

CALL FOR EXPRESSIONS OF INTEREST
EUROPEAN COMMISSION JUNIOR PROFESSIONALS
PILOT PROGRAMME NOVEMBER 2019

I. CONTEXT

As part of the Talent Management Strategy, the European Commission launched as a pilot a "Junior Professionals Programme" (JPP) in June 2018. In December 2018, the Commission by a decision of the College extended the pilot and called for the selection, on a biannual basis, of up to 50 Junior Professionals per year in 2019 and in 2020.

Against this background, the Commission is launching a new call for expressions of interest for the Junior Professionals Programme to start in May 2020.

The Junior Professionals Programme aims at better retaining and developing new resources from the Commission's known talent pool. It will have the benefit of diversifying the sources of recruitment of the European Commission, contributing inter alia to a more balanced composition of staff, and providing an additional tool to make its employment offer more attractive to Europeans.

Furthermore, by adopting this programme the Commission will try to enhance the competitiveness of its employment offer vis-à-vis other recruiters who already have such a programme in place. The pilot is mainly a professional development programme aiming at better integrating junior staff into EU civil service by providing a space to develop a European and Commission spirit among participants, while equipping them with the necessary knowledge and skills needed by the Institution through a comprehensive learning, development and mobility programme.

In line with the objectives of this programme, eligible candidates shall have a maximum of 3 years of professional experience by the closure of the present call and fulfil the conditions, laid down in Article 28 of the Staff Regulations and in Article 12(2) of the Conditions of Employment of Other Servants (CEOS).

This call for expressions of interest aims at selecting a maximum of 25 candidates among Blue book trainees, contract agents in function group IV, temporary agents and officials in the administrators' function group (AD), working in one of the Directorates General, Cabinets, Offices or any other service of the European Commission by the closure of the call.

Junior Professionals (JPs) selected among non-permanent staff will be offered contracts as temporary agents in function group AD, grade 5, for 30 months.

JPs will join a mobility programme with two consecutive assignments in two different Directorates General and services, located in one of the Commission main sites (i.e. Brussels, Luxembourg or Ispra).

Afterwards, JPs will in principle¹ return to the service where they worked when they applied for the programme.

During the programme, they will participate in a compulsory Learning and Development programme in Brussels. Participants will also have the opportunity to sit a general internal competition to access the EU civil service.

II. ELIGIBILITY

II.1. POSITION ON THE DATE OF CLOSURE OF THE CALL

In order to be considered eligible, candidates must on the date of the closure of this call, work in one of the Directorates General, Cabinets, Offices or any other service of the European Commission either as:

- Blue Book trainee for the session which is ongoing at the time of the closing of the present call; or
- contract agent in function group IV; or
- temporary agent in function group AD; or
- official in function group AD.

II.2. PROFESSIONAL EXPERIENCE

In order to be considered eligible, candidates must, on the date of the closure of this call, have a **maximum of three years of professional experience**² (inside or outside the European institutions).

II.3. GENERAL CONDITIONS

In line with the Staff regulations and the Conditions of Employment of Other Servants (CEOS) candidates must fulfil the following general conditions:

- be a national of one of the Member States of the Union,
- enjoy full rights as a citizen;
- having fulfilled any obligations imposed by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of duties;

¹ JPs from the Cabinets will be posted in one of the Directorates General corresponding to the Cabinet's portfolio and JPs selected from Commission Representations and Delegations will be posted in Brussels.

² The calculation of the years of relevant professional experience will be carried out in line with article 2 of the Commission Decision C(2013) 8970, Brussels 16.12.2013 laying down general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement. Work experience is taken into account only from the time when the diploma giving access to the programme was awarded. Traineeships shall be counted as work experience if a financial consideration was received.

- be physically fit to perform duties.

II.4. EDUCATION / EXPERIENCE

Candidates must, on the date of the closure of this call:

- have a level of education which corresponds to completed university studies of at least three years attested by a diploma³, or
- where justified in the interest of the service, professional training of an equivalent level.

III. KNOWLEDGE OF LANGUAGES

Candidates must:

- Have a thorough knowledge of one of the 24 official languages of the European Union (equivalent to at least C1 level of the Common European Framework of Reference for languages, CEFR⁴).
- Have a satisfactory knowledge of English, French or German (equivalent to at least B2 level of CEFR) in accordance with the interests of the service, which requires that successful candidates be immediately operational and capable of communicating effectively within the institution in the course of their everyday work in languages which have for decades been those most commonly used by staff members of the Commission for internal communication.

IV. APPLICATION

Candidates who fulfil the eligibility criteria can apply online to this call **from 4 to 19 November 2019 at 12:00 (midday), CET**. The link to the online application will be published on “Staff matters”/ Talent management/ Junior professionals”,

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/career/Pages/junior-professionals-programme.aspx?ln=en>

By clicking on the link, applicants will be automatically redirected to their EPSO account. Applicants who do not have an EPSO account must create one. For any question concerning the EPSO account, applicants should contact EPSO via the online contact form under the heading 'Contact us' on the EPSO website www.eu-careers.eu.

³ Please note: if you studied outside the EU your diploma should be recognised by an official body in one of the EU Member States (e.g. by the Ministry of Education).

⁴ Self-assessment test CEFR <https://www.coe.int/en/web/portfolio/self-assessment-grid>

In the application, candidates will be asked to indicate their previous professional experience and their motivation to join the programme and to pursue a career in the European civil service.

The online application must be filled in English, French or German.

When applying for this call, candidates must choose among one of the 24 official languages in which they wish to take the CBT tests, (Language 1), and indicate in which language - English, French or German - they would like to sit the panel interview (Language 2), if selected for this stage. Where English, French or German has been chosen as Language 1, another language among those three languages must be chosen as Language 2. In addition, candidates also have to choose where they prefer to take their CBT tests from one of the testing centres worldwide.

Validation of the application

Candidates must validate the online application after filling it in. After validation, a message will be sent to applicants' EPSO account with a candidate number. This must be quoted in any correspondence. It is applicants' responsibility to complete the online application in time. **Applicants are strongly advised not to wait until the last moment before applying.**

V. SELECTION PROCEDURE

The selection procedure consists of the following stages:

1. Pre-selection by Directorates General, Cabinets, Offices and any other service

After the closing of this call, a two-step pre-selection will be carried out.

a) A first screening on eligibility.

The Directorate General for Human Resources and Security (DG HR) will run a first screening of applications received against the eligibility criteria set out in point II.1, and, for contract agents, temporary agents and officials, in point II.2. This preliminary screening will be carried out on the basis of the information declared by candidates and, where possible, of the information available in Sysper (employer, statutory link, function group and grade, length of professional experience at the Commission), without proceeding to the verification of supporting documents at this stage.

The applications of candidates who, at the closing date of the present call, and on the basis of this screening do not fulfil the eligibility criteria set out in point II.1, or, for contract agents, temporary agents and officials, in point II.2, will be rejected.

This first screening does not replace the full verification of eligibility that will be carried out at a later stage, as described in section IV.4.

b) A pre-selection based on the comparative merits of the candidates in the DG, Cabinet, Office or other service concerned

Each Directorate General, Cabinet, Office or any other service of the European Commission will be asked to pre-select a limited number of candidates among the best candidates.

Orientations communicated to all Directorates General, Cabinets, Offices and other services by DG HR will include an indicative number of candidates that each of them may pre-select, depending on the number of applicants to the present call and on the interest of the service.

Candidates will be pre-selected in the interest of the service taking into account the following criteria:

- candidates' motivation and potential to further enhance the effectiveness of the European civil service and its added value for European citizens,
- candidates' understanding of the Commission operational environment and main political priorities and policies,
- candidates' performance in the main duties assigned and contribution to the work of the unit,
- candidates' oral and written communication skills in at least one of the following three languages English, French and German and in any other official language declared in the application,
- other relevant skills (ex. digital) or specific knowledge which may be of interest to the service.

The pre-selection of candidates should be supported by the evaluation of the Head of Unit and/or, for candidates among Blue Book trainees, the traineeship adviser.

The applications of candidates who were not pre-selected by their respective Directorate General, Cabinet, Office or any other service will be rejected.

2. Computer Based Testing (CBT)

Candidates pre-selected among trainees, temporary agents or contract agents will be invited to a Computer based test (CBT), if applicable. They will be able to **book their test from 10 to 13 January 2020**.

Pre-selected officials will not have to sit a test. Candidates among contract agents, temporary agents and trainees who, on the date of closure of the present call or before taking the CBT for JPP, are placed on an open reserve list of an AD competition or have already succeeded a CBT test – of a CAST FG IV (Permanent CAST) – will not have to sit the test again.

The testing period will run **on 16 and 17 January 2020 in testing centres worldwide**. No other dates will be available for the test and it will not be possible to change the date of the test.

If a problem occurs at a test centre, please:

- alert the invigilators immediately so that a solution can be investigated at the centre itself. In any case, ask them to record your complaint in writing; and
- contact EPSO on the day of your tests via the EPSO website (https://epso.europa.eu/help_en) with a brief description of the problem.

Internal review procedures

The CBT database of questions is subject to permanent in-depth quality control by EPSO and Selection Boards.

If you believe that an error in one or more of the questions in the CBT test affected your ability to answer, you are entitled to ask for the question(s) to be reviewed (under the ‘neutralisation’ procedure).⁵ Please contact EPSO latest the day after your date of your CBT test via the EPSO website (https://epso.europa.eu/help_en)

The CBT tests will be organised as follows:

Tests	Language	Questions	Duration	Marking	Pass mark
Verbal reasoning	Language 1	20 questions	35 min	Out of 20	10/20
Numerical reasoning	Language 1	10 questions	20 min	Out of 10	Combined pass mark 10/20
Abstract reasoning	Language 1	10 questions	10 min	Out of 10	

The results of the CBT test will be communicated to candidates via their EPSO account.

⁵ Under this procedure, it may be decided to cancel the question containing the error and to redistribute the points among the remaining questions of the test. Only those candidates who received that question will be affected by the recalculation. The marking of the tests remains as indicated in the relevant sections of this call. Arrangements for complaints about the CBT test are as follows:

- **procedure:** please contact EPSO **only via the EPSO website** (https://epso.europa.eu/help_en);
- **language:** in the Language 2 you chose for the selection in question;
- **deadline:** latest **the day after** your date of your CBT test;
- **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

Requests received after the deadline or that do not clearly describe the question(s) under complaint and alleged error will not be taken into account. In particular, complaints merely pointing out alleged issues of translation, and which do not clearly specify the problem, will not be taken into account.

The applications of candidates who have not obtained the required pass marks will be rejected.

3. Panel interview

The pre-selected candidates will be invited to a **selection interview in Brussels in February 2020**, provided they have obtained the required pass marks at CBT test, where applicable.

Where necessary, candidates may be interviewed via videoconference (i.e. candidates serving in delegations and representations).

For the selection of candidates, the panel will take into consideration the candidate's dossier – application file, the evaluation of the Directorate General, Cabinet, Office or service of origin – as well as the panel interview.

The panel interview will consist of:

- a structured presentation on a subject related to a European Union policy,
- an interview.

It will aim at assessing :

- the ability to perform the required duties of posts at an AD level;
- the motivation to join and potential to contribute to the European civil service as temporary agent in function group administrator;
- the candidate's ability to communicate in Language 2 (English, French or German);
- the knowledge and understanding of the Commission main political priorities and policies, and of the role of other EU Institutions in the political and decision making process.

The panel interview will be conducted in English, French or German, depending on the choice made in the application. Candidates whose Language 1, as declared in their application, is English, French or German must choose one of the other two languages for the interview.

The selection panel may also ask questions in any other of the languages the candidate is proficient in at work, according to his/her application.

On this basis, the panel will draw a list of a maximum of 25 selected JPs.

4. Verification of eligibility

DG HR will check the eligibility of the pre-selected candidates against the criteria set out in points II.2, II.3 and II.4. During this phase, the DG HR may ask candidates to provide supporting documents related to the academic and professional experience declared in the application, where needed.

At any point in time during the process candidates may be asked to provide copies (scanned or paper copies) of the documents attesting to their academic and professional experience declared in the application. Original documents will be requested if the candidate is selected by the selection panel and the provision of such documents will be a pre-requisite for recruitment.

VI. SELECTION PANEL

The names of the members of the selection panel and of observers from staff representatives will be published on "Staff matters/ Talent management/ Junior professionals", <https://myintracomm.ec.europa.eu/staff/EN/talent-management/career/Pages/junior-professionals-programme.aspx?ln=en>

Candidates are strictly forbidden to make any contact with the members of the selection panel, either directly or indirectly. Any infringement of this rule will result in disqualification from the present selection procedure.

VII. RECRUITMENT AND CONTENT OF THE PROGRAMME

Before being offered a JP position, candidates will be asked to undergo a medical examination to complete the eligibility, where relevant. In addition, they will have to provide appropriate evidence, by means of originals or certified copies of their studies and work experience.

After drawing up the list of successful candidates, the selection panel will make a proposal to the Authority Responsible for Concluding Contracts on where the JPs will be placed at the disposal for two work assignments in two Directorates General or services, different from the one where they were working when they applied for this call. These may be located in one of the main Commission sites (Brussels, Luxembourg or Ispra). The proposed posting will take into account the candidate's profile and preferences, previous experience and the interest of the service.

If successful in the selection and provided their eligibility is confirmed, candidates among Blue book trainees and contract agents will receive a formal employment offer as temporary agent in function group AD, grade 5, for 30 months. Candidates already engaged as temporary agents by the Commission will have their contracts extended for the duration of the programme, if needed. Officials in function group AD will be granted the possibility of accessing the programme.

They will be assigned a mentor in the Directorate General, Office or service of origin, i.e. where they were working when they applied for this call. They will have regular contact with him/her in order to receive guidance, advice and support, and facilitate their professional and personal development, as well as to prepare their return to the Directorate General of origin in the second year.

During the second year, in principle and where possible, JPs will return to perform their duties in the Directorate General, Office or service of origin.

They will attend a compulsory Learning and Development programme, in English, combining personalised key skills development, understanding of the Institution and the functioning of the EU, understanding of the Commission's priority policies and how they relate to citizens, networking, etc.

By the end of the programme, JPs will have the possibility of accessing an internal competition.

VIII. GENERAL INFORMATION

1) Communication with candidates

Individual information, in particular regarding pre-selection, invitation to and results of the CBT tests will be available to candidates via their EPSO account. Invitation to the panel interview and results of the selection interview will be communicated via e-mail to the address indicated in the candidate's EPSO account. It is the candidate's responsibility to provide correct and up-to-date contact information.

Applicants should check their EPSO account regularly — at least twice a week. It is the applicant's responsibility to update his/her EPSO account to reflect any possible change of postal or e-mail address. Questions about how to set up an EPSO account should be sent to EPSO via the online contact form under the heading 'Contact us' on the EPSO website www.eu-careers.eu.

Candidates can also find information on the present selection procedure by consulting “Staff matters”/ Talent management/ Junior professionals”,

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/career/Pages/junior-professionals-programme.aspx?ln=en>

Any communication with the administration must be in English, French or German as applicants would have already worked in at least one of these languages since they joined the Commission and they will also be tested in one of these languages.

If, at any stage in the procedure, it is found that the information given concerning the applicant's eligibility is incorrect, he/she will be disqualified from the selection.

2) Protection of personal data

Candidates' personal data shall be processed in accordance with 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (see the privacy statement available at <https://myintracomm.ec.europa.eu/staff/EN/talent-management/career/Pages/junior-professionals-programme.aspx>).

3) Special arrangements needed for taking tests

If the candidate has a disability or a condition which might require special arrangements for participating in the selection (CBT tests/ panel interview), he/she should fill in the relevant information on the on-line application form.

The candidate will need to send either a medical certificate or a certificate issued by a recognised body attesting disability as soon as possible after validating the on-line application, by one of the following means:

- by e-mail to: EPSO-accessibility@ec.europa.eu
- by fax to: +32-2-299 80 81
- by post to: European Personnel Selection Office (EPSO), C-25, 1049 Brussels, Belgium

Please clearly label this correspondence 'EPSO accessibility', quoting name, the number of the call and application number.

The supporting documents will be examined on a case-by-case basis and where duly justified, in light, both of the evidence submitted and of the principle of equal treatment of candidates, special arrangements may be offered by EPSO within the limits of what is judged reasonable.

If a disability or condition develops after the deadline for on-line applications, the candidate must inform EPSO as soon as possible of the arrangements considered necessary and send the relevant supporting documents by e-mail, fax or post to EPSO using the details indicated above.

IX. APPEAL PROCEDURES

The provisions concerning appeal procedures are laid down in Article 90 of the Staff Regulations of Officials of the European Union.

X. PILOT INDICATIVE CALENDAR ⁶

Opening of the call for expression of interest	4 November 2019
Closing of call and registration on EPSO database	19 November 2019 at midday (12:00 pm CET)
Directorates General to pre-select candidates	28 November – 16 December 2019
Results of the pre-selection communicated to the candidates (+ CBT invitation if applicable)	6 January 2020
Booking period for CBT test	10-13 January 2020
Testing days in one of the testing centres worldwide	16-17 January 2020
Results of CBT test	29 January 2020
Confirmation of interview dates and invitation of candidates	30 January 2020
DG HR to finalise eligibility check of candidates	February 2020 TBC
Panel interviews	February 2020
Results communicated to candidates and DGs	28 February 2020
Medical examination, where applicable and validation of documents	March – April 2020
Job assignments communicated to candidates and services	March 2020
JPP start	1 May 2020

⁶ The dates indicated in the indicative calendar might be subject to change.