



MINISTÉRIO DOS NEGÓCIOS ESTRANGEIROS

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DIRECÇÃO-GERAL  
DOS  
ASSUNTOS COMUNITÁRIOS

2010. 08.12

**Assunto: Vaga de AT para Chefe da Representação da Comissão Europeia em Malta.**

As eventuais candidaturas a esta vaga, cujo Aviso segue em Anexo, deverão ser encaminhadas, para o endereço indicado no Aviso, até **15 de Setembro de 2010**.

Mais informações sobre recrutamento para as Instituições Comunitárias estão disponíveis nos seguintes endereços:

[www.mne.gov.pt](http://www.mne.gov.pt)

[www.reper-portugal.be](http://www.reper-portugal.be)

**SELECTION OF TEMPORARY STAFF  
FOR DIRECTORATE-GENERAL COMMUNICATION**

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The Commission is organising a selection procedure to fill the post of Head of the Representation of the European Commission in Malta.

**GENERAL CONDITIONS**

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Communities<sup>1</sup>, which include being a national of a Member State of the European Union.

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

**TYPE AND DURATION OF CONTRACT**

The successful candidate may be offered a temporary contract under point (b) of Article 2 of the Conditions of Employment of Other Servants of the European Communities in accordance with the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff<sup>2</sup>. The duration of the initial contract will be three years, with the possibility of renewal for a maximum of 2 years.

The maximum duration of the contract will also take into account the relevant provisions of the Commission Decision of 28 April 2004 on the maximum duration of recourse to non-permanent staff (six years over a twelve-year period<sup>3</sup>), as well as the relevant provisions of the Commission Decision of 31 July 2008 on the Rotation Rules<sup>4</sup> (maximum 5 years in this position as Head of Representation).

**PLACE OF EMPLOYMENT** Valletta, Malta

**LEVEL** AD9 (as an indication, basic monthly starting salary of € 6993.83 to € 7287.72)

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<sup>1</sup> [http://ec.europa.eu/civil\\_service/docs/toc100\\_en.pdf](http://ec.europa.eu/civil_service/docs/toc100_en.pdf)

<sup>2</sup> [http://europa.eu/epso/documents/decision\\_new\\_policy\\_for\\_at\\_en.pdf](http://europa.eu/epso/documents/decision_new_policy_for_at_en.pdf)

<sup>3</sup> [http://europa.eu/epso/documents/regle\\_des\\_six\\_ans\\_en.pdf](http://europa.eu/epso/documents/regle_des_six_ans_en.pdf)

<sup>4</sup> [http://www.cc.cec/dgintranet/comm/back\\_office/staff\\_and\\_human\\_resources/your\\_career\\_in\\_dg\\_com/m/rotation/index\\_en.htm?location=rotation](http://www.cc.cec/dgintranet/comm/back_office/staff_and_human_resources/your_career_in_dg_com/m/rotation/index_en.htm?location=rotation)

## **NATURE OF DUTIES**

The Directorate-General for Communication (DG COMM) takes the lead in communicating Europe, reaching out to the wider community of communicators to explain and discuss EU policy and actions. DG COMM listens to citizens, governments, EU and civil institutions, and the media, providing the Commission with analysis, feed-back and advice on policies and communication.

The Representations of the European Commission in each of the 27 Member States:

- serve the Commission by providing links with national, regional and local authorities of the Member State, analysis of the political situation, and operational and logistic support for all operations undertaken locally;
- inform and communicate locally with the public and with national and regional media.

The responsibilities of the Head of Representation include:

- Acting as Spokesperson for the European Commission in the hosting Member State;
- Explaining the Commission's work and policies;
- Monitoring of and reporting back on political, economic and social developments in the hosting Member State;
- Coordinating provision of information to the general public, including via the DG COMM information and documentation networks;
- Managing and coordinating the human and financial resources of the Representation in the hosting Member State;
- Coordinating initiatives vis-à-vis the general public with the European Parliament's external office;
- Serving the Commission by providing links with national and local authorities, analysis of the political situation.

The Head of Representation is also responsible for achieving the Representation's annual objectives set in agreement with the senior management of DG COMM.

## **QUALIFICATIONS**

Candidates must possess:

(i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more

or

(ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

The professional experience must have been gained after obtaining the diploma required for admission to the selection procedure in a field related to the nature of the duties described under the corresponding heading.

## **EXPERIENCE/COMPETENCIES**

- On the closing date for the submission of applications set by this notice, candidates need to show, in addition to the qualifications required above, a professional experience of at least 12 years, at least 5 of which must have been gained in management functions.

- Proven management capabilities and more in particular:
  - The ability to lead and motivate a multidisciplinary and multicultural team of qualified staff in a complex political environment;
  - The ability to set and adjust the objectives of the Representation in line with the main Communication strategy of the Commission;
  - The ability to define and focus on priorities, follow-up and evaluate work in order to meet the objectives, in collaboration with the team;
  - The ability to recruit colleagues who will contribute fully to achievement of the objectives of the Representation.
- Knowledge of and insight in the working environment:
  - Good knowledge of Commission policies and inter-institutional relations;
  - Knowledge of the political situation and the national media;
  - Sound political analysis.
- Excellent communication and negotiation skills and more in particular:
  - The ability to develop, and communicate to all types of audience, a clear and relevant message and a positive image of the European institutions in general and the Commission in particular;
  - The ability to work constructively with the Representation's various contacts (mainly the political authorities and the media);
  - The ability to lead discussions and obtain optimal results while maintaining good working relations with all parties concerned.
- Excellent inter-personal relations skills and more in particular:
  - The ability to act efficiently, with courtesy with all colleagues, thereby establishing strong working relationships;
  - The ability to maintain a spirit of cooperation with the Commission headquarters' departments despite geographical distance.
- Acquaintance with administrative and financial processes and the capability of gaining quick mastering of the administrative, financial and control environment and related procedures of the Commission.
- Proven professional experience gained in the sphere of information, communication, the media and/or political and economic affairs will be considered as a strong advantage.

## LANGUAGES

Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants candidates must have a thorough knowledge of one of the EU languages and a satisfactory knowledge of another of the EU languages.

To meet the needs of the service, a thorough knowledge of the official languages of Malta is essential. Knowledge of French will be considered as an advantage.

## CONDUCT OF THE PROCEDURE

There will be three separate, successive stages of the procedure:

### 1. Pre-selection

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff<sup>5</sup>, will carry out a pre-selection based on the qualifications and professional experience described in the application form and the motivation letter.

### 2. Admission

The pre-selected candidates must provide the official supporting documents confirming the information given in their application form, i.e.:

- Copy of a document proving citizenship (identity card or passport);
- Copy of the diploma(s) or certificate(s) of the required level of education;
- Employment certificates proving the length of professional experience.

These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the selection committee at least ten working days before the deadline expires, via the functional mailbox at the following address: COMM-MM-AVIS-DE-VACANCES@ec.europa.eu. The aim is to enable them to produce a complete and acceptable dossier by the deadline.

The successful candidate who is to be offered a job will, at a later date, be required to produce the originals of all the requisite documents for the purpose of certification.

### 3. Selection

Candidates who have successfully completed the admission stage will be invited for an interview in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience, competencies and knowledge of languages, as set out in this notice.

The reserve list will be valid for two years. The validity of the list may be extended. The closing of the list will be published on the EPSO website as well as on the Commission Intranet.

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<sup>5</sup> [http://europa.eu/epso/documents/decision\\_new\\_policy\\_for\\_at\\_en.pdf](http://europa.eu/epso/documents/decision_new_policy_for_at_en.pdf)

## APPLICATIONS

The completed application form (in English since thorough knowledge is an assessment criterion), accompanied by a motivation letter of maximum two pages, must be sent to the following address:

COMM-MM-AVIS-DE-VACANCES@ec.europa.eu

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format in order not to overload the functional mailbox. The Commission reserves the right to put in place a computer tool that will automatically remove all messages of more than 1 MB.

Candidates should use the same functional mailbox for all correspondence with the selection committee and for any request for information.

**The closing date for the submission of applications is 15<sup>th</sup> September 2010.**

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For your information, please note that the Commission has launched an internal database to collect spontaneous applications. If you are interested in being considered for other selection procedures (including for other types of contracts) you may submit your curriculum vitae via "EU CV Online":

[http://www.ec.europa.eu/civil\\_service/job/cvonline/index\\_en.htm](http://www.ec.europa.eu/civil_service/job/cvonline/index_en.htm)



EUROPEAN COMMISSION

APPLICATION FORM  
SELECTION OF TEMPORARY STAFF

**Selection No.** (This number should be quoted in all correspondence.)  
e.g. COM/TA/reference DG/10/... or ... T/reference DG/10 (as mentioned in  
the Selection Notice)

YOU MUST FILL IN THE APPLICATION FORM COMPLETELY. FAILURE TO DO THIS MAY RESULT IN YOUR APPLICATION BEING  
REJECTED.

1. SURNAME MAIDEN NAME (IF APPLICABLE) FORENAMES

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2. ADDRESS (PLEASE ADVISE OF ANY CHANGES AS SOON AS E-MAIL  
POSSIBLE)

TEL. WORK

TEL. HOME

MOBILE TEL.

NAME AND TELEPHONE NUMBER OF PERSON TO BE CONTACTED SHOULD YOU BE  
UNAVAILABLE

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3. PLACE AND COUNTRY OF BIRTH: DATE OF BIRTH (DD/MM/YY) PRESENT NATIONALITY (IF DUAL, INDICATE BOTH)

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4. GENDER M  F

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5. KNOWLEDGE OF LANGUAGES

FIRST LANGUAGE

LANGUAGES	2(*) :				3(*) :				4(*) :				5(*) :			
	READ	WRITE	UNDERSTAND	SPEAK	READ	WRITE	UNDERSTAND	SPEAK	READ	WRITE	UNDERSTAND	SPEAK	READ	WRITE	UNDERSTAND	SPEAK
EXCELLENT																
VERY GOOD																
GOOD																
Satisfactory																
BASIC																

\* Please indicate the name of the language

OTHER LANGUAGES:

6. EDUCATION

PLEASE PROVIDE DETAILS OF ALL EDUCATIONAL ESTABLISHMENTS ATTENDED FROM SECONDARY SCHOOL ONWARDS (LOWER SECONDARY, HIGHER SECONDARY, FURTHER EDUCATION, INCLUDING TECHNICAL OR PROFESSIONAL TRAINING, HIGHER OR UNIVERSITY EDUCATION). CONCERNING POST-SECONDARY EDUCATION PLEASE ALSO MENTION INTERMEDIATE DIPLOMAS (I.E. DEUG, CANDIDATURE, VORDIPLOM).

PLEASE INDICATE WHETHER THE DIPLOMA(S) YOU OBTAINED CORRESPOND TO A COMPLETE CYCLE IN YOUR COUNTRY.

**A. SECONDARY, TECHNICAL, PROFESSIONAL AND HIGHER (NON-UNIVERSITY) EDUCATION (PLEASE COMPLETE THIS SECTION ONLY WHEN YOU APPLY FOR A SELECTION FOR FUNCTION GROUP AST)**

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

**B. UNIVERSITY EDUCATION**

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

**C. GENERAL, SPECIALIST AND FURTHER TRAINING**

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

7. PROFESSIONAL EXPERIENCE

INDICATE, IN CHRONOLOGICAL ORDER STARTING WITH YOUR PRESENT POST, ALL THE POSTS WHICH YOU HAVE HELD AND THE TASKS YOU PERFORMED.

MENTION ANY PERIODS WHEN YOU INTERRUPTED YOUR PROFESSIONAL ACTIVITY, GIVING REASONS (E.G. CAREER BREAK, CHANGE IN OCCUPATION RATE, ETC.).

NATURE AND DESCRIPTION OF TASKS <sup>1</sup> (OR PERIODS WHEN YOU INTERRUPTED YOUR PROFESSIONAL ACTIVITY)	NAME AND ADDRESS OF EMPLOYER (OR REASON FOR INTERRUPTION)	OCCUPATION RATE <sup>2</sup>	FROM (DAY. MONTH. YEAR)	TO (DAY. MONTH. YEAR)

<sup>1</sup> Where necessary enclose a job description, if you have one.

<sup>2</sup> E.g. full-time, part-time ...

8. INFORMATION TECHNOLOGY AND OFFICE SKILLS

<i>TOOLS</i>	<i>WORD</i>	<i>EXCEL</i>	<i>POWER POINT</i>	<i>ACCESS</i>	<i>FRONTPAGE</i>	<i>OUTLOOK</i>	<i>INTERNET</i>	<i>OTHER</i>
EXCELLENT								
VERY GOOD								
GOOD								
SATISFACTORY								
BASIC								

9. CRIMINAL CONVICTIONS<sup>3</sup>

A) DO YOU HAVE ANY CRIMINAL CONVICTIONS? IF SO, PLEASE GIVE DETAILS BELOW<sup>4</sup>:

	OFFENCE	FACTS OF THE CASE	DATE	APPEAL PENDING YES/NO
1.				
2.				
3.				

B) ARE YOU CURRENTLY THE SUBJECT OF ANY LEGAL ACTION? IF SO, ON WHAT CHARGES?

- 1.
- 2.
- 3.

<sup>3</sup> This information will not result in the candidates being excluded from the selection procedure: it is intended to enable the Authority Responsible for Concluding Contracts of Employment to assess whether or not these candidates, if placed on the reserve list, would meet the character requirements for the duties involved (see Article 12(2)(c) of the Conditions of Employment of other Servants of the European Communities); <http://www.cc.cec/statut/en/tit22.htm>.

<sup>4</sup> NB. You do not have to mention spent convictions.

10. DISCIPLINARY MEASURES<sup>5</sup>

A) HAVE YOU BEEN THE SUBJECT OF ANY DISCIPLINARY MEASURES? IF SO, PLEASE GIVE DETAILS BELOW<sup>6</sup>:

	DISCIPLINARY MEASURE	FACTS OF THE CASE	DATE	APPEAL PENDING YES/NO
1.				
2.				
3.				

11. DO YOU HAVE A PHYSICAL DISABILITY REQUIRING SPECIAL ARRANGEMENTS TO BE MADE AT THE TESTS?

Yes

No

IF SO, PLEASE GIVE DETAILS AND INDICATE THE NATURE OF THE SPECIAL ARRANGEMENTS YOU CONSIDER NECESSARY.

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<sup>5</sup> This information will not result in the candidates being excluded from the selection procedure: it is intended to enable the Authority Responsible for Concluding Contracts of Employment to assess whether or not these candidates, if placed on the reserve list, would meet the character requirements for the duties involved (see Article 12(2)(c) of the Conditions of Employment of other Servants of the European Communities); <http://www.cc.cec/statut/en/tit22.htm>.

<sup>6</sup> NB. You do not have to mention spent disciplinary proceedings.

## DECLARATION

I, THE UNDERSIGNED, DECLARE THAT:

- A) I HAVE FULFILLED ANY OBLIGATIONS IMPOSED ON ME BY THE LAWS CONCERNING MILITARY SERVICE.
- B) THE INFORMATION PROVIDED ABOVE AND IN THE ANNEXES IS TRUE AND COMPLETE.

I AM AWARE THAT I WILL BE EXPECTED AT A LATER STAGE, TO PRODUCE SUPPORTING DOCUMENTS CONFIRMING THE INFORMATION GIVEN IN MY APPLICATION.

I AM AWARE THAT ANY FALSE STATEMENT MAY INVALIDATE MY APPLICATION AND/OR, WHERE APPROPRIATE, RESULT IN THE CANCELLATION OF THE CONTRACT, PURSUANT TO ARTICLE 50 OF THE CONDITIONS OF EMPLOYMENT OF OTHER SERVANTS OF THE EUROPEAN COMMUNITIES<sup>7</sup>.

(DATE)

(NAME)

## ANNEX

### REQUEST FOR REVIEW – APPEAL PROCEDURE –

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<sup>7</sup> >>>>>> <http://www.cc.cec/statut/en/tit22.htm>.

## COMPLAINT TO THE EUROPEAN OMBUDSMAN

*Since the Staff Regulations apply to both the admission phase and the selection, please note that all the proceedings of the selection Committee are covered by the confidentiality laid down in Annex III of the Staff Regulations. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action :*

- Request for review**  
European Commission  
DG .....  
ADRESSE .....  
Reference: .....  
B-1049 Brussels  
or .....@ec.europa.eu

DG ..... will forward your request to the Chairman of the Selection Committee where it comes within the board's remit. You will be sent a reply as soon as possible.

- Appeal**  
You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities. **One** single copy of the complaint should be sent by **one** of the following ways:
  - by e-mail, preferably in .pdf format, to the operational mailbox HR MAIL D.2 (HR-MAIL-D2@ec.europa.eu)
  - or
  - by fax (no. 32-2-295.00.39) or
  - by post, to the office address SC11 4/57 or
  - handed in at the office address SC11 4/57 (from 09.00 to 12.00 and from 14.00 to 17.00).

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation n° 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) start to run from the time you are notified of the act allegedly prejudicing your interests.

You should note that the appointing authority does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless rules which govern the proceedings of selection committees have clearly been infringed.

- Complaint to the European Ombudsman**  
Like all citizens of the European Union, you can make a complaint to:  
**European Ombudsman**  
1 avenue du Président Robert Schuman -BP 403  
F - 67001 Strasbourg Cedex

under article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Communities L 113 of 4 May 1994.

You should note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging appeals with the Civil Service Tribunal under Article 236 of the Treaty establishing the European Community. Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative actions in place at the bodies concerned.



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL HUMAN RESOURCES AND SECURITY  
Directorate HR.B - HR Core Processes 1: Career  
Recruitment and End of Service  
The Head of Unit

Brussels

HR.B.2

Subject: Information on the protection of personal data under a temporary staff selection procedure

Personal data supplied by candidates under this selection procedure are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 ([http://eur-lex.europa.eu/smartapi/cgi/sga\\_doc?smartapi!celexapi!prod!CELEXnumdoc&lg=en&numdoc=32001R0045&model=guicheti](http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexapi!prod!CELEXnumdoc&lg=en&numdoc=32001R0045&model=guicheti)). Articles 11 and 12 of the Regulation require the Recruitment and End of Service Unit of the Directorate-General HUMAN RESOURCES AND SECURITY to provide candidates with the following information.

Identity of the controller: Mr Roberto CARLINI, Head of Unit HR.B.2 "Recruitment and End of Service".

Purposes of the processing operation: to help the Directorates-General organise a selection procedure for temporary staff to constitute a reserve list of candidate(s) best matching the profile set out in the selection notice. Individual information is given to each candidate on the various stages of the selection process.

Recipients of the data: the Directorate-General which requested the organisation of the selection procedure.

Right of access to, and right to rectify, the data: candidates can send an email with a copy of an identity document to HR.B.2 ([HR\\_B2-SELECTIONS-RESERVE-LISTS@ec.europa.eu](mailto:HR_B2-SELECTIONS-RESERVE-LISTS@ec.europa.eu)) to indicate any changes to their personal data. If they wish, candidates can obtain a copy of their personal data as recorded by HR.B.2 by sending an email with a copy of an identity document to the above functional mailbox.

Data concerned:

- Personal data (e.g. data enabling candidates to be identified and contacted): surname, first name, date of birth, gender, nationality, home address, email address, name and phone number of a contact person to be used if the candidate is unavailable.
- Information supplied by candidates under the selection procedure to assess whether they comply with the profile sought in the selection notice (application, curriculum vitae and supporting documents, in particular diplomas and professional experience).
- Individual information given to each candidate on the various stages of the selection process.

Legal basis:

- Conditions of Employment of Other Servants of the European Communities, laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of the Council as last amended by Regulation (EC, Euratom) No 23/2005.
- Commission Decision C(2004) 1597 of 28 April 2004 on a new policy for the engagement and use of temporary agents.

Date of launch of the processing operation: date on which the application is submitted.

Length of time the data are kept: the files on successful applicants are kept by Unit HR.B2 until they are recruited by the Commission. As soon as they are recruited, the selection files are destroyed and replaced by personal files. Where successful applicants are not recruited, their selection files are kept by Unit HR.B.2 until a decision is taken to close the reserve list.

All other selection files are kept for five years and then destroyed.

Candidates may at any time have recourse to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).