ELIGIBILITY GRID

Call for applications for a post of Administrative Assistant in the Resources and Support Unit

Contract Agent 3(a) (FGII) – with a further view to establish a reserve list - ERA/CA/2016/001

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| --- | --- |
| *Name (in capitals):* |  |
| *First name:* |  |
| *Where did you hear about/read this publication of post:* |  |

*ELIGIBILITY CRITERIA*

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| --- | --- | --- | --- |
| 1. | I have a post-secondary education in administrative / secretarial studies attested by a diploma and relevant professional experience of at least 2 years**OR**I have a secondary education attested by a diploma giving access to post-secondary education and relevant professional experience of 5 yearsNumber of years of professional experience following the award of my diploma: **Please specify:** | [ ]  Yes[ ]  Yes | [ ]  No[ ]  No |
| 2. | I have a thorough knowledge of an official language[[1]](#footnote-1) of the European Union and a satisfactory knowledge of another official language[[2]](#footnote-2) of the European Union to the extent necessary for the performance of the duties pertaining to the post | [ ]  Yes | [ ]  No |
| 3. | I am a national of Member State of the European Union, Iceland, Liechtenstein or Norway | [ ]  Yes | [ ]  No |
| 4. | I enjoy full rights as a citizen | [ ]  Yes | [ ]  No |
| 5. | I have fulfilled any obligations imposed by the applicable laws on military service | [ ]  Yes | [ ]  No |
| 6. | I meet the character requirements for the duties involved | [ ]  Yes | [ ]  No |
| 7. | I am physically fit to perform the duties linked to the post | [ ]  Yes | [ ]  No |

*SELECTION CRITERIA - ESSENTIAL*

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| 1. | I have administrative experience of 2 years in the field of Human Resources | [ ]  Yes | [ ]  No |
| 2. | I have working experience in ABAC workflow and assets or similar financial e-tools | [ ]  Yes | [ ]  No |
| 3. | I have experience in managing a(n) intranet/website | [ ]  Yes | [ ]  No |
| 4. | I have a very good command of the English language (spoken and written as proficient user - C1 level) | [ ]  Yes | [ ]  No |
| 5. | I have a good knowledge of the French language (spoken and written as independent user - B2 level) | [ ]  Yes | [ ]  No |
| 6. | I have sound command of MS Office applications, particularly MS Word, MS Powerpoint and MS Excel | [ ]  Yes | [ ]  No |

*SELECTION CRITERIA - ADVANTAGEOUS*

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| 1. | I have working experience in an international environment, in particular in the EU Institutions/agencies | [ ]  Yes | [ ]  No |
| 2. | I have working knowledge of other EU languages | [ ]  Yes | [ ]  No |
| 3. | I have good communications skills and service-oriented attitude | [ ]  Yes | [ ]  No |
| 4. | I have experience in administrative organization and in planning (e.g. managing calendars, organizing meetings, etc.) | [ ]  Yes | [ ]  No |
| 5. | I am adapting successfully to changing situations and environment | [ ]  Yes | [ ]  No |
| 6. | I have high sense of confidentiality | [ ]  Yes | [ ]  No |

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| --- | --- | --- | --- |
| 1. | I hereby declare that the statements in my letter of motivation as well as in my CV are correct | [ ]  Yes | [ ]  No |

1. Your mother tongue or another official EU language of which you have a thorough knowledge corresponding to level C1 as defined in the Common European Framework of Reference for Languages (CEFR)<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#footnote-ref-1)
2. Knowledge of your second official EU language corresponding to at least level B2 as defined in the Common European Framework of Reference for Languages (CEFR) [↑](#footnote-ref-2)