



## **Notice of recruitment - IRC173587**

### **Administrative assistant - (F/M) - ENGLISH LANGUAGE**

#### **Job details**

Contract type : **Temporary agent**

Contract duration : **Open ended**

Post: **Media and Communications Assistant**

Hours per week : **40**

Function group / Grade : **AST 2**

Job location/ Country: **Brussels/Belgium**

#### **I. INTRODUCTION**

The Identity and Democracy Group in the European Parliament (ID) has decided to open the procedure for the recruitment of one English language AST2 Assistant as temporary agent for its Secretariat in Brussels.

ID is a parliamentary group in the European Parliament made up of MEPs from 10 countries. What these MEPs have in common is a commitment to national sovereignty, identity and freedom. Our group's political objective is creating jobs and growth, increasing security, tackling illegal immigration, as well as making the EU less bureaucratic.

#### **Equal opportunities**

The ID Group maintains an equal opportunities policy.

#### **II. JOB DESCRIPTION**

A media/communications assistant fulfils a supranational function within the ID Group Secretariat and assists Members in carrying out their duties, particularly as regards information and communication activities. The person ensures the dissemination of information on the political priorities of the ID Group to the public.

Travel to Strasbourg during the plenary part sessions is part of the job.

The post of Media/Communications assistant in the Secretariat of the ID Group requires great availability (high frequency of meetings, irregular working hours), flexibility, judgement, a methodical approach, discretion, adaptability to varying workloads, as well as the capacity for teamwork in an international environment. Suitable candidates must, amongst other

things, be capable of grasping wide-ranging problems, be able to respond rapidly to changing circumstances and be able to communicate effectively. Excellent oral and written communication and computer skills are also necessary for the proper performance of the abovementioned duties.

A working knowledge of the following platforms and applications is required:

Microsoft Office  
Google Suite  
Google Analytics  
Nationbuilder  
Facebook Business/Ads Manager  
Twitter (Analytics, etc.)  
YouTube Creator Studio  
FinalCut Pro  
iMovie  
Canva  
Photoshop  
Instagram  
Wordpress  
Clickfunnels  
Slack  
Asana  
Agorapulse

Will also be considered as important:

- the excellent ability to communicate between the Members of the ID Group and the media and authorities;
- the capacity to work with a press team and implement communication strategies;
- the capacity to contribute in communication activities necessary for the smooth running of the Group.

### **III. CONDITIONS FOR ADMISSION**

#### **1. Job requirements:**

- i) a level of post-secondary education attested by a diploma, ii) or a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least 3 years (these years will not be taken into account for the evaluation of the professional experience requested hereafter), iii) or where justified in the interests of the service, professional training or professional experience of at least 8 years of an equivalent level (these years will not be taken into account for the evaluation of the professional experience requested hereafter);
- 2 years of professional experience relevant to the nature of the function;
- a thorough knowledge of English;
- a very good knowledge of Dutch is required for this position;
- a good knowledge of any other EU language will be considered as an asset;
- a working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint).

#### **2. General admission conditions**

CANDIDATES **MUST FULFIL** THE FOLLOWING CONDITIONS (art. 12(2) of the CEOS):

- must be a citizen of a Member State of the European Union;

- must be entitled to their full rights as a citizen;
- must have fulfilled any obligations imposed by the laws concerning military service;
- must produce the appropriate character references for performance of their duties.

Further information about [CEOS](#)

### 3. Protection of personal data

1. The ID Group ensures that applicants' personal data are processed in line with 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, particularly as regards their confidentiality and security and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

2. Candidates submitting their application are aware of these terms and accept them.

## IV INSTRUCTIONS FOR THE CANDIDATES

### 1. Recommendations

**Before applying, please read the following instructions carefully.**

Under no circumstances should candidates approach the Selection Committee themselves, either directly or indirectly, concerning this recruitment procedure. It reserves the right to disqualify any candidate who disregards this instruction.

### 2. Supporting documents required

Candidates **must** provide the Selection Committee with all the information and documents it needs to verify the accuracy of the information given on the application.

Qualifications, professional experience as well as linguistic knowledge must be set out in detail in the CV and **must be accompanied by supporting documents.**

Please note that the Selection Committee will base its decisions **solely** on the information given on the form **and** substantiated by the supporting documents attached to it. The qualifications and professional experience which are not proved by supporting document(s) **will not be taken into account.**

Candidates **must attach in one single file** the **copies** of the following documents:

- post-secondary education or secondary education diploma(s);
- employment contracts (if applicable, both the initial contract and additional clauses in case of a fixed-term contract) or certificates, letters or attestations of appointment, indicating the exact nature of the activity performed and clearly indicating the start and end dates of periods of professional experience; (Please note that the traineeships, even paid ones, are not taken into account as professional experience);
- in the case of current professional activity, a copy of the most recent salary slip to enable the Selection Committee to calculate the length of professional experience;
- in the case of self-employed activity: tax forms, VAT forms, trade register, social security documents, invoices, etc., to prove the professional experience;
- documents proving the knowledge of the languages (certificates and diplomas). All claims regarding the candidate's linguistic knowledge must be backed up by

certificates and diplomas. In the absence of such documents, candidates must clearly explain, on a separate sheet, how they acquired this knowledge;

- ID card or Passport.

### 3. How to apply

Candidates wishing to apply for this position are requested to:

1. Send a motivation letter specifying the number of the competition together with a Curriculum Vitae and enclose with them the supporting documents to show that he/she meets the special conditions governing admission to the selection procedure, to enable the Selection Board to verify the claims made in the application. If the candidate fails to do so he/she can be disqualified.
2. Candidates are asked to number each page of the photocopied supporting documents. All the documents in the file and their supporting documents must be listed on a contents page giving a description of each document and the corresponding page number(s).
3. **Send by email the abovementioned documents in PDF format as a single file**, any other format will not be taken into consideration and the candidature will be considered not valid.
4. Candidates with a physical disability should enclose with the application, on a separate sheet, details of any arrangements they may consider necessary to help them take the tests, and to attach supporting documents relative to the declared disability.

The application file duly completed must be sent by e-mail on 29 June 2022 the latest to the following address:

[id.hr@europarl.europa.eu](mailto:id.hr@europarl.europa.eu)

The email indicated by the candidate in the application will be the address used for all correspondence relating to the selection procedure, including invitations to tests. It is the candidate's responsibility to inform the Selection Board secretariat in writing to the aforementioned address, and in good time, of any change in personal data and/or email.

### V. ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

The selection procedure will be organised on the basis of **qualifications and tests (written and oral)**.

1. The Selection Committee will draw up a list of the candidates who have submitted applications in the form required and by the closing date.
2. Candidates who:
  - do not meet the conditions for admission and job requirements;
  - do not duly complete the application file;
  - do not attach the required supporting documents proving their qualifications, professional experience or remove/black out any content of supporting documents;
  - do not attach a copy of the ID card/Passport;

will be eliminated at this stage.

3. The Selection Committee will consider the applications, draw up the list of candidates who meet the job requirements, and select, on the basis of previously established criteria, a **maximum of 5** candidates whose qualifications and duly attested periods of professional experience best match the tasks to be carried out, who will be admitted to the tests. It will base its decision on the information given on the application and substantiated by the supporting documents attached to it.
4. Candidates will receive an e-mail informing them of the Selection Committee's decision on whether to admit them to the tests.
5. Selection Board may cancel the decision to admit an applicant, at any stage whatever in the selection procedure, it finds that:
  - the applicant does not meet one or more of the conditions governing admission to the selection procedure;
  - the claims made in the application are not substantiated by appropriate supporting documents or prove to be inaccurate.

## VI. TESTS

The tests will consist of a written and an oral part which aim at judging whether the candidate fulfils the specific requirements for the job.

### 1. Written tests:

The written tests will be carried out in English and Dutch

Nature, duration and marking of the tests:

- Multiple choice test comprising of a series of questions, to assess the candidate's knowledge of the ID group, its policies and the European Union's cultural and social environment.

Duration of the test: 20 minutes

Marking: 0 to 20 points.

Candidates scoring less than 10 will be eliminated.

- Written test producing a summary of a typed text from an official EU language into another official EU language

Duration of the test: 60 minutes

Marking: 0 to 30 points.

Candidates scoring less than 15 will be eliminated.

Only those candidates having obtained a minimum of 60% for the whole of the written tests and having obtained the minimum mark for each individual test will be admitted to the oral tests.

### 2. Oral tests:

The oral tests will be held in English and Dutch and any other languages the candidate mentioned in the CV.

Nature, duration and marking of the tests:

- Interview with the Selection Board to assess the general education and knowledge, particularly on Administration and of ID group activities, of the candidate, his/her ability to express him/herself.

Duration of the test: maximum 20 minutes

Marking: 25 points

- Conversation with the Selection Board to test knowledge of languages of the European Union.

Duration of the test: maximum 10 minutes

Marking: 15 points

## **VII. INCLUSION ON THE LIST OF SUITABLE CANDIDATES**

The Selection Board will establish a list of suitable candidates from amongst those who have obtained at least 60% of the points for the whole of the tests (written and oral combined) and have obtained the minimum mark required for each of them.

Recruitment will be at grade AST2 and one posts is to be filled.

## **VIII. CONDITIONS OF RECRUITMENT**

*The European Parliament reserves the right to verify the authenticity of the documents provided by successful candidates, either internally or through external services. In addition, as part of a financial control, successful candidates may be asked to provide the original of these documents or a certified true copy.*

## **IX. REQUESTS FOR REVIEW**

The candidates can request a review of any **decision** taken by the selection board that determines whether they can proceed to the next stage of the competition or are excluded.

Candidates must write an email to the ID Group ([id.hr@europarl.europa.eu](mailto:id.hr@europarl.europa.eu)) within **10 calendar days** of the date on which the contested decision was communicated to them, the selection board will analyse and decide on the request and the candidate will receive a reply as soon as possible.

**Requests received after the deadline will not be taken into account.**