



VACANCY NOTICE

HUMAN RESOURCES ASSISTANT

(ELA/AST/2020/008)

Type of contract	Temporary agent
Function group and grade	AST4
Duration of contract	5 years (renewable)
Area	Administration
Place of employment	Bratislava (Slovakia) ¹
Estimated monthly basic salary	€3.614
Deadline for applications	18/01/2021
Reserve list valid until	31/12/2021

The European Labour Authority

The European Labour Authority ('the Authority' or 'ELA') is a new Union decentralised body in the area of cross-border labour mobility, currently in its initial start-up phase.

Its aim is to facilitate access for individuals and employers to information on their rights and obligations; support cooperation between EU countries in the cross-border enforcement of relevant Union law, including by facilitating joint inspections; and mediate and facilitate a solution in cases of cross-border disputes between national authorities.

The Authority should reach its full operational capacity by 2024. The European Commission is responsible for the initial set up phase until the Authority is sufficiently staffed and ready to fulfil its mandate.

Further information on the Authority is available on:

www.ela.europa.eu.

<https://europa.eu/!Gq83dx>

¹ Depending on the availability of the new offices of ELA in Bratislava, the successful jobholder may be required to take duties for a limited period of several months in Brussels, hosted at premises of the European Commission.

The job

The Authority is launching a vacancy notice with a view to establishing a reserve list of Temporary Agents for the position of Human Resources Assistant.

1. Profile

Reporting to the Head of Sector Human Resources, the Human Resources Assistant will support the Human Resources Sector mainly in the areas of HR administration, Individual Rights and Entitlements, Working Conditions, Career management and HR processes.

1.1 Tasks

The Human Resources Assistant's tasks will include, inter alia:

- Liaising with the Office for the Administration and Payment of Individual Entitlements (PMO) of the European Commission on the establishment of the rights of ELA staff members;
- Ensuring timely and accurate administrative management of entitlements and benefits for staff (i.e. determination of individual rights and entitlements; administration of personnel files and administration of the HR databases) in accordance with the EU Staff Regulations;
- Ensuring correct and timely implementation of payroll;
- Supporting the development of working conditions, and the management of leave and absence processes;
- Contributing to the daily management of SYSPER and supporting its further development;
- Preparing employment contracts and managing contract renewals;
- Assisting with the planning and monitoring of HR budget and contracts, in particular in operational initiation of financial transactions;
- Supporting the coordination of the probationary period, annual performance appraisal and reclassification exercises;
- Liaising with the medical service in the organisation of medical exams, medical campaigns and invalidity procedures;
- Providing support to the development, implementation and follow-up of HR policies, procedures, processes and internal guidelines;
- Gathering, processing and analyzing staff-related data and contributing to regular HR reports/metrics/stats/charts for internal and external stakeholders;
- Support ELA staff and management with matters related to HR administration and working conditions;
- Perform any other HR task requested by the line management in the interest of the service.

Qualifications and experience required

2. Eligibility criteria

By the closing date of this vacancy notice candidates must:

- be a national of a Member State of the European Union;

- enjoy their full rights as citizens²;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the appropriate personal and professional requirements for the duties involved;
- be physically fit to perform their duties³;
- have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union⁴;
- candidates must have, at the closing date for applications, a level of education which corresponds to a post-secondary education attested by a diploma and in addition at least 9 years⁵ professional experience, or a secondary education attested by a diploma giving access to post-secondary education and following this diploma professional experience of at least 12 years.

3. Selection criteria

Essential:

- Suitability to perform the tasks in section 1.1;
- Education and/or specialised training in Human Resources, administration or other relevant subject demonstrating the ability to work in the scope of the job description;
- At least 3 years of working experience in Human Resources relevant to the duties concerned;
- Knowledge of EU Staff Regulations and Conditions of Employment of Other Servants of the European Union;
- Very good ICT skills with proficient knowledge of tools in the HR data management and of MS Office applications.

Advantageous:

- Previous professional experience in working in Human Resources in the EU Institutions, agencies or bodies;
- Knowledge and experience with the Human Resources Management System – SYSPER.

Moreover, the following competencies will be assessed during the selection process:

- Excellent organisational and planning skills;
- Ability to be proactive and flexible;
- Ability to work efficiently under time pressure;
- Service-oriented attitude;
- Capacity to work in a team;

² Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

³ Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

⁴ The assessment is done in accordance with the [Common European Framework of reference for Languages \(CEFR\)](#)

⁵ Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

- Very good administrative skills with strong attention to details and accuracy;
- Excellent communication and interpersonal skills;
- Impeccable respect for the discretion and confidentiality requirements of the post.

The selection process

4. How to apply

You must apply through the EU CV Online system⁶. Only complete applications registered via EU CV Online before the deadline will be considered. Applications must include a motivation letter and a CV, both submitted in English to be considered.

Please note that this selection procedure is published in parallel with selection procedures for other profiles at ELA. You are encouraged to apply for the position that best suits your profile and experience.

To be able to apply via EU CV Online, you must first create an account or sign in to an existing account. If not done already, you must first fill in the electronic CV. Once the CV is completed, you may choose and apply to the call for expressions of interest of your choice. You are advised to fill out all relevant fields of the application.

All technical questions concerning EU CV Online must be sent through the contact page of EU CV Online.

Before applying, you should carefully check whether you meet all the eligibility criteria.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a problem with the internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process.

On completion of the online registration, you will receive on screen a registration number, which you must note. This will be your reference number in all matters concerning your application. If you do not receive a number, it means that your application has not been registered.

After a correct submission of an application, you will receive an automated acknowledgement of receipt of your application to the email account indicated in your application. It is your responsibility to verify that you provided the correct e-mail address.

Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required in a later stage (see section 5.3).

Deadline for applications: 18/01/2021 at midday (12:00, Brussels time)

⁶ EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

You may apply at:

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces

If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail⁷, postmarked no later than the closing date for registration. All subsequent communication between the Commission and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.

If you require more information, please send an e-mail to EMPL-ELA-HR@ec.europa.eu

5. Steps of the selection procedure

5.1 Admission to the selection procedure

After the deadline for online registration, the selection committee will check the submitted applications against eligibility criteria described in Section 2 “Eligibility criteria”. Applications satisfying these conditions will then be assessed against the selection criteria under Section 3 “Selection criteria”.

5.2 Initial assessment of the applications

The selection committee will assess each eligible application according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

The Selection Committee will analyse the application (motivation letters and CV) of eligible applicants with reference to the Selection Criteria (“Essential” and “Advantageous”) and to the overall assessment of the quality & suitability of the application based on the requirements of the post.

Upon completion of the assessment, the Selection Committee will establish a shortlist of candidates to be invited to the assessment phase. The remaining candidates will be notified that their application will no longer be taken into consideration to this selection procedure. All the communication with candidates will be done via email.

5.3 The assessment phase

Following the initial assessment of the applications, the most suitable candidates for the post will be invited to the assessment phase, either online or to be held in person in Brussels. This phase involves an interview with the selection committee and one or more test(s) related to the field of the vacancy. This phase will enable the selection committee to carry out an assessment of the pre-selected candidates according to the selection criteria described in Section 3.

⁷ European Labour Authority, ELA HR, Avenue du Beaulieu 29, 06/020, 1160 Brussels.

The assessment phase will be conducted in English.

Candidates will be requested to submit, if successful and considered for recruitment, originals or certified copies of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

5.4 Verification of documents and scrutiny

The candidates' application will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

5.5 Reserve list

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Executive Director of ELA for approval. The adopted reserve list will be valid until 31.12.2021. Reserve lists may be extended by decision of ELA. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by ELA (e.g. including a further interview with the Executive Director).

Inclusion on a reserve list does not imply any entitlement to employment in ELA.

Other important information

6. General information

6.1 Equal opportunities

The Authority is an equal opportunity employer and strongly encourages applications from all candidates who fulfill the eligibility criteria and interested in the position. ELA ensures that its recruitment procedures do not discriminate on the grounds of gender, colour, race, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

In case of a disability, please feel free to inform Human Resources at EMPL-ELA-HR@ec.europa.eu and indicate which arrangements or adjustments relating to your disability are necessary, so ELA can ensure your equal participation in the interviews and tests.

6.2 Selection committee

A selection committee is appointed for each selection procedure. Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden. Any infringement of this rule will lead to the disqualification from the selection procedure.

6.3 Approximate timetable

The selection process may take some months to be completed; no information will be released during this period. The foreseen timeframe for the selection procedure will be updated on [ELA's website](#). The selection committee intends to finalise the recruitment process for this vacancy by May 2021, with a view for the selected candidate to take office before July 2021.

6.4 Engagement and Conditions of employment

The decision on appointment will be taken by the Authority's Executive Director as the Authority Empowered to Conclude Contracts of Employment on the basis of the reserve list of most suitable candidates.

Before engaging a temporary agent, the Executive Director will examine whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. The candidate will inform the Executive Director, using a specific form of any actual or potential conflict of interest⁸. If necessary, the Executive Director shall take any appropriate measures.

A contract may be offered for temporary agent pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union (CEOS) for an initial period of 5 years, renewable once. After the second period, the contract may be renewed for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

6.5 Job environment

The place of employment is Bratislava, Slovakia. Depending on the availability of the new offices of ELA in Bratislava, the successful jobholder may be required to take duties for a period of several months in Brussels, hosted at premises of the European Commission.

The jobholder will work in a multicultural, respectful and appreciative environment, which offers the possibility to shape the work of the authority, where open and constructive dialogue is encouraged, while building effective work relations.

⁸ In compliance with Article 11 of the Staff Regulations of officials and Conditions of Employment of Other Servants of the European Union.

Working time is based on a 40-hour working week. ELA offers flexible working arrangements such as teleworking, part-time work, and flexible working hours.

6.6 Remuneration

The successful candidate who is offered a contract of employment will, on their entry into service, be placed in step 1 or step 2 of the AST 4 grade, according to the length of their professional experience. The basic monthly salaries for grade AST 4 Assistants, as at 1 July 2020 in Bratislava, are:

- Step 1: € 3.614
- Step 2: € 3.767

Please note that the estimates above include the correction coefficient applicable to Slovakia, currently equal to 80.6% (compared to Brussels). In addition to the basic salary, staff members may be entitled to various allowances, depending on their particular situation. These may include:

- Household allowance (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold);
- Dependent child allowance (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme);
- Education allowances (Pre-school or Education allowance) or Payment of the education fees applicable to selected educational institutions;
- Expatriation allowance (16% of the sum of basic salary and other applicable allowances) or foreign residence allowance (4 %).

The salary is subject to a Community tax deducted at source and is exempt from national tax. The salary package includes contributions to the EU social security and pension schemes. Candidates are invited to familiarise themselves with the employment conditions as stated in the [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#).

6.7 Protection of personal data

Personal data shall be processed exclusively for the purpose of the selection procedure.

As the body responsible for organising the competition, the Authority ensures that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, offices and agencies and on the free movement of such data (Official Journal of the European Union, L 295/39 of 21 November 2018). This applies in particular to the confidentiality and security of such data.

6.8 Appeal procedure

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, at the following address:

European Labour Authority

C/o European Commission, DG Employment & Social Inclusion
Selection procedure: Ref. ELA/AD/2020/008
Avenue de Beaulieu, 29 (BU-29), Office 06/020
1160, Brussels,
BELGIUM

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, before the General Court:

Court of Justice of the European Union

Rue du Fort Niedergrünewald
L-2925 Luxembourg
LUXEMBOURG

It is also possible to complain to the European Ombudsman. Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L113 of 4 May 1994:

European Ombudsman

1 Avenue du Président Robert Schuman – CS 30403
F- 67001 Strasbourg Cedex
FRANCE

Please 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, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 236 of the EC Treaty.

Any complaint to the ombudsman must be made within two years of receiving the Authority's final position on the matter (<https://www.ombudsman.europa.eu>).