

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 an external selection procedure to fill one or more similar post(s) to constitute a reserve list of approximately 8 candidates for the following position:

EFCA/CA/FGIII/2206 – 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.

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 function group mentioned in the title of the offered position.

Recruitment follows the rules and practices of EU Institutions and bodies.

Depending on EFCA's needs, successful candidates will be offered a contract for the purposes and under one of the two modalities listed below:

1. Either support a Unit under the general EFCA budget under a fixed-term contract as Contract Agent of an initial period between 3 months and 3 years; with the possibility of extension and the possibility of a second extension which would convert a contract into an indefinite contract in accordance with the Conditions of Employment of Other Servants (CEOS).

2. Or support a Sector under a specific project (contribution agreement) under a fixed-term contract as Contract Agent in accordance with the Conditions of Employment of Other Servants (CEOS).
The contractual relationship will be linked to duties of limited duration in time that may lead to the termination of the contract or its non-renewal. The duration of the contract will be determined taking into consideration the conditions and duration of a possible contribution agreement concluded by EFCA to implement a dedicated project of limited duration.

The place of employment is Vigo, Spain.

2. General conditions for applications

Candidates may apply only when meeting the following criteria for consideration of their application:

A. Conditions

You must be a national of one of the Member States of the European Union.

You must be entitled to your full rights as a citizen.

You must have fulfilled the obligations imposed on you by law concerning military service.

You must meet the character requirements relating to the position you apply for.

You 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 practice of using English as a 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 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, or sexual orientation.

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,
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/FGIII/2206

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

The closing date for submission of the applications is: **15/07/2022 at 24:00 hrs.** (Brussels time)

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. It works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the selection board to ensure that its decisions are totally impartial.

The selection board adheres strictly to the conditions of admissions laid down in the publication notice when deciding whether or not candidates are to be admitted. Candidates admitted to a previous selection procedure will not be automatically eligible.

The applicants are informed on the composition of the selection board. Interviews are planned to take place in September 2022. 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 the publication notice. The applications of the candidates admitted to the selection procedure are reviewed and 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 and the reserve list will be drawn on to fill vacancies. 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.

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 weighted by the correction coefficient (for Spain currently 95.2 %) and of additional allowances and deductions.

Basic salary: There is a basic salary scale for each function group, divided into a number of grades and steps. Staff members may progress to the next step every two years. The basic monthly starting salary for the Function Group III, Grade 9 is 3.279,45 (figures in Euro valid as of 1 January 2022 not including allowances).

Contract Agents at EFCA shall be appointed to the Function Group set out in the notice of the selection procedure they have passed. 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 the European Union tax deducted at source. Staff members are exempt from national tax on salary and contribute as members of the European Union 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. Due to the current COVID-19 situation, this selection procedure will be organised online. Further information will be provided by EFCA to candidates invited for an interview regarding the practical arrangements for the assessment and the presentation of the above requested documents.

D. Data Protection

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

E. Requests for information and appeal

Please take note of the information on [requests for information and appeal](#) for candidates in EFCA recruitment procedures.

4. Specific requirements and details of position offered

Job description

Overall purpose:

To contribute to the works of a unit or/and sector, ensuring the functioning of the services and the appropriate use of resources, thus contributing to the general objectives of EFCA, either under the general EFCA budget or under a specific project (contribution agreement).

Main function and duties:

Reporting to the relevant Head of Unit, and as regards the day-to-day work under the direct supervision of the relevant Head of Sector, the tasks of the jobholder include, in particular:

- 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.
- Other tasks as assigned.

Job environment

The jobholder works in the premises of the Agency in Vigo, Spain. The duties are being performed in a multinational environment, under the Staff regulations and other frameworks of the EU legislation. The job may include missions abroad. The main working language of the Agency is English.

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;
- Thorough knowledge of English with a satisfactory knowledge of at least another official language of the European Union to the extent necessary for the performance of the duties.

B. Selection criteria

Essential

- At least two years of professional experience in operational or horizontal support services in the scope of the main functions and duties;

- Professional experience in a multinational environment;
- 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;
- Excellent organizational skills and ability to prioritize changing tasks and requirements;
- A high sense of integrity and ability to abide to the principles of transparency and confidentiality;
- Strong sense of initiative, service-oriented attitude and responsibility for the assigned areas of work;
- Ability to work and communicate effectively within a multicultural and multi-professional team.

Advantageous

- Good understanding of administrative procedures within European or international public institutions and agencies;
- Good knowledge of the EU institutional and regulatory framework relevant for the profile;
- Knowledge of a third language of the European Union.