

STAFF RECRUITMENT NOTICE No: 164 561

The European United Left/Nordic Green Left (GUE/NGL) Group in the European Parliament

Post: **Administrator - CS/EN languages - Grade AD 7 - Temporary agent, Policy officer**

Based in: **Brussels**, but will be expected to travel to the other places of work and to other Member States for short missions.

This vacancy is expected to attract applications from Temporary and Contract Agents and Officials already within the GUE/NGL, in other political groups and the European Parliament administration as well as being open to external candidates who meet the qualifying conditions.

As temporary agents in a political group, contract duration is subject to European Election results and the continuation/composition of the Group in the next legislature. Accordingly, there are no assurances beyond the end of this legislature on 30 June 2019.

The **GUE/NGL Group in the European Parliament** brings together MEPs from a range of European left and progressive parties - ecological, socialist, communist, and independent. In virtually all policy areas, it argues against the mainstream neoliberal prescriptions for the EU and is focussed on presenting progressive policy alternatives. Staff must be comfortable in this environment and both capable of, and fully at ease with, supporting our MEPs in their policy objectives.

Candidate profile

The GUE/NGL Group is seeking to recruit an experienced **Policy advisor/researcher** for its parliamentary-work teams.

The successful candidate is likely to have extensive research training and/or legislative experience and the capacity to apply this expertise to new policy fields as required.

S/He will be adaptable and able to accommodate the varying needs of a political group in terms of: the changing volume and intensity of the workload; the type of contribution required ranging from high-level advice to basic administrative support; and, a work schedule determined by the parliamentary and political calendar.

Given the nature and timing of this appointment, s/he will have demonstrated the capacity, through qualifications and experience, to immediately coordinate an established team of experienced research staff at a level demanded by the team's MEPs.

As staff of a political group, which has a different function than a public administration, the appointee must hold the trust and confidence of the appointing authority (the Group Chair), is expected to generally reflect the values of the group, and to be capable of readily producing research and policy proposals which fit with the outlook of the group's MEPs.

Duties

The successful candidate will be deployed to coordinate the work of one the Group's ENVI team of MEPs, group staff and APAs in the first instance but may be deployed elsewhere in future.

Her/his duties shall include:

- in conjunction with the MEP coordinator, planning and managing the work of a parliamentary committee, in plenary, and in related political/communications activities;
- leading for the Czech delegation and ENVI MEPs on issues discussed in the secretariat's internal bodies;
- in conjunction with the communications unit, initiating and managing policy and information campaigns aimed at activists and the general public;
- attending, and preparing meeting notes on the business of, Parliamentary Committee meetings;
- drafting reports, amendments, resolutions, and briefing notes for group MEPs for their work in Committee or in Plenary;
- producing in-depth research pieces on legislative-area topics for publication or internal use;
- supporting the Communications Unit with regard to relevant information on policy issues;
- helping to organise events and related activities for the group and its various delegations; and
- liaising with news media and NGOs and with the Brussels-based media.

S/he shall also be responsible for representing ENVI MEPs in the political secretariat of the GUE/NGL Group, including for ensuring that their views and requirements are anticipated and reflected in draft resolutions or decisions prepared by the political secretariat and other staff working groups.

General conditions for admission

Before appointment, the successful candidate will be required to prove compliance with the conditions laid down in Article 28 of the Staff Regulation regarding nationality, military service, good character, physical fitness, and linguistic knowledge.

This selection procedure is open to any candidate provided that s/he has:

- a level of education which corresponds to a complete cycle of university studies of at least three years sanctioned by a diploma (Article 5.3.(b) of the Staff Regulation);
- post-graduation professional experience of at least 6 years
- mother tongue standard in one of the official EU languages and a satisfactory knowledge of another;

In this instance, for operational reasons, mother-tongue standard Czech and very good English will be necessary; knowledge of other EU languages will be taken into account, including DE, ES, EL, PT, IT, and FR in particular;

- a thorough knowledge of the institutional structure of the EU, including the role and activities of the EP and its political groups;
- a comprehensive knowledge/experience of EU environment, public health and food policy at the EU level, including the involvement of the European Parliament and the policy outlook of GUE/NGL MEPs;
- a deep knowledge and/or experience of the GUE/NGL's legislative work and the overall policy orientation of its MEPs and constituent member parties;
- qualifications and/or professional experience indicating a fit with Profile and Duties above will be highly desirable; and
- IT literacy (familiarity with MS Office, MS Outlook, search tools etc.).

Position to be filled: Post vacant from 01 January 2019.

The successful candidate will be recruited as temporary agent in the AD.7 grade.

Application Procedure:

Applications should be sent by:

a) registered/recorded delivery post or by hand to the following address by **19 November 2018 at 12.00hrs**, date stamp or reception receipt as proof (an email informing of registered/recorded delivery is requested) to:

Recruitment Unit - Patricia CURZI.

European Parliament - GUE/NGL Group; Rue Wiertz 43 - PHS 05C28; B-1047 Brussels.

Applications must include: a signed application letter, indicating the Reference Number of the position being applied for on the letter and the envelope; a completed GUE/NGL Europass CV (downloadable from www.guengl.eu / About) including a current email contact address; and photocopies of the documents necessary to demonstrate fulfilment of the experience and qualifications requirements prescribed for the post or claimed by the applicant.

Applications may be made in any of the official EU languages; however, the application dossier must include an English version of the application letter and the CV, together with a numbered list of numbered attachments. Documents should be presented on A4 paper, one-sided, loose-leaved or with paper clips; staples should not be used.

or

b) by email in a single .pdf file, under the same conditions as above, to patricia.curzi@ep.europa.eu
Put "**SRN No 164561**" in the subject line. Candidates who fail to fulfil any of these conditions will be automatically eliminated.

Selection procedure

The selection procedure shall be on the basis of qualifications and oral and written tests.

The selection board will draw up the list of candidates who meet the specified conditions.

It will then establish a list - normally between 3 and 5 - of those eligible candidates whose qualifications and experience best match the duties to be carried out and who will be called for tests.

Interviews with the selection board will be in English, with optional questions in other languages to test linguistic competence, lasting approx. 30 minutes; 75% of the marks will be available for this test which will also take account of the information in the applicant's application file.

Written tests will be in English, with an option in a second or third language not including mother tongue; the maximum time allowed will be 60 minutes and 25 % of the marks will be available.

Following these tests, the selection board will establish a list of suitable candidates.

The Bureau of the Group will select the candidate to be appointed from this list; the remaining candidates may be placed on a reserve list valid for 2 years from which future appointments may be made.

Communication with the candidates about arrangements at each stage of the selection procedure will be via the Group's website and by email. Receipt of emails with the application or queries will normally be confirmed by return; if you do not receive confirmation of your email application by the closing date, please resend your email to patricia.curzi@ep.europa.eu and put crissy.iliadis@ep.europa.eu in copy.

Enquiries, for information not on the website, should be by email only.

Further information

For further information, please consult the group website at www.guengl.eu, and follow People / Vacancies. All developments in the recruitment process will be posted at this address.