CONTRACT STAFF SELECTION PROCEDURE

Article 1 – General principles

1. In accordance with Article 82(5) of the CEOS, the ECCC may ask EPSO to organise a selection procedure for contract staff.

2. The selection procedure shall be organised by one of the following entities:

    a) EPSO via interinstitutional call

    A public call for expressions of interest is published, stating the profiles sought, the function groups corresponding to the various profiles, the selection method and the eligibility criteria ('interinstitutional call') ; or

    b) Group of agencies ; or

    c) One agency.

3. In accordance with Article 82(3)(a) of the CEOS, the call for expressions of interest referred to in paragraph 2 may be opened to nationals of EU candidates countries, and, where justified by the needs of the service, to nationals of non-member countries.

I – Interinstitutional call (EPSO)

Article 2 – Selection procedure referred to in Article 1(2)(a)

1. The selection procedure is organised on the basis of the call for expressions of interest referred to in Article 1(2)(a).

2. The selection procedure includes the following stages:

    a) Candidates register in an interinstitutional electronic database accessible to all ECCC's departments. To this end, they fill in an electronic application form.

    The application form contains, in particular, information making it possible to assess the qualifications, professional experience, skills and motivation of the candidate.

    Candidates may express interest for several profiles and function groups.

    Candidates must regularly update their electronic application form.

    b) On the basis of the electronic application form referred to in (a), the ECCC staff carries out a preselection of the candidates registered in the database who best fit the requirements for the duties to be performed.

The ECCC invites a person appointed by the Staff Committee to attend the preselection of candidates if more than 10 contract staff are to be recruited simultaneously for similar profiles and duties.

c) If they have not yet successfully passed selection tests as part of another preselection organised on the basis of this Annex for the same profile and for an equivalent or higher function group, the candidates preselected by the ECCC referred to in (b) are required to take selection tests.

d) The ECCC referred to in (b) invites the candidates who have successfully passed the selection tests referred to in (c) to an interview before a selection committee.

The selection committee is made up of at least three members consisting of a chairperson, at least one member from the administration of the ECCC and one member appointed by the Staff Committee.

The interview before the selection committee will make it possible to assess the suitability of the candidates chosen by the ECCC for the duties to be performed within the ECCC, as well as their language skills.

The selection committee draws up the list of successful candidates and sets out its conclusions in a record of the interview.

e) The *Executive Director* chooses the person whom it wishes to engage from the list of successful candidates drawn up by the selection committee and asks the AACC makes an offer of employment to the candidate.

3. The preselected candidates who passed the selection tests referred to in paragraph 2(c) but who have not been engaged following the interview referred to in paragraph 2(d) will have their results recorded in the database referred to in paragraph 2(a).

Their results in the selection tests will remain valid for the profile and function group concerned, as well as for the lower function groups in the same profile, for the duration and under the terms set out in the call for expressions of interest.

4. Preselected candidates who did not pass the selection tests referred to in paragraph 2(c) may retake the tests for function groups of an equivalent or higher level in that profile only after a minimum period of time set out in the call for expressions of interest.

5. The data in the electronic application form referred to in paragraph 2(a) of a member of the contract staff under contract with an institution within the meaning of Article 1a of the Staff Regulations will remain accessible in the database also referred to in paragraph 2(a) subject to the regular updating of the electronic application form referred to in paragraph 2(a).

II – ECCC's or inter-agencies' call

Article 3 – Selection procedure referred to in Article 1(2)(b) and (c)

1. An external selection procedure may be organised either to fill one or more similar positions or to constitute a reserve list of successful candidates.

2. The selection procedure shall be launched by publication of the selection notice, which specifies *inter alia*:

- a) the nature of the selection (external selection to fill one or more similar position(s)/to constitute a reserve list), including the profile and the number of persons to be selected;

- b) the function group, profile;

- c) the type of tests;

- d) the type of duties to be performed;

- e) the general and specific conditions and qualifications required for the position;

- f) the required knowledge of languages;

- g) the closing date for applications;

- h) the validity of the reserve list;

- i) the agency or agencies involved.

3. The selection notice shall be published on the website of the ECCC or agencies concerned, on the EPSO website and EU CV-Online website, as well as, if appropriate, on internet job boards and/or in the international, local and specialist press. The Permanent Representations of the Member States to the European Union and representatives of Member States who sit on the Management Board of the agency or agencies concerned may also be used as communication channels.

4. The selection procedure shall be conducted to the same standards of EPSO's selections organised for contract staff with equivalent profiles and number of applicants.

5. When an agency or group of agencies is not in a position to meet the standards referred to in paragraph 4, the agency or group of agencies shall seek EPSO's endorsement of the selection procedure before launching it. EPSO shall respond within the deadline agreed with the agency or agencies concerned.

6. In both cases, the selection procedure shall rely, in addition to examination of the applications, on one or more written[1] test(s) as well as on an interview before a selection committee referred to in paragraph 7 of this Article. Such test(s) shall involve at least:

- a) an anonymous qualifying part;

- b) a part aimed at assessing the specific competencies required for the post(s);

- c) a part aimed at assessing the general competencies required of European Union contract staff 3(a).

The elements in points (a) to (c) may be grouped in one or more parts.

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[1] If the AACC decides, in exceptional cases, not to organise a written test, that decision should be duly justified in the central record as referred to in Article 7(2) of the Decision.

7. The selection procedure shall be conducted by a selection committee appointed by the AACC[2] and composed of at least three members consisting of one chair and at least one member from the administration of the ECCC and one member designated by the Staff Committee.

In specific cases, in particular for selection procedures of experts, additional members may be designated from the agency or agencies concerned, from outside the ECCC or from outside the Union agencies and institutions.

8. Candidates who, for the same profile and an equivalent or higher function group, successfully passed written test(s) as part of another selection organised on the basis of Article 3(6) by the same agency, or group of agencies, including the ECCC organising a new selection procedure, or on the basis of Article 2(2)(c), are not required to take tests referred to in Article 3(6).

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[2] In the case of a selection procedure organised by a group of agencies, a selection committee shall be designated by agreement between the authorities authorised to conclude contracts of employment of agencies concerned.