

## Notice of recruitment

### Administrative Assistant

<b>Job title:</b>	<b>Administrative Assistant</b>
<b>Reference number:</b>	<b>2022/16/AST</b>
<b>Type of contract:</b>	<b>Temporary staff (open-ended), full-time</b>
<b>Function group &amp; grade:</b>	<b>AST 2</b>
<b>Salary:</b>	<b>Minimum basic monthly salary € 3.542,50 and benefits</b>
<b>Place of employment:</b>	<b>Brussels, BELGIUM</b>
<b>Application open until:</b>	<b>10 January 2023, 23:59 (CET)</b>
<b>Timing written and oral tests:</b>	<b>February 2023</b>
<b>Candidates shortlisted by:</b>	<b>February 2023</b>

### About the EPP Group

The [Group of the European People's Party \(EPP Group\)](#) is the largest and oldest group in the European Parliament. As a centre-right group, the Group is committed to creating a stronger Europe, building on its people and working towards the benefit of all Europeans. It is aiming to reach a more ambitious and a more self-assured Europe where everyone has an equal opportunity to succeed. In its day-to-day business, the Group and its Members can rely on the multinational secretariat providing high quality political, administrative and technical support.

### Department

Several Directorates in the Group are looking for administrative assistants.

## Job description

The Administrative Assistant fulfils a supranational function within the EPP Group Secretariat and carries out, the following functions and duties:

- Providing high level support and administrative assistance for the Director/Head of Unit/administrator of the sector concerned in the performance of their duties;
- Carrying out various administrative support tasks such as word processing including electronic mail, word processing, filing, consultation of databases, keeping diary, organising meetings, receiving visitors, creating tables, etc.;
- Drafting notes, letters and other documents;
- Compiling electronic and/or paper files and submitting them to management;
- Translating notes, reports and other documents and carrying out linguistic and typographical checks on these documents;
- Contributing in all activity necessary for the smooth running of the Group's Secretariat;
- Preparing statistics, including graphs, on the activities of the directorate/unit as needed;
- Providing backup and additional assistance in their field of expertise where needed.

The post of Administrative Assistant in the Secretariat of the EPP Group requires substantial availability (high frequency of meetings, irregular working hours), flexibility, good judgement, a methodical approach, analytical planning, organisational skills, discretion, adaptability to varying workloads as well as the capacity for teamwork in an international environment. Suitable candidates must, among other things, be capable of dealing with wide-ranging problems and be able to respond rapidly to changing circumstances. Excellent oral and written communication and computer skills are also necessary for the proper performance of the above-mentioned duties.

Frequent travel outside the place of work is required, in particular several days per month in Strasbourg during the plenary session.

## Job requirements

Candidates must have:

- a post-secondary education attested by a diploma followed by at least 6 year's fulltime professional experience similar to the duties as described in the job description **OR** a level of secondary education attested by a diploma giving access to higher education followed by at least 12 years' full-time relevant professional experience, out of which at least 6 years similar to the duties as described in the job description;
- a thorough knowledge of English, Lithuanian, Polish or Romanian language (C2);
- for work purposes, a very good knowledge of English or French (C1);
- a knowledge of other EU languages is an asset;
- a thorough knowledge of the functioning of the European Union institutions and its policies;
- a thorough knowledge of the functioning of Irish, Lithuanian, Polish or Romanian political system;
- a very good knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint).

## Salary & benefits

Successful candidate(s) may be offered a contract as a temporary agent of the type 2(c) for an indefinite period, in accordance with the Conditions of Employment of Other Servants of the European Union ([CEOS](#)).

In addition to the basic salary, the following benefits apply:

- Sickness Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service;
- Annual leave entitlement of at least 24 days;
- Additional specific allowances (e.g. expatriation, household, dependent child, installation), depending on the personal family situation and the place of origin;
- Training and career development opportunities.

## General admission conditions

CANDIDATES MUST FULFIL THE FOLLOWING CONDITIONS (art. 12(2) of the [CEOS](#)):

- be a national of one of the Member States of the European Union;
- enjoy their full rights as a citizen (have no criminal record);
- have fulfilled any obligations imposed by the laws concerning military service;
- meet the character requirements for the duties involved.

## Personal Data

The EPP Group ensures that applicants' personal data are processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their confidentiality and security and repealing Regulation (EC) No 45/2001 and Decision N° 1247/2002/EC.

## Equal opportunities

The EPP Group is an equal opportunities employer that is committed to diversity and to creating inclusive working environment. We encourage applications from qualified women and men who fulfil the job requirements, regardless of their age, race, ethnic origin, religion or belief, disability, sexual identity or any other characteristic.

# INSTRUCTIONS TO THE CANDIDATES

## 1. RECOMMENDATIONS

Under no circumstances should candidates approach the Selection Committee themselves, either directly or indirectly, concerning this recruitment procedure. It reserves the right to disqualify any candidate who disregards this instruction.

## 2. SUPPORTING DOCUMENTS REQUIRED

Candidates **must** provide the Selection Committee with all the information and documents it needs to verify the accuracy of the information given on the application form.

Qualifications, professional experience as well as linguistic knowledge must be accompanied by supporting documents.

Please note that the Selection Committee will base its decisions **solely** on the information given on the application form **and** substantiated by the supporting documents attached to it. The qualifications and professional experience which are not proved by supporting document(s) **will not be taken into account**.

Candidates **must attach to the application form** the copies of the following documents:

- secondary education and post-secondary education diploma(s);
- employment contracts (if applicable, both the initial contract and additional clauses in case of a fixed-term contract) or certificates, letters or attestations of appointment, indicating the exact nature of the activity performed and clearly indicating the start and end dates of periods of professional experience; Please note that the traineeships, even paid ones, are not taken into account as professional experience;
- in the case of current professional activity, a copy of the most recent salary slip or a certificate issued by the state revenue service or a signed and stamped certificate by the accountant of your current employer to enable the Selection Committee to calculate the length of professional activity;
- In the case of self-employed activity: tax forms, VAT forms, trade register, social security documents, invoices, etc., to prove the professional experience;
- documents proving the knowledge of the languages (certificates and diplomas). All claims regarding the candidate's linguistic knowledge must be backed up by certificates and diplomas. In the absence of such documents, candidates must clearly explain, on a separate sheet, how they acquired this knowledge;
- ID card or Passport.

**Please note that the documents proving professional experience must be accompanied by an unofficial translation in either English, French or German.**

### 3. HOW TO APPLY

If you wish to apply for this position, please:

1. Complete in **English or French** the online application form available on our website: <https://www.eppgroup.eu/about-us/careers>.
2. Upload a [Europass](#) CV in English;
3. Upload a motivation letter (max 500 words) in English;
4. Upload the following supporting documents as a single PDF file including
  - Proof of education (copy of your diplomas & other certificates),
  - Proof of professional experience,
  - Proof of linguistic knowledge,
  - ID card/Passport

Note that the maximum size of attachment is 15 MB.

5. Click on the "Send" button. You will receive shortly afterwards an acknowledgement email confirming that we have received your application. Should this not be the case, please make sure to check your spam folder.

Any urgent communication from the candidates must be transmitted to the Selection Committee's secretariat by email ([epp-recruitment@europarl.europa.eu](mailto:epp-recruitment@europarl.europa.eu)). Candidates are asked NOT TO TELEPHONE.

### 4. ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

The selection procedure will be organized on the basis of qualifications and tests (written and oral).

### INSTRUCTIONS BEFORE APPLYING

1. The Selection Committee will draw up a list of the candidates who have submitted applications in the form required and by the closing date.
2. Candidates who:
  - do not meet the conditions for admission and job requirements;
  - do not duly complete the online application form;
  - do not attach their CV in Europass format;
  - do not attach a motivation letter;
  - do not attach the required supporting documents proving their qualifications, professional experience or remove/black out any content of supporting documents;
  - do not include an unofficial translation of all supporting documents proving their professional experience either in English, French or German;
  - do not attach a copy of the ID card/Passport;

will be eliminated.

3. The Selection Committee will consider the applications; draw up the list of candidates who meet the job requirements, and select, on the basis of previously established criteria, a maximum of 20 candidates whose qualifications and duly attested periods of professional experience best match the tasks to be carried out, who will be admitted to the tests. It will base its decision on the information given on the application form and substantiated by the supporting documents attached to it.
4. Candidates will receive an e-mail informing them of the Selection Committee's decision on whether to admit them to the tests.
5. If, at any stage in the procedure, it is established that the information given in your application form is incorrect or is not substantiated by supporting documents, or that all the conditions set out in the recruitment notice are not met, you will be disqualified.
6. The tests will consist of 3 written tests to be carried out in English or French, at the candidate's choice. Only the candidates invited to the tests will receive detailed information on the nature, duration and scoring of the tests.

## **5. INCLUSION ON THE LIST OF SUITABLE CANDIDATES**

The Selection Committee will draw up a list of suitable candidates from among those who have obtained at least 60% of the points for the tests as a whole (written and oral combined) and have obtained the minimum mark required for each of them. The 3 best-scored candidates for each language will be listed in order of merit.

Being included on a list of suitable candidates does not constitute either a right to or a guarantee of recruitment.

## **6. CONDITIONS OF RECRUITMENT**

Candidates included on the list of suitable candidates will be eligible to be recruited as the need arises in the EPP Group.

Recruitment will be at grade AST2 and several posts are to be filled in.

The list of suitable candidates will have an initial validity of two years. It can be extended. If so, the candidates on the list will be duly informed.

Short-listed candidates who are offered a job will in due course be required to produce the originals of their diploma(s), degree(s) and employment certificates for verification.