

Official Journal of the European Union

C 209 A



English edition

Information and Notices

Volume 62
20 June 2019

Contents

V *Announcements*

ADMINISTRATIVE PROCEDURES

European Parliament

2019/C 209 A/01 Recruitment Notice PE/226/S — Administrator, Building Engineer (AD 6) (*female or male*) 1

EN

V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PARLIAMENT

RECRUITMENT NOTICE PE/226/S

ADMINISTRATOR, BUILDING ENGINEER (AD 6)

(female or male)

(2019/C 209 A/01)

The European Parliament has decided to organise a selection procedure based on qualifications and tests for the purpose of establishing a reserve list to fill 12 posts of

ADMINISTRATOR, BUILDING ENGINEER (AD 6)

(female or male)

Before applying, please read carefully the Guide for Candidates attached to this recruitment notice.

The guide is an integral part of the recruitment notice and will help you to understand the rules governing selection procedures and how to apply.

CONTENTS

A. JOB DESCRIPTION AND ELIGIBILITY (PROFILE SOUGHT)

B. PROCEDURE

C. APPLICATIONS

ANNEX: GUIDE FOR CANDIDATES IN SELECTION PROCEDURES ORGANISED BY THE EUROPEAN PARLIAMENT

A. JOB DESCRIPTION AND ELIGIBILITY (PROFILE SOUGHT)

1. Introduction

The European Parliament has decided to open, on the basis of Article 29(2) of the Staff Regulations of officials of the European Union ⁽¹⁾, the procedure for filling 12 officials' posts (AD 6) in the Directorate for Infrastructure and the Directorate for Building Projects of the Directorate-General for Infrastructure and Logistics. The profiles being sought are those of building engineer ⁽²⁾ and/or architect in one of the four following areas:

- 1) Facility management (engineer)
- 2) Building systems (engineer specialising in hydraulic, airflow and electrical systems)
- 3) Building project management: carcass work (architect or engineer)

⁽¹⁾ Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities and instituting special measures temporarily applicable to officials of the Commission (OJ L 56, 4.3.1968, p. 1), as amended by Council Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287, 29.10.2013, p. 15).

⁽²⁾ Any reference in this notice to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex, and vice versa.

- 4) Building project management: technical installations (heating, ventilation, air conditioning, sanitary facilities, electrical systems (high and low voltage)), (engineer specialising in technical installations).

Please note that you may apply for only one of the four areas.

These posts call for specific qualifications, as set out in Section A.3.(b) of this notice.

Recruitment will be at grade AD 6, first step, the basic salary for which is EUR 5 416,58 per month. This salary is subject to Community tax and to the other deductions provided for by the Conditions of Employment of Other Servants of the European Union (CEOS) ⁽¹⁾. It is exempt from national tax. Successful candidates may, however, be recruited at a higher step, in accordance with their professional experience. Moreover, in certain circumstances allowances will be paid in addition to the basic salary.

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any grounds, such as 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, sexual orientation, marital status or family situation.

2. Job description

Posted to Brussels, Luxembourg or Strasbourg ⁽²⁾, the successful candidates recruited will supervise Parliament's stock of buildings and its building projects. Performed under the authority of the head of unit and in the context of programmes and priorities drawn up by Parliament's governing bodies and senior management, the duties in the four areas will involve in particular:

— *area 1: facility management*

This area covers the technical and user-related services required for the proper upkeep and use of Parliament's buildings, in the context of Building Information Management/Modelling (BIM).

— *area 2: building systems (engineer specialising in hydraulic, airflow and electrical systems)*

This area covers management of a building's technical installations: hydraulic, airflow and electrical systems, in particular heating, ventilation and air conditioning (HVAC), and sanitary facilities. It also covers management of the fire safety system.

— *area 3: building project management: carcass work*

This area covers management of projects involving the construction of new buildings or the partial or complete refurbishment of existing buildings.

— *area 4: building project management: technical installations (heating, ventilation, air conditioning, sanitary facilities, electrical systems (high and low voltage))*

This area covers management of projects to fit and refurbish technical installations: heating, ventilation, air conditioning, sanitary facilities, electrical systems (high and low voltage), electromechanical systems and lifting equipment.

These duties also call for the ability to analyse problems and think clearly, drafting, technical supervision and administrative management skills and thorough practical knowledge of office systems and computer-assisted project design and management software. The successful candidates who are recruited must also have a well-developed sense of diplomacy, public speaking skills, the ability to liaise effectively with people from political, economic and social spheres and team leadership skills.

The duties involve frequent travel between Parliament's places of work and contact with many different people inside and outside Parliament.

⁽²⁾ These posts may be transferred to one of Parliament's other places of work.

3. Eligibility

On the closing date for applications you must meet the following conditions:

(a) *General conditions*

Under Article 28 of the Staff Regulations of officials of the European Union, candidates must:

- be a national of one of the European Union's Member States,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on them by the laws on military service,
- produce the appropriate character references as to their suitability for the performance of their duties.

(b) *Specific conditions*

(i) **Qualifications and skills required**

You must have a level of education which corresponds to completed university studies of at least three years' duration attested by an officially recognised diploma in architecture or engineering in the field of buildings, construction or hydraulic, airflow, electromechanical or electrical systems.

(ii) **Professional experience required**

After gaining the qualifications specified under A.3(b)(i), you must have acquired at least **three years'** professional experience:

- *for area 1, facility management* (engineer), in the area of services relating to construction and/or the management of industrial facilities or buildings, including one year's professional experience of the development and/or use of BIM tools or industrial modelling tools,
- *for area 2, building systems* (engineer specialising in hydraulic, airflow and electrical systems), of the technical management of hydraulic, airflow and electrical systems in industrial facilities and/or buildings,
- *for area 3, building project management: carcass work* (architect or engineer), of the management of concurrent projects involving either the construction of new buildings or the partial or complete refurbishment of existing buildings,
- *for area 4, building project management: technical installations* (heating, ventilation, air conditioning, sanitary facilities, electrical systems (high and low voltage)) (engineer specialising in technical installations), of the management of concurrent projects involving either the construction of new buildings or the partial or complete refurbishment of existing buildings,

(iii) **Knowledge of languages**

Candidates must have a thorough knowledge (at least level C1⁽⁴⁾) of one of the European Union's official languages (language 1): Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish or Swedish,

and

a very good knowledge (at least level B2¹) of English or French (language 2).

⁽⁴⁾ See the Common European Framework of Reference for Languages (CEFR) — <https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

Language 2 must be different from language 1.

Candidates are informed that the two second-language options for this selection procedure, i.e. English and French, have been laid down in the interests of the service. By virtue of the duties involved, the posts on offer call for specific qualifications: the ability to analyse problems and drafting, technical supervision and administrative management skills. The newly recruited officials must be able to understand the tasks to be carried out, address problems and communicate effectively with outside contact points and with their superiors and colleagues.

French is the language most commonly used to communicate within and among the units in the two directorates to which successful candidates will be recruited. A good command of French is also essential to a proper understanding of the legislation applicable to buildings and management of the stock of buildings and building projects in Brussels, Luxembourg and Strasbourg. It is also the standard language of communication with outside contact points (service providers, administrations and local authorities in connection with the rules in force in the areas of buildings and health and safety). English is the language most frequently used in dealings with the other directorates in the Directorate-General for Infrastructure and Logistics, the other directorates-general and Parliament's political and administrative authorities, in particular when it comes to the drafting of documents.

What is more, the instructions and rules applicable in the area of building safety are drawn up in English and French and must be available and notified to the public in these two languages.

Accordingly, if they are to perform their duties and ensure that departments run smoothly, the persons recruited must be able, within a reasonable period after they join the service, to work and communicate effectively in at least one of these two languages.

In addition, in the interests of equality of treatment, all candidates, even if they have one of these two languages as their first official language, are required to have a satisfactory knowledge of a second language, which must be one of those two languages.

B. PROCEDURE

The procedure is based on **qualifications and tests**.

1. Admission to the selection procedure

If you

- meet the general eligibility criteria,
- and have submitted your application in accordance with the arrangements specified and by the closing date,

the selection committee will assess your application in the light of the specific eligibility criteria.

If you meet the specific eligibility criteria, the selection committee will admit you to the selection procedure.

It will base its decisions **solely** on the information given on the application form and **substantiated by supporting documents**.

2. Assessment of qualifications

On the basis of a marking grid laid down in advance, the selection committee will assess the qualifications of candidates admitted to the selection procedure and draw up a list of the **60 best candidates** (15 for each area), who will be admitted to the tests.

In assessing the candidates' qualifications, the selection committee will take particular account of the following aspects (to be substantiated by supporting documents enclosed with the application file):

- for area 1, facility management,
 - professional experience of the operational organisation of the various aspects of facility management, including:
 - equipment maintenance,

- user services management,
- building stock management,
- professional experience of setting up or using BIM procedures, in particular:
 - drafting and/or use of BIM documentation;
 - use of digital building model visualisation software,
 - use of digital modelling software for equipment and/or buildings,
- professional experience of devising and/or using information organisation tools, including:
 - overseeing contract performance (costing and monitoring, scheduling, etc.),
 - allocating tasks among the members of a team;
- professional experience of public procurement procedures.
- for area 2, building systems (hydraulic, airflow and electrical systems),
 - professional experience of managing all aspects of building systems (hydraulic, airflow and electrical systems):
 - equipment dimensioning,
 - overseeing equipment installation,
 - analysing and resolving problems involving equipment in use,
 - carrying out and/or overseeing equipment maintenance operations,
 - professional experience of the technical management of fire safety systems:
 - carrying out and/or overseeing the maintenance of the components of the system in accordance with the rules in force in Belgium, France or Luxembourg,
 - experience of drafting functional fire safety assessments in the context of fitting-out and alteration work,
 - professional experience in the following areas:
 - costing and verification of the actual cost of operations,
 - overseeing projects,
 - managing the administrative and legal aspects of contracts;
 - professional experience of public procurement procedures.
- for area 3, building project management: carcass work,
 - professional experience as an architect, in particular:
 - overall building design,
 - use of components and materials,
 - environmental performance,
 - accessibility,
 - fire prevention,
 - professional experience of other construction-related disciplines and of technical coordination,

- professional experience of the various phases of projects, from user consultation to commissioning operations and monitoring of warranties,
- professional experience of the various aspects of project management,
- professional experience of computer-aided design in 2D and 3D and in a BIM environment,
- professional experience in the following areas:
 - costing and verification of the actual cost of operations,
 - managing the administrative and legal aspects of contracts;
 - managing a team and/or a range of participants in a project,
 - public procurement procedures;
- *for area 4, building project management: technical installations* (heating, ventilation, air conditioning, sanitary facilities, electrical systems (high and low voltage)),
 - professional experience of all areas relating to technical installations, in particular:
 - overall building design,
 - equipment dimensioning,
 - equipment installation and commissioning,
 - analysing and resolving problems involving equipment in use,
 - environmental performance,
 - maintainability,
 - fire prevention,
 - professional experience of other construction-related disciplines and of technical coordination,
 - professional experience of the various phases of projects, from user consultation to commissioning operations and monitoring of warranties,
 - professional experience of the various aspects of project management,
 - professional experience of computer-aided design in 2D and 3D and in a BIM environment,
 - professional experience in the following areas:
 - costing and verification of the actual cost of operations,
 - managing the administrative and legal aspects of contracts;
 - managing a team and/or a range of participants in a project,
 - public procurement procedures.

Marking: 0 to 20 points.

3. Tests

Written test

- a) Drafting test in language 2 (English or French), based on a set of documents, to test your ability to perform the duties described in Section A.2 in the area of your choice and your drafting skills.

Time allowed: 3 hours.

Marking: 0 to 40 points (pass mark: 20 points)

Oral tests

- b) Interview with the selection committee in language 2 (English or French) to assess, taking account of all the information contained in your application file, your suitability to perform the duties set out in Section A.2 in the area of your choice. The selection committee may decide to test your language knowledge as specified on the application form.

Time allowed: 45 minutes.

Marking: 0 to 40 points (pass mark: 20 points)

- c) Group discussion in language 2 (English or French) to enable the selection committee to assess your adaptability, negotiating and decision-making skills and performance in a group.

The selection committee will determine the duration of this test on the basis of the ultimate composition of the groups.

Marking: 0 to 20 points (pass mark: 10 points)

4. List of suitable candidates

The list of suitable candidates will contain for each area, in order of merit, the names of the **six candidates** who have obtained the highest overall scores in the procedure (assessment of qualifications and tests) and have passed each of the tests.

Candidates will be informed individually of their results.

The list of suitable candidates will be posted on the official noticeboards in Parliament's buildings. The period of validity of the list of suitable candidates will expire on **31 December 2022**; it may be extended. If it is extended, the candidates whose names have been included on the list will be informed in good time.

Successful candidates who are offered a job will be required to produce the originals of all requisite documents, including diplomas and employment certificates, for verification.

C. APPLICATIONS

You must use either the original or a copy of the official application form supplied with the recruitment notice in this Official Journal published by the Publications Office of the European Union. Candidates may choose only one of the four areas proposed.

Please read the Guide for Candidates carefully before completing the application form.

Closing date for applications

The application form and photocopies of documents **must** be sent, **by registered post only** ^(⁵), by **22 July 2019** at the latest (as evidenced by the postmark), to the following address:

EUROPEAN PARLIAMENT
Talent Selection Unit – MON 05 S030
Selection procedure PE/226/S
(*this selection procedure reference number must be quoted*)
60 rue Wiertz
1047 Brussels
Belgium

Applications sent by ordinary post or through the internal mail will not be considered. The Talent Selection Unit will not accept applications which are submitted in person.

Acknowledgement of receipt of application files will be given only if an item dispatched by registered post is accompanied by an advice of delivery form.

⁽⁵⁾ Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date of handing-in to the courier company as shown on the delivery form will be taken as the date of dispatch.

Please DO NOT TELEPHONE to ask about the timetable for the procedure.

If you have not received an email concerning your application by **31 October 2019**, please send an email to PE-226-S@ep.europa.eu.

ANNEX

Guide for candidates in selection procedures organised by the European Parliament

	<i>Page</i>
1. INTRODUCTION	11
What form does a selection procedure take?	11
2. THE STAGES IN A SELECTION PROCEDURE	11
Receipt of application files	11
Assessment of compliance with the general conditions	12
Assessment of compliance with the specific conditions	12
Assessment of qualifications	13
Tests	13
List of suitable candidates	13
3. HOW TO APPLY	13
General remarks	13
How should the complete application file be submitted?	13
What supporting documents should be enclosed with the application file?	14
General remarks	14
Supporting documents demonstrating compliance with the general conditions	14
Supporting documents demonstrating compliance with the specific conditions and assessment of qualifications	14
4. COMMUNICATION	15
5. GENERAL INFORMATION	16
Equal opportunities	16
Requests from candidates for access to information concerning them	16
Protection of personal data	17
Travel and subsistence expenses	17
ANNEX I	18
ANNEX II	21

1. INTRODUCTION

What form does a selection procedure take?

Selection procedures consist of a series of stages in which candidates compete against one another; they are open to all citizens of the European Union who, on the deadline for submission of applications, meet the relevant criteria. They give all candidates a fair opportunity to demonstrate their skills, with a view to discrimination-free selection based on merit.

Successful candidates in a selection procedure are placed on a list of suitable candidates, on which the European Parliament will draw in order to fill the post to which the recruitment notice applies.

A selection committee, consisting of members representing the Administration and the Staff Committee, is appointed for each selection procedure. The proceedings of the selection committee are confidential and are conducted in accordance with Annex III to the Staff Regulations of Officials ⁽¹⁾.

Candidates may not under any circumstances approach the selection committee themselves, either directly or indirectly. The appointing authority reserves the right to disqualify any candidate who disregards this instruction.

The selection committee adheres strictly to the eligibility criteria set out in the recruitment notice when deciding whether or not each candidate should be admitted to the selection procedure. Candidates admitted to a previous competition or selection procedure will not automatically be eligible.

In order to select the best candidates, the selection committee compares the candidates' performance, with the aim of assessing their suitability to perform the duties described in the recruitment notice. This means that it must not only assess the candidates' knowledge, but also identify the best-qualified individuals on the basis of their merit.

Please note that selection procedures take between six and nine months, depending on the number of candidates.

2. THE STAGES IN A SELECTION PROCEDURE

A selection procedure comprises the following stages:

- receipt of application files;
- assessment of compliance with the general conditions;
- assessment of compliance with the specific conditions;
- assessment of qualifications;
- tests;
- drawing-up of a list of suitable candidates.

Receipt of application files

Candidates must submit a complete application file, including the application form specific to the recruitment notice, completed and signed and accompanied by all the requisite supporting documents showing that they meet the general and specific conditions set out in the recruitment notice. Failure to do so will result in exclusion from the competition. The application file **must be sent by registered post** by the date specified in the recruitment notice. (*Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date of handing-in to the courier company as shown on the delivery form will be taken as the date of dispatch*). The address and closing date for applications are given in section C of the recruitment notice.

Assessment of compliance with the general conditions

The Talent Selection Unit will check applications in order to determine whether they are admissible, i.e. whether they have been submitted in the form and by the closing date given in the recruitment notice and whether each candidate meets the general eligibility conditions.

Candidates will therefore be **automatically eliminated** if they:

- send their application after the closing date, as evidenced by the postmark or by the delivery form of a private courier company, or

⁽¹⁾ Regulation (EEC, Euratom, ECSC) No 259/68.

- do not send their application form by registered post or by private courier company, or
- do not use the official application form specific to the recruitment notice, or
- do not complete the official application form specific to the recruitment notice, or
- fail to sign the application form, or
- do not meet the general eligibility conditions.

After the closing date for applications, candidates will be informed individually if their application has been rejected.

A list of the candidates who meet the general conditions set out in the recruitment notice will be drawn up by the appointing authority and forwarded to the selection committee with the application files.

Assessment of compliance with the specific conditions

The selection committee will consider the application files and draw up a list of candidates who meet the specific conditions set out in the recruitment notice. It will base its decisions **solely** on the information given on the application form and **substantiated by supporting documents enclosed with it**.

Applications must give full details of candidates' studies, training, knowledge of languages and, where appropriate, professional experience, as follows:

- as regards studies: the dates on which they began and ended and the nature of the diploma(s) obtained, as well as the subjects studied;
- as regards professional experience: the dates on which the periods of experience began and ended and the precise nature of the duties performed.

Candidates who have published studies or articles or any other texts relevant to the duties set out in the job description should mention these on the application form.

Candidates who do not meet the specific eligibility conditions set out in the recruitment notice will be eliminated at this stage.

The selection committee will inform all candidates by letter of its decision concerning their admission/non-admission to the procedure.

Assessment of qualifications

In order to select the candidates who are to be invited to the tests, the selection committee will assess the qualifications of the candidates admitted to the selection procedure. It will base its decisions **solely** on the information given on the application form and **substantiated by supporting documents enclosed with it** (see section 3 below). The selection committee will base its work on criteria which it has laid down in advance, taking account in particular of the qualifications specified in section B.2 of the recruitment notice.

The selection committee will inform all candidates by letter of its decision concerning their admission/non-admission to the tests.

Tests

All the tests are compulsory and eliminatory. The maximum number of candidates who may be admitted to the tests is specified in section B.2. of the recruitment notice.

For organisational reasons, candidates may be invited to all the written and oral tests. However, the tests will be marked in the order in which they appear in the recruitment notice. Consequently, if a candidate does not achieve the minimum mark required in one of the tests, the selection committee will not mark the subsequent tests.

The tests of candidates who give up will not be marked.

List of suitable candidates

The maximum number of candidates who may be placed on the list of suitable candidates is specified in section B.4. of the recruitment notice.

The inclusion of a candidate's name on the list of suitable candidates means that he or she may be called for interview by one of Parliament's departments, but it does not constitute either a right to, or a guarantee of, recruitment.

3. HOW TO APPLY

General remarks

Before applying, candidates should check carefully whether they meet all the eligibility conditions, both general and specific. To that end, candidates should first read the recruitment notice and this guide and take due note of the relevant requirements.

Although recruitment notices do not specify any age limit, please note the retirement age for staff laid down in the Staff Regulations of Officials of the European Union.

Candidates are required to complete the application form (original or copy) which is specific to the recruitment notice and contained in this Official Journal published by the Publications Office of the European Union.

Documents sent after the closing date will not be taken into account.

Candidates who have a disability or whose circumstances are such that they might cause difficulties during the tests (e.g. because they are pregnant or are breastfeeding, or because they have health problems or are undergoing medical treatment) must state that fact on the application form and provide any relevant information so that the Administration can take appropriate measures, where possible. If appropriate, they should enclose with their application form a separate sheet giving details of any arrangements which they consider necessary to help them take the tests.

How should the complete application file be submitted?

- 1) Complete and sign the application form specific to the recruitment notice for the selection procedure concerned.
- 2) Include a numbered list of all the supporting documents enclosed with the application.
- 3) Enclose all the supporting documents required, numbering them first.
- 4) Send the application file as specified in the recruitment notice and before the closing date given therein.

What supporting documents should be enclosed with the application file?

General remarks

Please do not send originals; only non-certified photocopies of the documents required should be enclosed. References to websites will not be regarded as constituting supporting documents. Printouts of pages from websites will not be regarded as certificates, although they may be enclosed purely to provide additional information.

Please note that successful candidates on the list of suitable candidates who are offered a job will be required to produce the originals of all the documents required before they can be recruited.

A curriculum vitae (CV) will not be regarded as a supporting document.

Candidates may not refer to application forms or any other documents already submitted in connection with previous applications (?).

None of the documents submitted with the application will be returned.

Supporting documents demonstrating compliance with the general conditions

No document is required at this stage to show that candidates:

- are a national of one of the European Union Member States,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed on them by the laws on military service,
- can provide character references appropriate to the performance of the duties concerned,

Candidates must sign the application form. By doing so, they declare on their honour that they meet these conditions and that the information supplied is true and complete.

(?) These conditions apply to all candidates, including officials and other servants of the European Union.

Supporting documents demonstrating compliance with the specific conditions and assessment of qualifications

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.

Diplomas and/or certificates attesting successful completion of studies

Candidates must supply photocopies of the diplomas or certificates attesting that they have completed studies of the level required by the recruitment notice.

The selection committee will take account of the different education systems in the European Union Member States.

In the case of post-secondary diplomas, the most detailed possible information must be provided, particularly concerning the subjects studied and the length of time for which they were studied, so that the selection committee can assess the relevance of the diplomas to the duties to be performed.

In the case of diplomas relating to technical or vocational training, further training or specialisation courses, candidates must state whether the course was full time or part time or consisted of evening classes, as well as the subjects covered and the official duration of the courses.

Professional experience

Professional experience will be taken into account only if it has been obtained more recently than the required diploma or certificate. The supporting documents must prove the **duration and level** of the professional experience, and the nature of the duties performed must be described in as much detail as possible, so that the selection committee can assess the relevance of the experience to the duties to be performed.

All such periods of work experience must be covered by supporting documents, for example:

- statements from former employers and the current employer certifying that candidates have the professional experience required for admission to the selection procedure;
- if, for reasons of confidentiality, candidates cannot enclose the required evidence of professional experience, *it is essential*, as a substitute for that evidence, that they enclose photocopies of the employment contract or letter of recruitment and the first and the most recent salary statements;
- where the work has not been performed on behalf of an employer (as a self-employed person, member of the liberal professions, etc.), invoices detailing the services provided or any other relevant official supporting document will be accepted as evidence.

Knowledge of languages

Knowledge of the required languages must be confirmed by a diploma, a certificate or a declaration on the candidate's honour, to be made on a separate sheet of paper, explaining how that knowledge was acquired.

If, at any stage in the procedure, it is established that the information given on the application form is incorrect or is not substantiated by supporting documents, or that all the conditions set out in the recruitment notice have not been met, candidates will be disqualified.

4. COMMUNICATION

It is the responsibility of candidates to make sure that their application form (original or copy), completed and signed and accompanied by all the supporting documents required, is sent by registered post ⁽³⁾ by the deadline specified, as evidenced by the postmark.

Applications sent by ordinary post or through the internal mail will not be considered. The Talent Selection Unit will not accept applications which are submitted in person.

Acknowledgement of receipt of application files will be given only if an item dispatched by registered post is accompanied by an advice of delivery form.

It is the responsibility of candidates to send a letter or email ⁽⁴⁾ to the Talent Selection Unit if they do not receive an email concerning their application by the date given in the last paragraph of the recruitment notice.

⁽³⁾ Dispatch by private courier company will be accepted as equivalent to dispatch by registered post. In such cases, the date of handing-in to the courier company as shown on the delivery form will be taken as the date of dispatch.

⁽⁴⁾ Address: European Parliament, Talent Selection Unit — MON 05 S 030, Selection procedure PE/226/S, 60 rue Wiertz, 1047 Brussels, Belgium. Email address: PE-226-S@ep.europa.eu

Any correspondence from a candidate concerning an application must quote the name given in that application and the number of the selection procedure.

All correspondence forwarded by the European Parliament concerning a selection procedure, including invitations to tests, will be sent by email to the address given on the application form. Candidates are responsible for checking their email account regularly (**at least twice a week**) and for notifying the Talent Selection Unit of any change in their particulars.

All communications concerning the selection procedure should be sent by email to the following mailbox:

PE-226-S@ep.europa.eu

If candidates are no longer in a position to check their email account, **it is their responsibility to inform** the Talent Selection Unit **immediately** and to provide a new electronic address.

In order to safeguard the independence of the selection committee, candidates may not under any circumstances approach the selection committee themselves, either directly or indirectly; if they do so, they may be disqualified.

Any correspondence for consideration by the selection committee and any request for information or other correspondence concerning the procedure must be addressed solely to the Talent Selection Unit², which will deal with all communications with candidates throughout the selection procedure until it has been completed.

5. GENERAL INFORMATION

Equal opportunities

The European Parliament takes great care to avoid any form of discrimination.

It is an equal-opportunities employer and accepts applications without discrimination on any grounds such as 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, sexual orientation, marital status or family situation.

Requests from candidates for access to information concerning them

Candidates in selection procedures are entitled to be given certain information which specifically concerns them, as described below. The European Parliament may therefore supply the following additional information to a candidate on request:

- a) candidates who have not been invited to the written test may, on request, obtain a copy of the evaluation sheet concerning their qualifications. Requests must be made within one month of the date on which the letter notifying the decision was sent;
- b) candidates who do not pass the written test and/or who are not among those invited to the oral tests may, on request, obtain a copy of their test paper as well as a copy of their personal evaluation sheet setting out the selection committee's remarks on their performance. Requests must be made within one month of the date on which the letter notifying the decision was sent;
- c) candidates who are invited to the oral tests but whose names do not appear on the list of suitable candidates will be informed of their results in the various tests only once the list of suitable candidates has been drawn up by the selection committee. They may, on request, obtain a copy of their written test paper and, for each of the written and oral tests, a copy of their personal evaluation sheet setting out the selection committee's remarks on their performance. Requests must be made within one month of the date on which the letter notifying the decision not to include their name on the list of suitable candidates was sent;
- d) successful candidates will be informed only that they have been included on the list of suitable candidates.

Requests will be dealt with in accordance with the requirement for the work of the selection committee to be secret, as laid down in the Staff Regulations of Officials of the European Union (Annex III, Article 6), and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

Protection of personal data

The European Parliament, as the body responsible for organising selection procedures, ensures that candidates' personal data are processed in strict compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council ⁽⁵⁾, particularly as regards confidentiality and security.

⁽⁵⁾ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 295, 21.11.2018, p. 39).

Travel and subsistence expenses

A contribution will be made towards the travel and subsistence expenses of candidates invited to the tests. Candidates will be given details of the arrangements for this and the rates applicable in the letter inviting them to the tests.

The address given on the application form will be considered to be the place from which the candidate departs to attend the tests to which he or she has been invited. A change of address notified by a candidate after the European Parliament has sent the invitations to the tests will not be taken into consideration, unless Parliament considers that the circumstances invoked by the candidate amount to force majeure or are wholly exceptional.

ANNEX I

Indicative guide to qualifications giving access to function group AD competitions ⁽¹⁾ (to be assessed on a case-by-case basis)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Belgique – België – Belgien	Licence/Licentiaat/Diplôme d'études approfondies (DEA)/Diplôme d'études spécialisées (DES)/Diplôme d'études supérieures spécialisées (DESS)/Gediplomeerde in de Voortgezette Studies (GVS)/Gediplomeerde in de Gespecialiseerde Studies (GGS)/Gediplomeerde in de Aanvullende Studies (GAS) Agrégation de l'enseignement secondaire supérieur (AESS)/Aggregaat Ingénieur industriel/Industrieel ingenieur/Master — 60/120 ECTS/Master complémentaire — 60 ECTS ou plus Agrégation de l'enseignement secondaire supérieur (AESS) — 30 ECTS Doctorat/Doctoraal Diploma	Bachelor académique (dit “de transition”) - 180 ECTS Academisch gerichte Bachelor - 180 ECTS
България	Диплома за висше образование Бакалавър — 240 ECTS/Магистър — 300 ECTS/Доктор Магистър след Бакалавър — 60 ECTS/Магистър след Професионален бакалавър по ... — 120 ECTS	
Česká republika	Diplom o ukončení vysokoškolského studia/Magistr/Doktor	Diplom o ukončení bakalářského studia (Bakalář)
Danmark	Kandidatgrad/Candidatus/Master/Magistergrad (Mag.Art)/Licenciatgrad/Ph.d.-grad	Bachelorgrad (B.A or B.Sc)/Professionsbachelorgrad/Diplomingeniør
Deutschland	Master (alle Hochschulen)/Diplom (Univ.)/Magister/Staatsexamen/Doktorgrad	Bachelor/Fachhochschulabschluss (FH) Staatsexamen (Regelstudienzeit 3 Jahre)
Eesti	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti)/Magistrikraad/Arstikraad/Hambaarstikraad/Loomaarstikraad/Filosoofiadoktor/Doktorikraad (120–160 ainepunkti)	Bakalaureusekraad (min 120 ainepunkti)/Bakalaureusekraad (< 160 ainepunkti)
Éire/Ireland	Céim Onórach Bhaitisiléara (4 bliana/240 ECTS) <i>Honours Bachelor Degree</i> (4 years/240 ECTS)/Céim Ollscoile <i>University Degree</i> / Céim Mháistir (60-120 ECTS) <i>Master's Degree</i> (60-120 ECTS)/Céim Dochtúra <i>Doctorate</i>	Céim Onórach Bhaitisiléara (3 bliana/180 ECTS) (BA, B.Sc, B. Eng) <i>Honours Bachelor Degree</i> (3 years/180 ECTS) (BA, B.Sc, B. Eng)
Ελλάδα	Πτυχίο [ΑΕΙ (πανεπιστημίου, πολυτεχνείου), ΤΕΙ υποχρεωτικής τετραετούς φοίτησης] 4 χρόνια (1ος κύκλος) Μεταπτυχιακό Δίπλωμα Ειδικευσης (2ος κύκλος) Διδακτορικό Δίπλωμα (3ος κύκλος)	

⁽¹⁾ Access to grades 7-16 of function group AD is subject to the further condition of having acquired at least one year's appropriate professional experience.

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
España	Licenciado/Ingeniero/Arquitecto/Graduado/Máster Universitario/Doctor	Diplomado/Ingeniero técnico Arquitecto técnico/Maestro
France	Maîtrise/MST (maîtrise des sciences et techniques)/MSG (maîtrise des sciences de gestion) DEST (diplôme d'études supérieures techniques)/DRT (diplôme de recherche technologique) DESS (diplôme d'études supérieures spécialisées)/DEA (diplôme d'études approfondies) Master 1/Master 2 professionnel/Master 2 recherche Diplôme des grandes écoles/Diplôme d'ingénieur/Doctorat	Licence
Italia	Diploma di Laurea (DL) — da 4 a 6 anni/Laurea specialistica (LS)/Laurea magistrale (LM)/Master universitario di primo livello/Master universitario di secondo livello/Diploma di Specializzazione (DS)/Dottorato di ricerca (DR)	Diploma universitario (3 anni)/Diploma di Scuola diretta a fini speciali (3 anni)/Laurea — L180 crediti
Κύπρος	Πανεπιστημιακό Πτυχίο/Bachelor Master/Doctorat	
Latvija	Bakalaura diploms (160 kredītpunkti)/Profesionālā bakalaura diploms/Magistra diploms/Profesionālā magistra diploms/Doktora grāds	Bakalaura diploms (min. 120 kredītpunkti)
Lietuva	Aukštojo mokslo diplomas/Bakalauro diplomas/Magistro diplomas/Daktaro diplomas/Meno licenciato diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas
Luxembourg	Master/Diplôme d'ingénieur industriel/DESS en droit européen	Bachelor/Diplôme d'ingénieur technicien
Magyarország	Egyetemi oklevél/Alapfokozat – 240 kredit/Mesterfokozat/Doktori fokozat	Főiskolai oklevél/Alapfokozat – 180 kredit vagy annál több
Malta	Bachelor's degree/Master of Arts/Doctorate	Bachelor's degree
Nederland	HBO Bachelor degree HBO/WO Master's degree Doctoraal examen/Doctoraat	Bachelor (WO)
Österreich	Master Magister/Magistra Magister/Magistra (FH) Diplom-Ingenieur/in Diplom-Ingenieur/in (FH) Doktor/in PhD	Bachelor Bakkalaureus/Bakkalaurea Bakkalaureus/Bakkalaurea (FH)

COUNTRY	University course of at least four years' duration	University course of at least three years' duration
Polska	Magister/Magister inżynier Dyplom doktora	Licencjat/Inżynier
Portugal	Licenciado/Mestre/Doutor	Bacharel/Licenciado
Hrvatska	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica) Stručni Specijalist Master degree (magistar struke) 300 kredit min magistar inženjer/magistrica inženjerka (mag. ing). Doktor struke/Doktor umjetnosti	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica)
România	Diplomă de Licență/Diplomă de inginer/Diplomă de urbanist/Diplomă de Master/Diplomă de Studii Aprofundate/Certificat de atestare (studii academice postuniversitare)/Diplomă de doctor	Diplomă de Licență
Slovenija	Univerzitetna diploma/Magisterij/Specializacija/Doktorat	Diploma o pridobljeni visoki strokovni izobrazbi
Slovensko	diplom o ukončení vysokoškolského štúdia/bakalár (Bc.)/magister magister/inžinier/ArtD	diplom o ukončení bakalárskeho štúdia (bakalár)
Suomi/ Finland	Maisterin tutkinto — Magister-examen Ammattikorkeakoulututkinto — Yrkeshögskoleexamen (min 160 opintoviikkoa — studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen — antingen 4 år eller 2 år efter licentiatexamen/Lisensiaatti/Licentiat	Kandidaatin tutkinto - Kandidatexamen/Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa — studieveckor)
Sverige	Magisterexamen (akademisk examen omfattande minst 160 poäng varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera)/Licentiatexamen/Doktorsexamen Meriter på avancerad nivå: Magisterexamen, 1 år, 60 högskolepoäng/Masterexamen, 2 år, 120 högskolepoäng Meriter på forskarnivå: Licentiatexamen, 2 år, 120 högskolepoäng/Doktorsexamen, 4 år, 240 högskolepoäng	Kandidatexamen (akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)
United Kingdom	Honours Bachelor degree/Master's degree (MA, MB, MEng, MPhil, MSc)/Doctorate	(Honours) Bachelor degree NB: Master's degree in Scotland

ANNEX II

REQUESTS FOR REVIEW – APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Candidates who consider that a decision has adversely affected them may request a review of the decision, launch an appeal procedure or lodge a complaint with the European Ombudsman ⁽¹⁾.

Requests for review

Candidates may ask the selection committee to review its decision:

- not to admit them to the selection procedure
- not to invite them to the written test
- not to invite them to the oral tests.

The selection committee will not review its decision not to include candidates on the list of suitable candidates.

Substantiated requests for review must be sent by email to PE-226-S@ep.europa.eu within **10 calendar days** of the date on which the Talent Selection Unit sent the email notifying the decision in question. A reply will be sent as soon as possible.

Appeals

- Lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union ⁽²⁾, which should be addressed to:

The Secretary-General
European Parliament
Konrad Adenauer Building
L-2929 Luxembourg
LUXEMBOURG

This option is available at all stages of the selection procedure.

Please note the broad measure of discretion enjoyed by selection committees, whose decisions are independently arrived at and cannot be changed by the appointing authority. The selection committee's decisions are subject to review only in the event of a clear violation of the rules governing their work. In that event, a decision by a selection committee may be challenged directly before the General Court of the European Union without a complaint having first been lodged under Article 90(2) of the Staff Regulations of Officials of the European Union.

- Submit an appeal to the:

General Court of the European Union
L-2925 Luxembourg
LUXEMBOURG

under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials of the European Union.

⁽¹⁾ Reviews, appeals or complaints to the European Ombudsman will not interrupt the work of the selection committee.

⁽²⁾ Regulation (EEC, Euratom, ECSC) No 259/68.

This option is available only in relation to decisions taken by the selection committee.

In the case of administrative decisions denying admission to the selection procedure on the grounds that the application does not meet the eligibility conditions set out in section B.1 of the notice, an appeal may be submitted to the General Court of the European Union only after a complaint has first been lodged as described above.

Appeals to the General Court of the European Union may be made only through a lawyer authorised to practise before a court of a Member State of the European Union or of the European Economic Area.

The time limits laid down in Articles 90 and 91 of the Staff Regulations of Officials of the European Union which apply to these two types of appeal start to run either from the date of notification of the original decision adversely affecting you or, only in the case of a request for a review, from the date on which you are notified of the selection committee's original reply to the request.

Complaints to the European Ombudsman

Any European Union citizen can make a complaint to:

The European Ombudsman
1, Avenue du Président Robert Schuman — B.P. 403
F-67001 STRASBOURG CEDEX
FRANCE

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament ⁽³⁾.

You should note that complaints made to the Ombudsman have no suspensive effect on the time limit laid down in Article 91 of the Staff Regulations of Officials of the European Union for lodging appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

⁽³⁾ Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 4.5.1994, p. 15).



Directorate-General for Personnel
 Directorate for Human Resources Development
 Talent Selection Unit

RECRUITMENT NOTICE PE/226/S

APPLICATION FORM

(please write in block capitals in black ink)

ALL SECTIONS MUST BE FILLED IN

Please note that you may apply for only one of the four areas.

- Area 1: Facility management (engineer)
- Area 2: Building systems (engineer specialising in hydraulic, airflow and electrical systems)
- Area 3: Building project management: carcass work (architect or engineer)
- Area 4: Building project management: technical installations (engineer specialising in technical installations)

1. NAME FORENAME(S)

2. ADDRESS
 (All correspondence will be sent to this address. Please inform us immediately of any change in address).

Street: No:

Postcode: Town: Country:

Phone number: Private: Office:

Email address:@.....

3. DATE AND PLACE OF BIRTH:

4. GENDER: Male Female

5. CURRENT NATIONALITY (if you have dual nationality, please give both):

6. KNOWLEDGE OF THE OFFICIAL LANGUAGES OF THE EU*:

Language 1	Language 2 (compulsory language chosen (X) for tests B.3.a), b) and c)) (ONE LANGUAGE):	Other languages:
	EN: () FR: ()	

Bulgarian = BG/Croatian = HR/Czech = CS/Danish = DA/Dutch = NL/English = EN/Estonian = ET/Finnish = FI/French = FR/German = DE/Greek = EL/Hungarian = HU/Irish = GA/Italian = IT/Latvian = LV/Lithuanian = LT/Maltese = MT/Polish = PL/Portuguese = PT/Romanian = RO/Slovak = SK/Slovene = SL/Spanish = ES/Swedish = SV

8. PROFESSIONAL EXPERIENCE. Continue on additional sheets if necessary.

Position held and job description	Employer's name and address	From DD / MM / YY (day, month, year)	To DD / MM / YY (day, month, year)	DURATION YY / MM / DD (years, months, days)
		/ /	/ /	/ /
		/ /	/ /	/ /
		/ /	/ /	/ /
		/ /	/ /	/ /
		/ /	/ /	/ /

TOTAL professional experience:

/ /

YY / MM / DD

9. Do you have a physical disability or are your personal circumstances such that they might give rise to problems during the tests (e.g. you are pregnant, are breastfeeding, or have health problems)?

Yes No

If the answer is yes, please give details (so that the Administration can make appropriate arrangements, wherever possible). Continue on additional sheets if necessary:

.....
.....

10. Names, addresses and telephone numbers of persons to contact if you cannot be contacted directly:

.....
.....

DECLARATION

- 1. I solemnly declare that the information given in this application form and the documents enclosed with it is true and complete.
- 2. I also solemnly declare that:
 - a) I am a national of one of the Member States of the Union and enjoy my full rights as a citizen;
 - b) I have fulfilled all obligations imposed on me by the laws on military service;
 - c) I can provide character references appropriate to the performance of the duties concerned.
- 3. I understand that, for my application to be admissible, I must submit this form together with all the supporting documents required to demonstrate that I meet the eligibility criteria (see Section A.3 of the recruitment notice) by the closing date.
- 4. I am aware that the decisions of the selection board are based solely on the supporting documents submitted with the application form and that no references to personnel files will be accepted.
- 5. I hereby consent/do not consent (delete as appropriate) to the European Parliament including my name on the list of suitable candidates that will be posted on the official notice boards in its buildings, should my application be successful.

Date and signature:

Annexes: number

DON'T FORGET TO SIGN THE FORM.

ISSN 1977-091X (electronic edition)
ISSN 1725-2423 (paper edition)



Publications Office of the European Union
L-2985 Luxembourg
LUXEMBOURG

EN