



VACANCY NOTICE

HR Officer

Contract Agent
(Ref. TEN-T/2012/CA/FGIII/01)

The TEN-T Executive Agency (TEN-T)

The TEN-T Executive Agency was created by the Commission's Decision 2007/60/EC of 26 October 2006, in accordance with Council Regulation (EC) No. 58/2003 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes.

In close collaboration with the Commission's Directorate General for Energy and Transport, the Agency manages the Community funds available for the promotion of Trans-European Transport Networks under Decision 1692/96/EC of the European Parliament and of the Council of 23 July 1996 establishing Community guidelines for the development of the TEN-T.

On the basis of its mandate, the Agency is responsible for the technical and financial implementation of TEN-T projects from both the 2000-2006 and 2007-2013 Financial Perspectives. It is set to carry out its duties until 2015. Its staff are specialists in project management, transport engineering, finance and legal affairs etc. The Agency is based in Brussels and will employ up to 99 agents. **The purpose of this publication is to set up a reserve list which will be used to cover the future possible needs of the Agency.**

The TEN-T Executive Agency (TEN-T) - Tasks

The Agency is responsible, in the framework of Community action in the field of the trans-European transport network, for the implementation of tasks concerning the granting of Community financial aid pursuant to the Council Regulation (EC) No 2236/95 and the Regulation (EC) No 680/2007, with the exception of tasks requiring discretionary powers in translating political choices into action, such as programming, the establishment of priorities, the selection of projects according to Article 5 of the Regulation (EC) No 680/2007, programme evaluation and legislative monitoring. The Agency is responsible in particular for the following tasks:

- a) assistance to the Commission during the programming and selection phases, as well as management of the monitoring phase of the financial aid granted to projects of common interest under the budget for the trans-European transport network, as well as carrying out the necessary checks to that end, by adopting the relevant decisions using the powers delegated to the Agency by the Commission;
- b) coordination with other Community financial instruments, in particular by ensuring the coordination of the granting of financial aid, over the entire route, for all projects of common interest which also receive funding under the Structural Funds, the Cohesion Fund and from the European Investment Bank;
- c) technical assistance to project promoters regarding the financial engineering for projects and the development of common evaluation methods;

- d) adoption of the budget implementation instruments for revenue and expenditure and implementation, where the Commission has delegated responsibility to the Agency, of all operations required for the management of Community actions in the field of the trans-European transport network, as provided for in the Council Regulation (EC) No 2236/95 and the Regulation (EC) No 680/2007;
- e) collection, analysis and transmission to the Commission of all information required by the Commission for the implementation of the trans-European transport network;
- f) accompanying measures to contribute to the efficiency and effectiveness of the TEN-T programme in order to maximise its European added value, including promotion of the TEN-T programme to all parties concerned and the improvement of its visibility to the general public, in the Member States and bordering third countries;
- g) any technical and administrative support requested by the Commission.

For further information please go to the following website:

<http://tentea.ec.europa.eu/en/home.htm>

Description of the job

The jobholder will report to the Head of Human Resources. S/he will be part of a team and be mainly responsible for the daily human resources management.

As such, the HR Officer/Staff Administration will ensure the correct and timely administration of contracts of employment, the determination of individual rights and entitlements as well as privileges and immunity entitlements, leave management, and the correct and timely preparation of salary payments for TENT T staff, in line with the relevant regulatory provisions and in collaboration with all appropriate services.

S/he will mainly carry out the following tasks:

HR Management

- Responsible for the daily management of contracts (renewals, step increase, termination) and the initial determination and periodic review of individual rights.
- Ensure that all staff members are aware of their rights and obligations and answer any queries on the subject.
- Provide initial information and welcome to each new staff member. Ensure that a welcome pack is maintained and updated for distribution.
- Assist the Head of HR in the planning of Title 1 budget.
- Backup of the salary payments for TEN-T staff ensuring an effective information flow with the relevant external bodies, such as DG Human Resources and Security as well as Paymaster Office.
- Draft policies and procedures proposals in the area of personnel administration, and ensure proper implementation of established policies and procedures.
- Establish and maintain in a timely manner the personnel files of TEN-T staff in accordance with staff rules and regulations.
- Maintain and update the HR database in a timely manner, and present periodic and ad hoc reports and statistics on staffing matters

Management of issues related to "Protocol, Privileges and Immunities"

- Focal point for all questions related to Privileges and Immunities. These include the following non exhaustive list: special id cards; car registration and tax free cars; tax free importation of goods.
- Inform staff of their rights and obligations in this respect and answer any queries relating to these issues.
- Liaison with all relevant internal and external partners (DG HR, Belgian Protocol section, etc.) and processing of all relevant documentations.

Leave management

- Focal point for all issues related to leave.
- Monitoring and processing of all leave requests.
- Updating of all related systems in a timely manner.
- Provide statistics and reporting as requested

Qualifications and experience required

A. Eligibility criteria

- A post-secondary education attested by a diploma.
- Or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years.
- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another EU language to the extent necessary to perform his/her duties.

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

- be a national of one of the Member States of the European Union;
- be entitled to his or her full rights as citizen;
- meet the appropriate character reference as to his/her suitability for the performance of his/her duties;
- have fulfilled any obligations imposed by the applicable laws concerning military service, and;
- be physically fit to perform the duties linked to the post.

Candidates must be included in the European Personnel Selection Office (EPSO) data base for contract agents in function group III in a field appropriate to the profile of the post and have successfully passed the EPSO selection tests for that function group.

Please note that candidates who are on a valid EPSO list published in 2010 (CAST2010) are eligible on the condition they have successfully passed the complementary tests (DB3), as an Annex to the selection procedure CAST2010. The candidates concerned are invited to consult the letter they received from EPSO for further information.

Candidates issued from CAST RELEX are not eligible for this position, which does not have an international dimension.

B. Selection criteria

Essential:

- Professional experience acquired in positions in Human Resources, preferably in staff administration.
- Knowledge of European Union policies.
- Very good command of the English language in the technical field concerned.
- Experience of working in a multi-cultural and international environment.
- High degree of organisational skills and ability to work under pressure.

Advantageous:

- Professional experience in an EU Institution, in particular as HR Officer.
- Professional experience in work legislation.
- Good interpersonal, communication and problem solving skills.
- Knowledge of Sysper2 database.
- Knowledge of more than two Community languages, in particular working languages (French and/or German).

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the selection committee.

The jobholder will be recruited as contract staff, in function group III, pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities (CEOS).

The basic monthly salary within this function group will depend on the number of years of **relevant professional experience at appropriate level** (in function group III, either grade 8, grade 9 or grade 10).

The jobholder will serve a probation period of nine months.

The initial contract will be until 31/12/2015 and may be renewed

The place of employment will be Brussels where the Agency has its activities.

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

For further information on the legal framework of contract agents, see the web site of the Directorate-General for Human Resources and Security (DG HR) on the internet at

http://ec.europa.eu/civil_service/docs/toc100_en.pdf

Equal opportunities

The European Union takes great care to avoid any form of discrimination in its recruitment procedures and actively encourages applications from women.

Application procedure

For applications to be **valid**, candidates must submit:

- a detailed curriculum vitae, in EU CV format¹;
- a letter of motivation, including his/her views on the mission of the proposed position (2 pages maximum).

The EPSO letter informing the candidate of having successfully passed the competition is requested.

Your **EPSO candidate ID number** must be mentioned in your CV and motivation letter.

Please note that the motivation letter forms an essential basis for the pre-selection decision with regard to the justification of the essential criteria indicated under B above.

Applications must only be sent to the following mailbox: TENTEA-recruitment@ec.europa.eu, indicating the above-mentioned reference number **TEN-T/2012/CA/FGIII/01** as subject.

Closing date:

Applications must be sent no later than **9th March 2012 12.00 (noon)**.

Supporting documents showing evidence of the provided information may be requested at a later stage. No document will be sent back to candidates.

Candidates are invited to apply in English, to facilitate the selection process.

In no circumstances should candidates approach the selection committee themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

Selection procedure

A - Written tests (45 min)

a) test in English comprising a series of multiple-choice questions to assess:

- your knowledge of the European Union, its institutions, the TEN-T EA and its policies.
- your specific knowledge in the field of the post

Time allowed: 15 minutes.

This test will be marked out of 10 (pass mark: 5)

Wrong answers in these tests will not be penalised.

b) A case study in English designed to test:

- your knowledge in the field of the profile,
- your ability to understand, analyse and summarise,
- your drafting ability.

This test will be marked out of 30 (pass mark: 15).

Time allowed: 30 minutes.

B – Oral test (30 min)

Interview with a selection board in English to assess:

- your suitability to carry out the duties of an HR Officer,

¹ EU CV format available on:

<http://europass.cedefop.eu.int/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>

- your specialist knowledge in the field of HR,
- your communication, inter-personal and problem-solving skills
- your knowledge of the European Union, its institutions, the TEN-T EA and its policies,
- your motivation and your ability to adjust to working as a Contractual Agent in a multicultural environment.

This test will be marked out of 100 (pass mark: 50).

Both the oral and written tests will be combined on a total of 140. Pass mark: 84 out of 140.

Information to candidates

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent by email only.

A candidate may request clarifications about the processing of his/her application by sending an email quoting the reference of the vacancy notice concerned, at the following address: TENEA-HR-INFO@ec.europa.eu.

Appeal procedure

A candidate who feels that a mistake was made in the assessment of his/her profile may ask to have it re-assessed by sending, within 15 calendar days of the date on the email notifying the rejection of his/her application, a request for review, mentioning "Request for review" in subject and quoting the reference of the vacancy notice concerned to the Chairman of the Selection Committee at the following address: TENEA-HR-INFO@ec.europa.eu

The selection board will reconsider the application and notify the candidate of its decision within 15 calendar days of receipt of the request for review.

Data protection

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible pre-selection and recruitment at the TEN-T EA. The personal information requested from candidates will be processed in line with Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 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.