



RECRUITMENT

THE EUROPEAN FISHERIES CONTROL AGENCY - EFCA - IS A EUROPEAN UNION BODY ESTABLISHED IN 2005 TO ORGANISE OPERATIONAL COORDINATION OF FISHERIES CONTROL AND INSPECTION ACTIVITIES BY THE MEMBER STATES AND TO ASSIST THEM TO COOPERATE SO AS TO COMPLY WITH THE RULES OF THE COMMON FISHERIES POLICY IN ORDER TO ENSURE ITS EFFECTIVE AND UNIFORM APPLICATION.

The Agency follows the personnel policy of the Staff Regulations applicable to European Institutions and Bodies. The successful candidates will be offered a post on the basis of these Staff Regulations.

The EFCA is organising selection procedures with a view to drawing up a reserve list of a maximum of 12 candidates for the following position:

EFCA – CA – FGIII – 1602 – EXECUTIVE ASSISTANT

The Agency will welcome applications from highly motivated candidates to participate in the development of EFCA.

Candidates are recruited on the condition they have full rights as a citizen. Candidates must have fulfilled any obligations imposed on them by law concerning military service and meet the character requirements for the duties involved.

The EFCA has an independent and separate recruitment process from other EU institutions or other EU agencies.

In its recruitment, the EFCA only considers applications relating to positions which have been advertised, which means that unsolicited applications are not processed, with a view to maintain equal treatment of applicants. 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 to the Executive Director of the EFCA.

1. Conditions of employment

The successful applicants will be appointed as Contract Staff members of EFCA, according to the provisions of Article 3a, title I of the Conditions of Employment of other servants of the European Union (CEOS). They must abide by the obligations of the Staff Regulations including the provisions regarding conflict of interest.

The successful candidates will be recruited in the grade mentioned in the title of the offered position, or in case, keep the grade under an existing contract.

Recruitment follows the rules and practices of EU Institutions and bodies and successful candidates are offered fixed-term contracts as Contract Agent. The place of employment is Vigo, Spain.

2. General conditions for applications

In order to be an eligible candidate the jobholder needs to meet a set of formal requirements. These requirements are:

A. Conditions

- must be a national of one of the Member States of the European Union or of Iceland or Norway;
- must be entitled to his/her full rights as a citizen;
- must have fulfilled the obligations imposed on his/her by law concerning military service;
- must meet the character requirements relating to the position he/she applies for;
- must submit a completed application for each post applied for.


Candidates may apply in any of the official languages of the European Union, but it would be helpful to apply in English in order to facilitate the selection process, as the Agency follows a practise of using English as working language. However candidates are also requested to state their educational qualifications and positions held in the language of origin.

The Agency is an equal opportunity employer and accepts applications without discrimination on the grounds of age, race, political and/or religious beliefs, sex or sexual orientation, marital and/or family status and regardless any kind of disability.

If you are invited to an interview, you will be asked to submit supporting documents to prove the information provided in your application.

B. Submission of applications

Each application shall contain the following documents:

1. A detailed curriculum vitae in European format (that can be obtained at the following address <http://europass.cedefop.europa.eu/en/home>),
2. A duly completed and signed declaration of honour ( ~87 Kb), (LINK on Internet)
3. A motivation letter of 2 pages maximum including a clear mention of the post applied for and of your address for correspondence and for invitation to interview.

These three documents should be sent by electronic mail only to:

EFCAVACANCIESCA@efca.europa.eu

Please mention in the subject line your last name followed by the position reference:

→ FAMILY NAME – EFCA-CA-XXX-XXXX

Please, note that only complete applications containing the above mentioned documents and information required will be taken into account.

Deadline for sending your application is: 10 JUNE 2016, 24:00 hrs CET

3. Selection procedure

A. Selection

A selection board is set up for the selection procedure. The principle of confidentiality is enshrined in Article 6 of Annex III to the Staff Regulations, which states that the proceedings of the selection board must be secret in order to ensure equal treatment for candidates and impartiality of the works of the selection board.

The applicants are informed on the composition of the selection board. Candidates are not allowed to contact personally members of the selection board, either directly or indirectly, in relation to the competition. Any infringement of this rule constitutes ground for disqualification from the selection procedure.

Should the selection board discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure or that the information on the application form does not correspond with the supporting documents, the candidate will be disqualified.

The selection board decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified in this notice. The applications of the eligible candidates are reviewed. The selection board decides on those candidates who are invited to attend for interview. Only short-listed candidates will be contacted.

The interviewees will be asked to undergo a written test involving at least an anonymous qualifying part, a part aiming at assessing the specific competences required for the job and a part aiming at assessing the general competencies required for European Union temporary staff. These parts may be grouped into one or more parts.

Following the interviews, a reserve list of suitable candidates will be set up.

B. Reserve list and recruitment

Each candidate interviewed will be informed by letter whether or not he/she has been placed on the reserve list. The validity of the reserve list is up to 2 years from the date of the letter informing the candidate and may be extended. Therefore candidates whose name will be put on a reserve list could be offered a contract during this period of time. Candidates should note that inclusion on the reserve list does not guarantee recruitment. The recruitment procedure is as follows: as and when funds become available, candidates on the reserve list will be considered for possible recruitment. If a letter of intention is issued, the candidate must undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved and the candidate must provide original or certified copies of all relevant documents.

The Agency employs staff in accordance with the Conditions of employment of other servants of the European Union. Selected candidates will be offered a fixed-term contract with the possibility of renewal.

Successful candidates who are recruited undergo an initial probation period of 9 months.

C. Pay and welfare benefits

The pay of staff members consists of a basic salary, to be weighted to compensate the high cost of living and of additional allowances and deductions.

There is a basic salary scale for each function group, divided into a number of grade and steps. Staff members may progress to the next step every two years.

Contract Agents at EFCA shall be appointed to the Function Group set out in the notice of the selection procedure they have passed. The basic monthly starting salary for the lowest grade of Function Group III is 2.536,18 (figures in Euro valid as of 1 January 2016 not including allowances). A Contract Agent shall be recruited at the first step of the grade. For the classification into grade, any duly certified professional activity connected with one of EFCA's areas of activity shall be taken into account. Any given period may be counted only once.

Allowances: In addition to their basic salary, staff members may be entitled to various allowances, in particular an expatriation or foreign residence allowance (depending whether the candidate has left his/her Member State to take up employment with the EFCA), and family allowances (depending on personal circumstances): household allowance, dependent child allowance, preschool allowance, education allowance.

Deductions: The salaries of staff members are subject to a Community tax deducted at source. Staff members are exempt from national tax on salary and contribute as members of the Community social security to insurances and the pension scheme.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

Additional information can be obtained from the web site of the EFCA. Furthermore, the following link gives you access to information on the European Civil Service and the Staff Regulations:

http://ec.europa.eu/civil_service/index_en.htm

Important:

Please, take note that a binding commitment can only be made after verification of all conditions and will take the form of a contract signed by the Executive Director.

Please note that the selection process may take some time to be completed and that no information will be released during this period. Once a selection process has been completed, its status will be displayed on the web site of EFCA (<http://www.efca.europa.eu/en/content/recruitment>).

D. Data Protection

Please take note of the [information on data protection](#) for candidates in EFCA recruitment procedures.

4. Specific requirements and details of positions offered

Job description

Overall purpose:

To contribute to the works of a unit or/and section, ensuring the functioning of the services and the appropriate use of resources, thus contributing to the general objectives of EFCA.

Main function and duties:

The jobholder will carry-out executive tasks including drafting, accountancy, administrative, operational and/or financial support and other equivalent tasks and entailing, as relevant, the interpretation of applicable rules and general instructions, assessment of the needs to be met and proposal for actions to be taken. Under the supervision of temporary staff and in line with the service to which the incumbent will be assigned, s/he will be responsible e.g. for

- Participating in administrative, operational and/or financial procedures for a given business entity following the objectives set and supporting the technical, legal and financial consistency of activities;
- Follow-up of procedures (in the areas of operations, finance, procurement, logistics or HR) and expediting the flow of working documents in collaboration with other staff members and units involved;
- Assisting in projects, preparing requirements associated to contracts, acting as operational and/or financial initiator in financial transactions or executing other tasks and checks;

- Performing data treatment and analysis, setting up and monitoring of statistics, collating supporting documents and information, carrying out periodic reviews and assessment of documents, devising routines based on good practises;
- Assisting the manager in coordinating the activities in view of the work programme and the objectives of a unit, in agenda management and organizing meeting venues and missions;
- Setting up, formatting and reviewing draft documents, plans, reports, courtesy translations or presentations including archiving and updating of the Intranet/Internet content;
- Operating as temporary replacement for functions of other staff during absences.

Qualifications and experience required

A. Eligibility criteria

- A level of post-secondary education attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years;
- Very good command of English with a satisfactory knowledge of at least one other official language of the European Union.

B. Selection criteria

Essential

Professional competencies

- Professional experience in operational or horizontal support services in the scope of the main functions and duties of at least four years;
- Experience in working at international level of at least two years;
- Advanced abilities to use ICT applications (office, database and workflow applications);
- Capacity to maintain effective document and record management;
- Editing, formatting, calculation and presentation abilities;
- Understanding of EU regulatory frameworks.

Personal qualities

- Ability to adapt to changing tasks and requirements;
- Excellent organizational skills and ability to prioritize;
- A high sense of integrity and ability to abide to the principles of transparency and confidentiality;
- Constructive, positive and strong service oriented attitude;
- Strong sense of initiative and responsibility for the assigned areas of work;
- Ability to work effectively within a multicultural and multi-professional team;
- Accuracy and attention to details;
- Ability to communicate clearly and concisely.

Advantageous

- work experience with the EU public administration environment;
- Knowledge of a third language of the European Union.