

VACANCY NOTICE

Secretary

N° Authority/SC/2023/05
(Post N°7142)

Applications submitted in response to this vacancy notice will be taken into consideration in accordance with the procedures laid down in Articles 29(1)(b) and (c) of the Staff Regulations (SR). If the job cannot be filled at this stage, consideration will be given to other procedures under the Staff Regulations (SR).

1. Who we are

The Authority for European Political Parties and European Political Foundations (the “Authority”) was established as an independent Union body by Regulation (EU, Euratom) No 1141/2014 for the purpose of carrying out registration and verification processes, controlling compliance and - where necessary - imposing sanctions on European political parties and European political foundations. The Authority also contributes to political awareness at European level by ensuring visibility of certain documentation in respect to European political parties and European political foundations. Additionally, the Authority takes part in efforts to secure the integrity of European elections by a verification procedure related to infringements of personal data protection rules. In all its fields of activity, the Authority works in close cooperation with EU institutions and bodies, in particular the European Parliament, as well as with competent national authorities.

2. What we offer

Job	Secretary
Type of post	Secretary/Clerk
Grade	SC(1-3)
Place of employment	Belgium - Brussels
Deadline for applications	11/04/2023 at 23:59 hours (Brussels time)

3. Main responsibilities

We have the intention to fill a secretary/clerk post at the Authority.

The secretary will support the Director and the colleagues of the Authority by providing clerical and administrative support. With a view to ensuring compliance with the applicable legal framework his/her tasks will include:

- Assisting the Director, team leaders and administrators by carrying out various secretarial and internal administrative tasks;
- Document and mail management: recording, distribution and follow-up (including use of a document management application);

- Carrying out logistical administrative tasks (taking notes, correcting notes and minutes, linguistic revision, office supplies, etc.);
- Work involving Microsoft Word processing, putting documents in the proper form, producing tables, keeping diaries, mail, filing, preparing dossiers, organising meetings etc.;
- Performing any other administrative tasks assigned to him/her by the Director or the team leaders.

Given the nature of the tasks as well as the linguistic profiles of our interlocutors in European political parties and European political foundations, applicants for registration, EU Institutions and bodies as well as Member States, the secretary will need to be able to read, write and communicate orally in English.

4. Requirements

4.1. Eligibility criteria

To be considered eligible, candidates must satisfy all the following eligibility criteria by the closing date for submitting applications.

Candidates must:

- Be nationals of one of the Member States of the Union and enjoy their full rights as citizens;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to their suitability for the performance of the duties¹;
- Be physically fit to perform the duties linked to the post².

4.2. Selection criteria

We are looking for a motivated, flexible and dynamic personality who enjoys working for the European project and to protect its democracy. The ideal candidate we are looking for delivers precise work and is able to work under time constraints.

Essential criteria:

- A 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 three years, or professional training or professional experience of an equivalent level.
- For performance of the duties and in light of the Authority's interlocutors' linguistic profiles, capacity to produce well-structured and precise texts, and to communicate orally, in English (at least C1 level) is essential.

¹ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by a competent Member State Authority attesting the absence of any criminal record.

² Prior to recruitment, the successful candidate shall be medically examined in line with the requirement of Article 28(e) of the Staff Regulations of Officials of the European Union.

- Secretarial skills.
- Knowledge of archiving and documentation techniques.
- Knowledge of standard computer applications (Microsoft Word processing, databases).
- Organisational and communication skills, ability to prioritise, ability to work under pressure and adjust to changes in a rapidly evolving work environment as well as a high sense of discretion and confidentiality are extremely important.
- The job crucially requires the ability to contribute constructively to the work of an interdisciplinary team.

Assets:

- Website publication experience;
- Knowledge of the administrative procedures associated with the areas of activity of the Authority;
- Showing reliability;
- Showing flexibility;
- Team spirit and cooperation aptitude;
- Result orientation.

5. Application procedure

Candidates are required to check carefully before submitting an application whether they meet all the eligibility criteria, particularly concerning the required types of diploma. In order to facilitate the process, candidates are invited to apply in English, which is the main working language of the Authority.

Laureates of an EPSO competition for Officials of the EU Institutions in function group SC and Officials of the EU Institutions in function group SC, who are interested in this vacancy and believe they have the necessary qualifications should submit their application, by e-mail only, to:

APPF-VACANCIES@appf.europa.eu

- Please make sure to indicate the number of the Vacancy Notice, type of post, job and grade concerned;
- Please use and duly complete the Authority's **Application Form**, which is one of the annexes to this Vacancy Notice;
- The subject of the e-mail should include the reference of this Vacancy Notice, followed by the candidate's surname;
- The Application Form - the file itself - must be saved as follows: SURNAME_Name_Reference number.

Your personal data will be processed in accordance with Regulation (EU) No 2018/1725.

Please note that incomplete applications will be disqualified. Candidates who use the same application to apply for more than one position will also be disqualified.

Part-time work will be taken into account in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment.

Under no circumstances should candidates contact the Selection Board, directly or indirectly, concerning this selection procedure. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

6. Closing date for applications

The closing date for applications is **11 April 2023, 23:59, Brussels time**. The Authority will disregard any application received after the deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or fault with the internet connection could lead to difficulties in submissions. The Authority cannot be held responsible for any delay due to such difficulties.

7. Selection procedure

The candidates' applications will first be assessed against the eligibility criteria. From among those fulfilling the eligibility criteria, the most suitable candidates in light of the selection criteria will be invited for the next stage of the selection procedure, depending on the number of applications consisting of (1) possibly a written test and/or (2) an interview by the Selection Board. It is envisaged that the written tests and/or interviews will take place in March 2023. In light of administrative efficiency considerations, the written tests and/or the interviews might be conducted by video-conference.

Based on the results of the written test and the interview, the Selection Board will propose up to three successful candidates to the Director of the Authority. The Director, in his capacity as Appointing Authority, will make the final decision.

In accordance with Articles 11 and 11a of the Staff Regulations (SR), the successful candidate will be required to make a declaration of non-conflict of interest before recruitment. The Appointing Authority will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest in relation to the position offered and will adopt appropriate measures. To that end, the candidate - using a specific form - will inform the Appointing Authority of any actual or potential conflict of interest.

In this regard, please also note that Regulation (EU, Euratom) No 1141/2014 specifies that: *“The selection of the staff shall not be liable to result in a conflict of interests [...] and they shall refrain from any act which is incompatible with the nature of their duties.”*

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications, experience and skills, and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question.

Enquiries in relation to this selection procedure³, should be addressed to the following email address:

APPF-VACANCIES@appf.europa.eu

8. Conditions of Employment

Information on working conditions of staff members can be found in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union⁴.

For reasons related to the Authority's operational requirements, the successful candidates will be required to be available at short notice.

The salary of staff members is subject to a Community tax deducted at source and staff members are exempt from national tax on salary.

In addition to the basic salary, the following benefits may apply:

- Additional specific allowances (*e.g.*, expatriation, household, dependent child, installation) depending on the individual's family situation and the place of origin;
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service.

Further information on working conditions of staff members can be found in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union.

9. Equal opportunities

The Authority applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

10. Data Protection

The Authority ensures that candidates' 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, bodies, offices and agencies and on the free movement of such data, and repealing

³ This request for further information does not influence the timeline for lodging an appeal under Article 90(2) of Staff Regulations of Officials and Conditions of Employments of Other Servants of the European Union.

⁴ <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1549272035601&uri=CELEX:01962R0031-20190101>

Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Official Journal of the European Union L 295, 21 November 2018, p. 39–98).

Candidates are invited to consult the privacy statement annexed to this vacancy notice, which explains how the Authority processes personal data in relation to selection procedures.

11.Appeals

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure, may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union within the time limit provided for, at the following address:

Authority for European Political Parties and European Political Foundations (Authority)
For the attention of the Director, Mr Pascal Schonard
Ref.: Authority/SC/2023/05
Rue Wiertz 60
1047 Brussels
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting him/her.

Brussels, 14 March 2023

Annexes:

- 1) Application Form
- 2) Personal Data Protection Statement