and refunding of missions expenses;
- Contribute to the organisation of internal and external meetings, conferences, and any other event, namely by booking and preparing the required meeting rooms/facilities; contacting/inviting suppliers and participants, organising the necessary travel and accommodation arrangements;
- Support to the management of the unit's budget in particular for the preparation of requests for commitment, the control of incoming invoices, and the monitoring of the use of the allocated financial resources;
- Liaise with colleagues from different units of the agency;
- Any other tasks assigned by the head of unit/sector/project.

## 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 suitability for performance of the required duties;
- Be physically fit to perform his/her duties;<sup>1</sup> and
- Have a thorough knowledge of English and a satisfactory knowledge of another EU language to the extent necessary for the performance of the required duties.

### 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 supplementary courses attested by a certificate or diploma;
- Experience in drafting minutes of meetings and correspondence of high level;
- Experience in organising meetings and making travel arrangements involving budget estimate;
- Experience in managing agendas for one or more hierarchical superiors;
- Experience in working with archives and filing;
- Experience in supporting budget and financial management operations.

B. On the basis of an interview and written tests by assessing the following:

- Very good oral and written communication skills in English;
- Very good organisational skills;
- Thorough knowledge of MS Office package, namely Word, Excel, PowerPoint, as well as of internet and e-mail applications;
- Capacity to draft documents in relation with the assigned duties (e.g.: correspondence, agendas, notes);
- Ability to work under pressure and to tight deadlines.

### 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:

- Good knowledge of Portuguese or French (at least oral);
- Experience of working in a multicultural/multilingual environment.

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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 she/he fulfils this requirement, as foreseen in Article 12(d) of the Conditions of employment of other servants of the European Communities.

B. On the basis of the interview and the written tests by assessing the following:

- Good knowledge of Portuguese or French (written);
- 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 11 January 2016 at 23.59, Lisbon time.

Prior to contract signature the successful candidate will be asked to provide original or certified copies proving her/his eligibility.

### **4. Selection procedure**

The selection will be carried out in two phases:

(1) In the first phase, the selection committee will analyse applications to verify the eligibility of the candidates and assess their compliance with the requirements specified in this call for applications. Failure to comply with one of the eligibility requirements (set out in 2.1. above) shall result in the exclusion of the applicant concerned from the selection procedure.

On this basis, the selection committee will select the candidates that obtain at least 60 % of the total points available to rank their compliance with the essential requirements (set out in 2.2.A. above) out of a maximum of 10 points each, and with the advantageous requirements (set out in 2.3.A. above) out of a maximum of 5 points each. The maximum number of invitees for an interview shall be 10. This ceiling may be adapted, depending on the number of applications received, by decision of the appointing/contracting authority.

(2) The second phase will consist of an interview and a written test. Interviews will be held by the selection committee. The candidates will be assessed on the basis of the essential requirements mentioned above (under 2.2.B) out of a maximum of 10 points each and the advantageous requirements (set out in 2.3.B above) out of a maximum of 5 points each. Candidates will be asked to undergo a written test related to the European integration and institutions, the EMCDDA, as well as the nature of duties to be performed. This will be assessed out of a maximum of 30 points.

The final assessment will be based on the results of the written test and the interview, as indicated under 2.2 and 2.3 above.

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 confidentiality principle is intrinsic to all steps of the recruitment procedure and is in accordance with Article 6 of Annex III to the Staff Regulations of Officials of the European Communities.

The selection committee for this selection procedure is composed as follows:

Manuela Gomes (Chairperson)  
Fabian Pereyra (Member)  
Cristina Paisana (Member)

Paula Senra (Member)  
Renate De Neve (appointed by the EMCDDA Staff Committee)

Due to the large volume of applications, only candidates selected for the second phase will be contacted. Candidates who have not been contacted by the EMCDDA by 31/03/2016 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 travelling 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 31/12/2018 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 Article 3(a) of the Conditions of employment of other servants of the European Communities, (see <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>), for a five-year period according to Article 85 of the aforementioned rules.

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

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

The jobholder's monthly basic salary for FG II in grade 4 will be approximately EUR 1 900, in grade 5 will be approximately EUR 2 200 and in grade 6 will be approximately EUR 2 400. In addition to this basic salary the job holder 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 pension 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.

### **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 her/his 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 her/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 her/his application reconsidered by sending, within 20 calendar days from 31/03/2016, a request for review, quoting the number of the selection procedure concerned to the Chairperson 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 she/he has been adversely affected by a particular decision, she/he 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://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>) starts to run from the time the candidate is notified of the act adversely affecting her/him.

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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