



## VACANCY NOTICE

### ADMINISTRATIVE ASSISTANT

(ELA/AST/2019/006)

<b>Type of contract</b>	Temporary agent
<b>Function group and grade</b>	AST3
<b>Duration of contract</b>	5 years (renewable)
<b>Area</b>	Stakeholders relations
<b>Place of employment</b>	Bratislava (Slovakia) <sup>1</sup>
<b>Estimated monthly basic salary</b>	€3.032 <sup>2</sup>
<b>Deadline for applications</b>	06 August 2019 12:00 Brussels time
<b>Reserve list valid until</b>	31 December 2020

#### **The European Labour Authority**

The European Labour Authority ('the Authority' or 'ELA') is a new Union decentralised body in the area of cross-border labour mobility, currently in its initial start-up phase.

Its aim is to facilitate access for individuals and employers to information on their rights and obligations; support cooperation between EU countries in the cross-border enforcement of relevant Union law, including by facilitating joint inspections; and mediate and facilitate a solution in cases of cross-border disputes between national authorities.

The European Parliament and the Council recently adopted the Regulation establishing the European Labour Authority. The text currently awaits publication in the Official Journal of the EU.

The Authority should reach its full operational capacity by 2024. The European Commission is responsible for the initial set up phase until the Authority is sufficiently staffed and ready to fulfil its mandate.

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<sup>1</sup> Depending on the availability of the new offices of the ELA in Bratislava, the successful jobholder may be required to take duties for a limited period of several months in Brussels, hosted at premises of the European Commission, Directorate General for Employment, Social Affairs & Inclusion.

<sup>2</sup> This estimate takes into account the coefficient of correction applicable to Slovakia, currently equal to 78.5% (compared to Brussels). Additional allowances, as well as deductions for the community tax, contributions for medical insurance, pension and unemployment insurance are not included in this estimate.

Further information on the Authority is available on:

[www.ela.europa.eu](http://www.ela.europa.eu)

<https://ec.europa.eu/social/main.jsp?catId=1414&langId=en>

## **The job**

The European Commission, on behalf of the Authority, is launching a vacancy notice with a view to establishing a reserve list of Temporary Agents for the position of Administrative Assistant<sup>3</sup>.

### **1. Profile**

The Administrative Assistant(s) will be expected to support the Executive Director, and/ or the Management Board and operational units of the Authority, by contributing to different work streams, the preparation of meetings, the smooth running of such meetings and the coordination among different services of the Commission, the ELA and national Authorities.

#### **1.1 Tasks**

The Administrative Assistant's tasks will include, amongst others, the following:

- Provide administrative and logistical support in the performance of the ELA activities,
- Assist the Chairperson and the Deputy Chairperson, Executive Director or operational units in performing their duties;
- Assist in preparing and coordinating the organisation of Management Board meetings;
- Ensure logistic support in the organisation of meetings: room reservations, coordination with participants as well as taking care of the follow-up (travel cost reimbursements of the experts, sending of the meeting reports);
- Support the organisation of other conferences, committees meetings and workshops;
- Contribute to draft relevant documents (agendas, briefings, minutes, presentations, etc.);
- Regularly update the relevant contacts for the Board;
- Perform other duties as instructed by the management of the Authority to guarantee best quality services to internal and external stakeholders.

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<sup>3</sup> N.B. Any action following the publication of this vacancy, including invitations to interviews and at a later stage the offer of a job contract, is subject to the entry into force of the ELA Regulation, after its publication of in the Official Journal of the EU, and the availability of the budget for the Authority.

## **Qualifications and experience required**

### **2. Eligibility criteria**

By the closing date of this vacancy notice candidates must:

- be a national of a Member State of the European Union;
- enjoy their full rights as citizens<sup>4</sup>;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties<sup>5</sup>;
- have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is expected to be the daily working language of the ELA, proficiency in English is required to a level necessary for the performance of the duties (level C1);
- have a level of education which corresponds to post-secondary education attested by a diploma and a total of at least 6 years of professional experience, or a level of secondary education attested by a diploma giving access to postsecondary education, and professional experience of at least 9 years following the award of the diploma giving access to this function group.

### **3. Selection criteria**

Essential:

- Suitability to perform the tasks described in section 1.1;
- Relevant experience of at least 4 years in providing support to senior staff;
- Proven experience of at least 3 years in organising high-level meetings/conferences;
- Professional experience of at least 3 years in multicultural environments;
- Experience in performing tasks of a different nature in the same context;
- Excellent knowledge of standard computer applications (e.g. Microsoft Word, Excel, PowerPoint);

Advantageous:

- Knowledge and/or experience in the field of labour mobility;
- Working knowledge of other EU languages.

Moreover, the following competencies will be assessed during the selection process:

- Excellent organisational skills;

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<sup>4</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record

<sup>5</sup> Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

- High level of service attitude and discretion, capability to handle confidentiality matters;
- Ability to work in autonomous way and a proactive attitude;
- Excellent team working spirit and ability to contribute to a positive working environment.

## **The selection process**

### **4. How to apply**

You must apply through the EU CV Online system<sup>6</sup>. Only complete applications registered via EU CV Online before the deadline will be considered. Applications must include a motivation letter and a CV, both submitted in English to be considered.

Please note that this selection procedure is published in parallel with selection procedures for other profiles at the ELA. You are encouraged to apply for the position(s) that best suit(s) your profile and experience. To be able to apply via EU CV Online, you must first create an account or sign in to an existing account. If not done already, you must first fill in the electronic CV. Once the CV is completed, you may choose and apply to the call for expressions of interest of your choice. You are advised to fill out all relevant fields of the application. All technical questions concerning EU CV Online must be sent through the contact page of EU CV Online.

**Before applying, you should carefully check whether you meet all the eligibility criteria.**

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a problem with the internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to interviews/ tests (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

***Deadline for applications: 6 August 2019 (12:00 Brussels time)***

You may apply at:

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<sup>6</sup> EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

[https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/CV\\_Cand/index.cfm?fuseaction=premierAcces](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces)

*If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail<sup>7</sup>, postmarked no later than the closing date for registration. All subsequent communication between the Commission and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.*

If you require more information, please send an e-mail to [EMPL-ELA-HR@ec.europa.eu](mailto:EMPL-ELA-HR@ec.europa.eu).

## **5. Steps of the selection procedure**

### **5.1 Admission to the selection procedure**

After the deadline for online registration, the selection committee will check the submitted applications against eligibility criteria described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria under Section 3.

### **5.2 Initial assessment of the applications**

The selection committee will assess each eligible application according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

### **5.3 The assessment phase**

Following the initial assessment of the applications, the most suitable candidates for the post will be invited to the assessment phase, to be held in Brussels. This phase involves an interview with the selection committee and tests related to the field of the vacancy. This phase will enable the selection committee to carry out an assessment of the pre-selected candidates according to the selection criteria described in Section 3.

The assessment phase will be conducted in English.

Pre-selected candidates invited will be requested to submit, at the time of the assessment phase, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

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<sup>7</sup> European Commission, Directorate General for Employment, Social Affairs & Inclusion, ELA Establishment Plan, Rue de Spa 3 04/106, B-1049 Brussels.

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

#### **5.4 Verification of documents and scrutiny**

The candidates' application will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

You will also be disqualified if you:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

#### **5.5 Reserve list**

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the interim Executive Director of the ELA for approval. The adopted reserve list will be valid until 31 December 2020. Reserve lists may be extended by decision of the ELA. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the ELA (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the ELA.

### **Other important information**

#### **6. General information**

##### **6.1 Equal opportunities**

The European Commission, on behalf of the ELA, applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

##### **6.2 Selection committee**

A selection committee will be appointed. Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden.

##### **6.3 Approximate timetable**

The selection process may take some months to be completed; no information will be released during this period. The selection panel intends to finalise the recruitment process for this vacancy by October/ November 2019, with a view for the selected candidate to take office by end 2019 / early 2020.

#### **6.4 Recruitment conditions / Career**

The successful candidate may be offered a contract as a temporary agent in accordance with the conditions of employment of other servants of the European Communities for an initial period of 5 years, renewable once. After the second period, the contract may be renewed for an indefinite period.

The place of employment is Bratislava, Slovakia. However, depending on the availability of the new offices of the ELA in Bratislava, the successful jobholder may be required to take duties for a limited period of several months in Brussels, hosted at premises of the European Commission, Directorate General for Employment, Social Affairs & Inclusion.

#### **6.5 Remuneration**

The successful candidate who is offered a contract of employment will, on their entry into service, be placed in step 1 or step 2 of the AST3 grade, according to the length of their professional experience. The basic monthly salaries for grade AST3 Assistants, as at 1 January 2019 in Bratislava, are:

- Step 1: € 3.032
- Step 2: € 3.161

Please note that the estimates above includes the coefficient of correction applicable to Slovakia, currently equal to 78.5% (compared to Brussels). In addition to the basic salary, staff members may be entitled to various allowances. These may include:

- Household allowance (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold);
- Dependent child allowance (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme);
- Education allowances (in very specific cases) or Payment of the education fees applicable to selected educational institutions);
- Expatriation allowance (16% of the sum of basic salary and other applicable allowances).

The salary is subject to a Community tax deducted at source, as well as contributions for medical insurance, pension and unemployment insurance.

#### **6.6 Protection of personal data**

As the body responsible for organising the competition, the European Commission, on behalf of the Authority, ensures that applicants' personal data are processed as required by 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, offices and agencies and on the free movement of such data (Official

Journal of the European Union, L 295/39 of 21 November 2018). This applies in particular to the confidentiality and security of such data.

### **6.7 Appeal procedure**

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

European Commission  
DG Employment, Social Affairs & Inclusion  
ELA Establishment Group  
Selection procedure: Ref. ELA/AST/2019/006  
Rue de Spa 3, Office 04/110  
1049, Brussels,  
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.