



VACANCY NOTICE FOR POSITIONS OF

Assistant - Contract Agent (FGIII)

Reference no. EEA/CA/2023/3

Please send us your application by no later than 3 April 2023 at midnight (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising an open competition with a view to establishing a reserve list of contract agents to work in one of the three profiles:

1. **Operational support;**
2. **Communications;**
3. **Human Resources.**

THE AGENCY:

The EEA is an Agency of the European Union (EU) and one of the decentralised Union bodies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

JOB DESCRIPTION:

The EEA seeks talented individuals across different skillsets to provide assistant support to various activities of the Agency and contribute to the improvement and modernisation of its daily operations, processes, and services to key stakeholders.

As part of an open, positive, multicultural and interdisciplinary team and under the responsibility of the Head of Group, reporting to the Head of Programme (see [organisational chart](#)), you will be responsible for providing assistance in relation to one or more of the following activities: operational support, communications and human resources.

1. **Operational support**

The position will entail the following tasks:

- Organising and coordinating calendar appointments and meetings;
- Scheduling, organising and facilitating technical aspects of virtual and on-site meetings such as conferences, workshops, experts meetings and similar events;
- Providing administrative and logistical support in the preparation and production of reports, publications and online information;
- Drafting notes, minutes of meetings, correspondence, presentations and/or other relevant texts upon request;
- Planning and monitoring budget expenditure in close cooperation with other relevant staff;
- Contributing to administrative quality checks of files, filing and archiving;
- Performing helpdesk functions towards external stakeholders, for example in relation to networking and data reporting activities performed by the EEA;
- Supporting capacity building activities with national authorities and with companies providing data to the EEA, particularly in relation to the technical functioning of online tools, and recurrent content-related aspects;
- Providing general support and back-up to the Group/Programme.

2. Communications

The position will entail the following tasks:

- Coordinating the EEA's translation activities, carried out mainly through external service providers, and contribute to continuous improvements of translations through streamlining quality processes and use cases;
- Contributing to networking and outreach activities and events, including through administrative tasks;
- Following the EEA's overall communication activities and projects, contribute and, where necessary, implement decisions related to online and offline events;
- Contributing to the EEA's digital tools and channels (e.g. dissemination tools and contact databases);
- Providing general support and back-up to the Group/Programme.

3. Human Resources

The position will entail the following tasks:

- Providing general support on human resources-related topics such as selection and recruitment, human resources policies and personnel administration;
- Contributing to organisational development and providing support for the review of human resources policies, guidelines, practices and procedures;
- Handling input and maintenance of Human Resources databases and performing data and statistical analysis;
- Liaising with other EU bodies to keep up with best practice approaches in the field of Human Resource Management;
- Providing general support and back-up to the Human Resource Management Group.

ELIGIBILITY CRITERIA:

Candidates applying must satisfy the following eligibility criteria on the closing date for the submission of applications:

- a) 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 at least 3 years;
- b) Following the award of one of the qualifications above, candidates must have a minimum of 3 years of relevant professional experience.

In addition, in order to be eligible a candidate must:

- Be a national of one of the member countries of the EEA (Member States of the European Union plus Iceland, Liechtenstein, Norway, Switzerland and Turkey);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a thorough knowledge of one of the languages of the EEA member countries and a satisfactory knowledge of another of these languages (corresponding to level B.2 of the [Common European Framework of Reference for languages](#));
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.

Candidates should assess carefully and check before submitting their application whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

**SELECTION CRITERIA:**

(In your application, please provide examples from current or past work experience where these competencies have been applied)

Essential:

- Proven experience related to the tasks mentioned for one or more of the areas of the above job description;
- Proven experience in written text production of professional correspondence, reports and guidelines in one or more of the areas of the job description;
- Excellent skills and experience in using digital tools, databases and document management systems;
- Excellent command of written and spoken English language, at least at level C1 in all categories according to the [Common European Framework of Reference for Language](#).

Advantageous:

- Training or professional qualification in Communications, Administration, Human Resources or a related field;
- Good understanding of administrative procedures within the European, public or international institutions and agencies, and good knowledge of the EU institutional and regulatory framework.

In addition to the requirements above, candidates invited to the written test and interview stage, will also be assessed against the following behavioural competencies:

- Excellent communication and interpersonal skills;
- Strong organisational skills demonstrating responsiveness and flexibility;
- Ability to work well with others as well as autonomously;
- Diversity awareness and sensitivity;
- Service-oriented mind-set;
- High sense of discretion and confidentiality;
- Attention to detail and ability to deliver accurate work;
- Ability to organise work and prioritise tasks.

CONTRACTUAL CONDITIONS:

The successful candidate will be offered a Contract Agent contract in accordance with Article 3a) of the [Conditions of Employment of Other Servants of the European Union](#). The selected candidate will be employed for an initial time period of four years, renewable.

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

Please note that recruitment is done in the first step of the grade within Function Group III to which the successful candidate qualifies, depending on the duration of the acquired professional experience.

For information on salary, please see information published under [Contract Agents](#).

The place of work will be Copenhagen, Denmark.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to Temporary Agents. These rules specify that:

“An official shall carry out his duties and conduct himself solely with the interests of the Union in mind. He shall neither seek nor take instructions from any government, authority, organization or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Union.”



An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.

Before recruiting an official, the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the appointing authority shall take this into account in a duly reasoned opinion. If necessary, the appointing authority shall take the measures referred to in Article 11a(2)."

For further information on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union see:

[Staff Regulations](#)

SELECTION PROCEDURE:

A Selection Committee is set up for the selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The Selection Committee is bound by the principle of confidentiality as enshrined in Article 6 of Annex III to the Staff Regulations. This works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are eligible. Candidates admitted to a previous selection procedure will not automatically be eligible. **Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

In a spirit of transparency, and in order to align our working methods with current practice in certain Member States, the administration has decided to proceed with the publication of [names of Selection Committee members](#).

Should the Selection Committee 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, the candidate will be disqualified.

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria.

The Selection Committee will invite to the interview and to the written test phase the best qualified candidates (maximum of 40). Should the case arise that there are various candidates scoring the same number of points in the 40th ranking, the number of candidates to be invited may be increased accordingly to accommodate this.

The interview will be held in English and the candidate's knowledge of other languages may also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in the area of expertise required for the post. Candidates invited for an interview will be asked to undergo a written test in English, in the area of expertise required for the post. The test and the interview will take place online.

At the end of the interviews the Selection Committee will submit the list of suitable candidates to the Appointing Authority who will decide on the appointment of the successful candidate and the establishment of a reserve list for the post advertised or similar posts that may become available. This usually follows from follow-up recruitment interviews conducted by the Appointing Authority with the



suitable candidates. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2024** and may be extended at the discretion of the Appointing Authority.

Prior to contract signature, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including a police certificate confirming the absence of any criminal record;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.