



Call for interest - 2022/CA/1/FGIII

Human Resources Assistant

Job details

Contract type: **Contract agent**

Contract duration: **Fixed contract**

Post: **Assistant**

Hours per week: **40**

Function group / Grade: **III**

Job Location / Country: **Brussels / Belgium**

Approximate timetable

Application open until: **28 March 2022**

Timing written and oral tests: **March/April 2022**

Candidates shortlisted by: **March/April 2022**

About the EPP Group

The 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, built 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

The Human Resources Unit supports the Group's Secretariat in achieving its mission by providing a wide range of HR services and advice to the hierarchy, managers and staff. It is responsible for the development and implementation of HR policies, the HR planning and budgeting, staff career (appraisal, working patterns and leaves, etc.), staff selection and recruitment, professional training as well as liaison with DG PERS on staff related issues.

Job description

The Human Resources Assistant fulfils a supranational function within the EPP Group's Secretariat and carries out the following tasks:

- Preparing and organising meetings of selection committees (booking meeting rooms, schedule interviews, sending invitations, welcoming candidates, preparing meetings' documents, etc.);
- Managing selection procedures in online recruitment tool (drafting vacancies, posting vacancies internally and externally, screening applications received, communicating with candidates, preparing minutes and other documents linked to the selection procedure);
- Ensuring that data regarding staff are properly and timely entered into internal HR databases;
- Reporting on selection procedures and providing statistical information on the files under his/her responsibility;
- Preparing periodic and ad-hoc statistics, including graphs, on the activities of the Unit;
- Contributing to the development of projects aimed at optimising the HR management (implementation of new IT tools);
- Assisting the Responsible for Human Resources Unit in particular as regards the follow-up of staff matters, drafting of documents, contacts with the EP administration, etc.;
- Organising meetings and any other activity necessary for the HR Unit to function properly;
- Providing back-up and additional assistance to other members of the Unit and performing any other tasks related to his/her area of competence.

This post requires substantial availability, flexibility, a high level of emotional intelligence, excellent interpersonal skills, discretion, adaptability to varying workloads, as well as the capacity for teamwork in an international environment. Suitable candidates must, amongst other things, be capable of dealing with wide-ranging problems and of responding rapidly to changing circumstances. Excellent oral and written communication and computer skills are also necessary for the proper performance of the above-mentioned duties.

Job requirements

Candidates must have:

- a post-secondary education in the field of Human Resources or other relevant disciplines preferred attested by a diploma followed by at least 2 years' full-time 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 6 years' full-time relevant professional experience, including at least 2 years' experience similar to the duties as described in the job description;
- a thorough knowledge of one of the official languages of the European Union (C2);
- for work purpose, a very good knowledge of English and French (C1);
- a very good knowledge of Microsoft Office (Word, Outlook, PowerPoint) and, in particular, advanced Excel skills for reporting,
- an experience in using e-recruitment tool(s) and other HR databases;
- ability to learn quickly new IT web applications in the HR field;
- good communication and coordination skills and ability to manage confidential staff information;
- previous sourcing experience is considered to be an asset;
- a good knowledge of the [EU Staff Regulations](#).

Compensation & benefits

- Health insurance;
- Accident insurance;
- Unemployment insurance;
- Personal and family allowances.

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;

Please click here for further information about [CEOS](#)

General terms

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.

INSTRUCTIONS TO THE CANDIDATES

1. RECOMMENDATIONS

Before filling in the online application form, please read the following instructions carefully. 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 set out in detail in the application form and 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 to enable the Selection Committee to calculate the length of professional experience;
- 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: www.eppgroup.eu/careers or via the URL link available at the end of this document. (Should you encounter any problems with the opening of the URL links included in this document, please download it first on your device.)
2. Upload your photo in JPEG, PNG or GIF format (maximum size is 500 KB).
3. Upload in PDF format a table of contents;

Note that each page of the supporting documents attached to your application must be numbered and one single table of contents giving a description of each document and the corresponding page number(s) must be included.

4. Upload in PDF format the supporting documents grouped into 5 separate files:

- Proof of education (copy of your diplomas & other certificates),
- Proof of professional experience,
- Proof of linguistic knowledge,
- ID card/Passport,
- Other documents.

Note that the maximum size of attachment is 5 MB per file.

Candidates with a physical disability are requested to enclose on a separate sheet, the details of any arrangements they may consider necessary to help them take the tests (to be uploaded under “Other document”).

5. Click on the “Submit” button. You will receive shortly afterwards an acknowledgement email confirming that we have received your application.

The address indicated by the candidate in the application form will be considered as the location from which the candidate will depart to travel to the place of the interview. It is the candidate's responsibility to inform the Selection Committee's secretariat in writing to the here under e-mail address, and in due time, of any change in personal data and/or address.

All correspondence relating to the selection procedure, including the invitation to the tests will be sent to the e-mail address indicated by the candidate in the application form.

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

4. ADMISSION TO THE SELECTION PROCEDURE

The selection will be organised on the basis of qualifications and assessment (computer based test and interview - held remotely via Cisco Webex).

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 include an unofficial translation of the supporting documents proving their professional experience, either in English, French or German;
- do not attach the supporting documents proving their qualifications (including a table of contents and numbering each supporting document accordingly) and professional experience or remove/black out any content of the supporting documents;
- do not attach a copy of the ID card/Passport;

will be eliminated.

5. SELECTION PROCEDURE

1. The Selection Committee will consider the applications, draw up the list of candidates who meet the job requirements and whose qualifications and duly attested periods of professional experience best match the tasks to be carried out. It will base its decision on the information given on the application form and substantiated by the supporting documents attached to it.

2. Candidates will receive an email informing them of the Selection Committee's decision on whether they have been admitted to the next step of the procedure.

3. The best matching candidates will be invited for a computer based test to assess IT literacy and HR skills required for this position and interview with line manager.

4. 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. CONDITIONS OF RECRUITMENT

Recruitment will be as contractual agent in function group (FG) III for one year with a possibility of extension up to six years and basic salary ranges from 2.830 € to 4.635 € depending on the length of previous professional experience. Benefits apply.

Link to the online application form:

https://resourcemanager-15906b93296.secure.force.com/cxsrec__cxsSearchApply?positionId=a0t1n000007TgYxAAK&formId=a000Y00000Hi8wPQAR