

NOTICE OF OPEN COMPETITION EUR/A/32

(93/C 85 A/02)

The Commission and the Court of Auditors of the European Communities are organizing an open competition, based on tests, to constitute a reserve of

ADMINISTRATORS

(male or female)

in the career bracket covering grades 7 and 6 of category A. Recruitment will be to grade A 7.

As a rough guide, the number of posts likely to be filled from this reserve is estimated at 65.

The European Community is an equal opportunities employer and particularly welcomes applications from women.

The closing date for the submission of applications is 24 May 1993.

I. NATURE OF DUTIES

Administrative, advisory and supervisory duties, following general guidelines, in the field of Community audit activity, including checks on:

- the completeness and accuracy of accounts,
- the legality and regularity of transactions,
- financial and budgetary management,
- cost/effectiveness analysis.

A detailed description of the duties involved is attached.

II. ELIGIBILITY FOR ADMISSION TO COMPETITION

The competition is open to candidates who, on the closing date for the submission of applications, satisfy the following requirements:

A. GENERAL CONDITIONS

Article 28 of the Staff Regulations of officials of the European Communities provides that candidates must:

- be nationals of one of the Member States of the Communities and enjoy their full rights as citizens,

- have fulfilled any obligations imposed on them by the laws concerning military service,
- meet the character requirements for the duties involved.

B. SPECIAL CONDITIONS

1. Age limit

Candidates must have been born after 24 May 1957.

The age limit may be raised in the following cases:

- (a) for candidates who have performed compulsory military service or any other form of compulsory service the age limit is raised by the length of service performed; additional periods of voluntary service will not be taken into consideration. Any request for the age limit to be raised must be accompanied by a certificate issued by the appropriate military or other authorities, stating the date when the candidate began and completed compulsory service;
- (b) for candidates who at any time have been out of paid employment for at least one year in order to look after a dependent child under compulsory school age or certified as suffering from a severe mental or physical handicap the age limit may be raised by two years for each child, up to a maximum of five years. Any request for the age limit to be raised must be accompanied by the birth certificate of each child and a statement giving the exact dates when the candidate was out of paid employment and the reasons;
- (c) for candidates with a physical handicap the age limit is raised by three years. Any request for the age limit to be raised must be accompanied by a certificate issued by the appropriate authority attesting that its holder is handicapped.

The age limit may not be raised by more than five years altogether. Requests for the age limit to be raised will not be considered unless accompanied by the necessary supporting document(s).

2. Certificates and diplomas

Candidates must have completed a course of university education and obtained a full degree or its equivalent. The Selection Board will allow for differences between education systems.

In view of the nature of the duties described at I above, candidates should note that the tests will relate primarily to topics requiring a detailed knowledge of the field covered by the competition.

3. *Experience*

By the closing date for the submission of applications candidates must have at least two years' graduate-level experience since obtaining their university degree or diploma relevant to the duties described at I above.

Periods of specialist or refresher training and further training courses will also count as experience provided they are duly attested, are at least equivalent in level to that required for admission to the competition and are designed to equip candidates to perform the duties described at I above.

Details of this experience should be given on the application form (point 14).

4. *Knowledge of languages*

Candidates must state on their application form that they have a thorough knowledge of one Community language (Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish) and a satisfactory knowledge of a second Community language.

C. SPECIFIC CONDITIONS APPLICABLE TO OFFICIALS AND OTHER SERVANTS OF THE EUROPEAN COMMUNITIES

1. The age limit referred to at II.B.1 does not apply to candidates who, on the closing date for the submission of applications, will have been serving continuously as officials or other servants of the European Communities for more than a year.
 2. The experience referred to at II.B.3 is not required in the case of candidates who, by the closing date for the submission of applications, will have been serving as officials and other servants of the European Communities in category B for at least two years and have completed a course of university education and obtained a full degree or its equivalent. The Selection Board will allow for differences between education systems.
 3. The degree or diploma referred to at II.B.2 is not required in the case of officials and other servants of the European Communities who, by the closing date for the submission of applications, will have been serving in category B for at least eight years.
 4. For the purpose of calculating this two- or eight-year period, only time spent in active employment, on secondment and/or on leave for military service (points (a), (b) and (e) of Article 35 of the Staff Regulations) will be taken into consideration; time spent on leave on personal grounds or in non-active status will not be included.
- ### III. ADMISSION TO COMPETITION AND TESTS
1. The appointing authority will draw up a list of candidates satisfying the general conditions and send it with the candidates' files to the chairman of the Selection Board.
 2. After considering the files, the Selection Board will draw up a list of candidates who meet the special and/or specific conditions and are therefore to be admitted to the tests.
 3. Before candidates are admitted to the tests, their qualifications will be checked to ensure that they correspond to the conditions specified in the notice of competition. The check will be based on the information provided by candidates on their application form and on the accompanying supporting documents. Candidates are accordingly requested to complete their applications with the utmost care.
 4. Candidates who fail to submit the compulsory signed application form and all the supporting documents by the appropriate deadline will not be admitted to the competition.
 5. Each candidate will be informed by letter whether or not he/she has been admitted to the competition and tests.
 6. Should the Selection Board discover at a later stage in the procedure that the information on the application form is incorrect or does not tally with the supporting documents, the candidate will be disqualified.
- ### IV. RECONSIDERATION OF APPLICATIONS
- Any candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered. Within 30 calendar days of the date post-marked on the letter stating that he/she has not been

admitted to the competition, the candidate should send a letter quoting the number of the competition to the chairman of the Selection Board, care of the Recruitment Unit, EUR/A/32, at the following address:

Commission of the European Communities
200, rue de la Loi
B-1049 Brussels,

giving the reasons why he/she feels a mistake has been made.

The Selection Board will then reconsider the application within 30 days of the date postmarked on the letter requesting reconsideration. Candidates will be notified of the Selection Board's decision as promptly as possible.

V. WRITTEN TESTS

A. NATURE AND MARKING

The written tests consist of three preselection tests, an essay paper and a case study.

Preselection tests

- (a) The first preselection test comprises a series of at least 40 multiple-choice questions related to the field covered by the competition.

This test will be marked out of 30 (pass mark: 15).

- (b) The second preselection test comprises a series of at least 40 multiple-choice questions on the main developments in European unification and in the various Community policies.

This test will be marked out of 20 (pass mark: 10).

- (c) The third preselection test comprises a series of at least 30 multiple-choice questions to assess the candidate's understanding of a second Community language (chosen by the candidate and specified on his/her application form).

This test will be marked out of 10 (pass mark: 5).

IMPORTANT:

Candidates are warned that in the three multiple-choice tests wrong answers will be penalized.

Essay paper and case study

- (d) The essay paper will comprise a series of questions related to the field specified at I above and described in detail in the Annex (the candidates will have a choice).

This test will be marked out of 50 (pass mark: 25).

- (e) The case study, based on a file given to candidates, is designed to assess the candidate's sense of judgment and ability to analyse and summarize, as well as his/her suitability for the duties involved.

This test will be marked out of 50 (pass mark: 25).

IMPORTANT:

Candidates must present tests (d) and (e) in an official Community language other than the one chosen for test (c), otherwise they will be disqualified.

B. TIME ALLOWED

The time allowed for the tests will be fixed by the Selection Board depending on their nature and notified to candidates in the letter inviting them to attend.

All the written tests will be held at a single sitting.

C. MARKING

Preselection tests (a), (b) and (c) will be marked first.

Tests (d) and (e) will be marked only in the case of the 400 candidates (*) with the highest aggregate marks in tests (a), (b) and (c); they must have obtained a pass mark in each test.

After tests (d) and (e) have been marked, the 200 candidates (*) with the highest aggregate marks in the five written tests [(a), (b), (c), (d) and (e)] will be admitted to the oral test; they must have obtained a pass mark in each test.

- (*) Candidates with identical marks qualifying them for four-hundredth or two-hundredth place, as the case may be, will all be admitted to the next stage of the competition.

VI. NATURE OF ORAL TEST — MARKING

1. *Nature*

Interview with the Selection Board to enable it to complete its assessment of the candidate's suitability for the duties described at I above. The interview will focus on general knowledge, specialized knowledge, knowledge of Community institutions and policies, and knowledge of languages.

2. *Marking*

The oral test will be marked out of 80 (pass mark: 40).

VII. LIST OF SUITABLE CANDIDATES

Only the top 100 candidates with the highest aggregate marks in the five written tests and the oral test will be placed on the list of suitable candidates; they must have obtained a pass mark in each test.

Each candidate will be informed by letter whether or not he/she has been placed in the list.

VIII. CONDITIONS ON RECRUITMENT

Candidates on the list will possibly be recruited in batches.

The final number of posts to be filled will depend on the funds available.

The reserve list will expire on 31 December 1995.

If the needs of the service or the nature of the post should so require, candidates may be offered a temporary contract; in this case their names will remain on the list.

Category and grade:

The reserve of Administrators is for the career bracket covering grades 7 and 6 of category A. Recruitment will be to grade A 7.

Place of employment:

Brussels, Luxembourg or any other place of Commission or Court of Auditors activity.

Salary:

The basic starting salary for the career bracket covered by the competition ranges from Bfrs 154 640 (A 7/1) to Bfrs 170 030 (A 7/3) per month.

IX. APPLICATIONS

Before completing the application form, candidates are asked to read the guide contained in this issue of the Official Journal.

1. The application form accompanying this notice of competition must be duly completed and signed by the candidate. Photocopies of documents showing that candidates satisfy the special conditions, or the specific conditions applicable to officials and other servants of the European Communities, must be attached so that the Selection Board can check that they correspond to the information provided on the application form.

All material to be placed on candidates' files must be submitted afresh. Reference may not be made to earlier applications.

No material contained in application files will be returned.

2. The application form, together with the photocopies of supporting documents, should be sent, preferably by registered post, to one of the following addresses:

— Commission of the European Communities,
Recruitment Unit — SC-41 — EUR/A/32,
200, rue de la Loi,
B-1049 Brussels;

— Court of Auditors of the European Communities,
Personnel Department — EUR/A/32,
12, rue Alcide de Gasperi,
L-1615 Luxembourg.

It must be postmarked not later than 24 May 1993.

3. Applications from officials or other servants of the European Communities may also be handed in, not later than 4 p.m. on 24 May 1993, to the:

— Recruitment Unit — EUR/A/32,
Commission of the European Communities,
Brussels; or the

— Personnel Unit — EUR/A/32,
Commission of the European Communities,
Luxembourg; or the

— Personnel Department — EUR/A/32,
Court of Auditors of the European Communities,
Luxembourg; or the

— Administrative Office of the Joint Research
Centre at Ispra, Karlsruhe, Geel or Petten —
EUR/A/32, in which case a receipt must be
obtained.

4. Applications sent in by officials and other servants of the European Communities working in Commission Offices in the Member States or in external delegations may be postmarked up to 10 working days after the official closing date on condition that candidates notify the Recruitment Unit (Brussels) by a telex or telefax bearing a date and time not later than 4 p.m. (Brussels time) on 24 May 1993, that they intend to submit an application.
5. To facilitate the administrative work of the Selection Board, candidates are asked to use the name given on the application form and quote the number of the competition in all correspondence.
6. Disabled candidates are asked to inform the Recruitment Unit of the nature of their disability so that the necessary steps can be taken to make it easier for them to take part in the tests.
7. Candidates who are placed on the reserve list and offered a post will subsequently be asked to produce the originals of diplomas, examination certificates and certificates from employers so that copies can be authenticated.

ANNEX

DESCRIPTION OF DUTIES

Duties will include:

- organizing the preliminary phase (getting to know the auditee, producing the audit planning memorandum, planning the audit),
- carrying out the systems study (describing the systems, identifying the objectives, identifying the key audit points),
- producing and performing the audit programme using a variety of tests (compliance tests, analytical tests and substantive tests),
- evaluating the findings and documenting the conclusions (drafting the audit report).

These duties will entail the use of financial, accounting and statistical techniques, cost/benefit analysis and sampling, and the use of data bases. They will normally involve using different data processing tools and software (e.g. spreadsheets).

The auditing of Community accounts and management and the *ex post* assessment of Community financial operations, both from documents and on the spot, may entail periods away on assignment in the Member States or non-member countries.
