ELIGIBILITY GRID

*IAM - Call for applications for a post of Head of Human Resources in the Resources and Support Unit*

*- Temporary Agent 2 (f) (AD7-AD8)*

*IAM/ERA/AD/2016/001*

|  |  |
| --- | --- |
| Name (in capitals): |  |
| First name: |  |

ELIGIBILITY CRITERIA

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| --- | --- | --- | --- |
| 1. | I am a member of the temporary staff 2(f) | [ ]  Yes | [ ]  No |
| 2. | On the closing date for applications and on the day of filling the vacant post, I am employed within my current agency in a function group and in a grade corresponding to the published function group and grade range | [ ]  Yes | [ ]  No |
| 3. | I have at least 2 years’ service within my current agency before moving | [ ]  Yes | [ ]  No |
| 4. | I have successfully passed my probationary period | [ ]  Yes | [ ]  No |
| 5. | I have a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is **4 years** or more, followed by at least 6 or 9 years of professional experience respectively for AD7 and for AD8I have a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is **3 years** or more, followed by at least 7 or 10 years of professional experience respectively for AD7 and for AD8 | [ ]  Yes | [ ]  No |
| 6. | The university studies must preferably be in the field of Human Resources management, Economy, Psychology, Business Administration, Law or in a similar discipline | [ ]  Yes | [ ]  No |

SELECTION CRITERIA - ESSENTIAL

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| --- | --- | --- | --- |
| 1. | I have at least 6 or 9 years of HR experience respectively for AD7 and for AD8, 5 of which in a team leader or managing position | [ ]  Yes | [ ]  No |
| 2. | I have good knowledge and relevant work experience in the areas of HR described in the job content | [ ]  Yes | [ ]  No |
| 3. | I have excellent decision-making skills and strategic thinking | [ ]  Yes | [ ]  No |
| 4. | I have excellent planning and organisational skills | [ ]  Yes | [ ]  No |
| 5. | I have analytical skills and analytical approach to finding solutions | [ ]  Yes | [ ]  No |
| 6. | I have thorough knowledge of English (which is the internal working language of the Agency) | [ ]  Yes | [ ]  No |
| 7. | I have excellent ability to communicate at all levels in a multi-cultural environment and ability to interact and explain concepts and plans clearly to the Agency’s internal and external skakeholders | [ ]  Yes | [ ]  No |
| 8. | I have excellent negotiating skills | [ ]  Yes | [ ]  No |
| 9. | I have excellent interpersonal skills with emphasis on the ability to deploy empathic skills | [ ]  Yes | [ ]  No |
| 10. | I have strong influencing and motivating skills | [ ]  Yes | [ ]  No |
| 11. | I possess a good set of HR ethics and principles | [ ]  Yes | [ ]  No |
| 12. | I am motivated and I have a dynamic personality with strong aptitude for team work | [ ]  Yes | [ ]  No |
| 13. | I have very good knowledge of MS Office applications, particularly MS Word and MS Excel | [ ]  Yes | [ ]  No |

SELECTION CRITERIA - ADVANTAGEOUS

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | I have academic and training background in the field of HR management or similar | [ ]  Yes | [ ]  No |
| 2. | I have professional experience in an EU or other international public administration | [ ]  Yes | [ ]  No |
| 3. | I have professional experience of HR management within an EU agency or institutions | [ ]  Yes | [ ]  No |
| 4. | I have profound knowledge of the EU resources legislation (Staff Regulations and CEOS and its accompanying implementing rules) | [ ]  Yes | [ ]  No |
| 5. | I have experience with quality and change management | [ ]  Yes | [ ]  No |
| 6. | I have knowledge of French | [ ]  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 |