

## NOTICE OF VACANCY N° 2018/21/AD

Post: **ADMINISTRATOR (F/M)**

**Temporary Agent - Administrator advising on parliamentary business (Grade AD 7)**

### I. INTRODUCTION

The GUE/NGL Group in the European Parliament has decided to publish a vacancy notice for a post of administrator as a temporary agent for its Secretariat in Brussels.

For this post, **only applications from officials of the European Institutions appointed at the latest on the date of availability of the post will be taken into consideration.** The selection will be based on qualifications.

#### **Equal opportunities**

The GUE/NGL is an equal-opportunities employer and encourages applications from qualified men and women who fulfil the conditions for admission, excluding all discrimination.

#### **Place of employment**

Brussels (Belgium)

Frequent travel outside the place of work is required, in particular several days per month in Strasbourg during the plenary session.

#### **Availability of the post**

The post will be available as from **1 January 2019.**

#### **Closing date for applications**

The closing date for applications is **30 November 2018, 12.00hrs.**

#### **Protection of personal data**

The GUE/NGL Group ensures that applicants' personal data are processed in line with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, particularly as regards their confidentiality and security.

### II. JOB DESCRIPTION

The successful candidate will be deployed to coordinate the work of 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.

### III. CONDITIONS FOR ADMISSION

The selection procedure is open to candidates who fulfil the following conditions **by the closing date for applications**.

### IV. QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

Candidates must have:

- a level of education which corresponds to completed university studies of at least four years attested by a diploma,

#### **AND**

- at least 6 years full-time postgraduate professional experience.

Candidates must have mother-tongue standard Czech as well as a very good knowledge of English and French. Knowledge of other official languages of the European Union will be taken into account.

### V. PROCEDURE OF SUBMITTING THE APPLICATIONS

Applications should be sent by:

a) by hand to the following address by **30 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](http://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. (A streamline printout suffice for EP experience).

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 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](mailto:patricia.curzi@ep.europa.eu)  
Put "**SRN No 164656**" in the subject line. Candidates who fail to fulfil any of these conditions will be automatically eliminated.

Applications will be acknowledged. If you don't receive an acknowledgement within 48 hours please email Nathalie Mazraani at [nathalie.mazraani@ep.europa.eu](mailto:nathalie.mazraani@ep.europa.eu).

## **VI. CONDITIONS OF APPOINTMENT**

The selected candidate will be seconded to the GUE/NGL Group's Secretariat in the grade AD 7.