



This competition is restricted to officials of the institutions of the European Union or Union bodies

VACANCY NOTICE FOR POSITIONS OF

Human Resources Officer - Official (AST1-AST9)

Reference no. EEA/AST/2022/9

Please send us your application by no later than 13 April 2023 at midnight (Copenhagen time), following the instructions in the [ANNEX](#).

The European Environment Agency (EEA) is organising a restricted competition with a view to a transfer of three officials to work as Human Resources Officers and further with a view to establishing a reserve list.

This vacancy notice is published pursuant to Article 29(1)(b) of the [Staff Regulations](#) (transfers of officials of the institutions and agencies of the European Union, as defined in Article 1a of the aforementioned Staff Regulations).

THE AGENCY:

The EEA is an Agency of the European Union (EU) and one of the decentralised Union bodies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

JOB DESCRIPTION:

Under the responsibility of the Head of Group "Human Resource Management", reporting to the Head of Programme "Administrative Services" (see [organisational chart](#)), the Officer shall be responsible for coordinating and supporting work in the area of human resources.

The position will entail the following tasks:

- Providing guidance and support for the interpretation and implementation of the Staff Regulations and the Conditions of employment of other servants of the European Union and its implementing rules to colleagues, staff members and managers;
- Contributing to organisational development through developing, implementing and reviewing human resources policies, implementing rules, practices and procedures;
- Ensuring the correct application and providing guidance to staff on the rules regarding working conditions, rights and entitlements, leave and absences;
- Performing data collection, analysis and reporting on staff statistics;
- Coordinating and monitoring contracts and budgets related to Human Resources activities;
- Liaising with other EU bodies to keep up with best practice approaches in the field of Human Resources Management;
- Providing general support and back-up to the Human Resource Management Group.

ELIGIBILITY CRITERIA:

Candidates applying must satisfy the following eligibility criteria on the closing date for the submission of applications:



Only established officials "Assistant (AST1-AST9), "Assistant in transition" (AST1-AST9) of the institutions of the European Union or Union bodies graded in the function group and grade span of the post on offer by the closing date may apply for the position.

Candidates should assess carefully and check before submitting their application whether they fulfil all the conditions for admission laid down in the vacancy notice.

Qualifications - External

SELECTION CRITERIA:

(In your application, please provide examples from current or past work experience where these competencies have been applied)

Essential:

- Thorough knowledge of the Staff Regulations and the Conditions of employment of other servants of the European Union and its implementing rules;
- Professional experience in Human Resources performing the tasks mentioned above under "Job description";
- Proven capacity for written production of professional Human Resources texts (policies, guidelines and/or instructions);
- Knowledge of and experience in using Human Resources databases;
- Excellent command of written and spoken English language, at least at level C1 in all categories according to the [Common European Framework of Reference for Language](#).

Advantageous:

- Certified training in Human Resources or a related area, such as Business Administration, Law or Psychology;
- Good knowledge of French, at least at level B2 in all categories according to the [Common European Framework of Reference for Language](#);
- Proven experience in working with Sysper 2.

In addition to the requirements above, candidates invited to the written test and interview stage, will also be assessed against the following behavioural competencies:

- Excellent communication and interpersonal skills;
- Ability to work collaboratively and interact with a wide range of people;
- Diversity awareness and sensitivity;
- Enthusiasm, flexibility and ability to work under pressure;
- Ability to take responsibility for specific areas of work and to deliver to high standards;
- Excellent planning and organisational skills;
- Service-oriented mind-set;
- High sense of discretion and confidentiality;
- Ability to seek out learning opportunities proactively, to handle situations and problems with innovation and creativity.

EMPLOYMENT CONDITIONS:

The successful candidate will be offered a transfer to the European Environment Agency in accordance with Article 29(1)(b) of the [Staff Regulations](#) (transfers of officials of the institutions and agencies of the European Union, as defined in Article 1a of the aforementioned Staff Regulations), maintaining grade and step.

The place of work will be Copenhagen, Denmark.

Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, are brought to the particular attention of candidates. These rules specify that:



“An official shall carry out his duties and conduct himself solely with the interests of the Union in mind. He shall neither seek nor take instructions from any government, authority, organization or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Union.

An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.

Before recruiting an official, the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the appointing authority shall take this into account in a duly reasoned opinion. If necessary, the appointing authority shall take the measures referred to in Article 11a(2).”

For further information on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union see:

[Staff Regulations](#)

SELECTION PROCEDURE:

A Selection Committee is set up for the selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The Selection Committee is bound by the principle of confidentiality as enshrined in Article 6 of Annex III to the Staff Regulations. This works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are eligible. Candidates admitted to a previous selection procedure will not automatically be eligible. **Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

In a spirit of transparency, and in order to align our working methods with current practice in certain Member States, the administration has decided to proceed with the [publication of names of Selection Committee members](#).

Should the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure, the candidate will be disqualified.

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria. The Selection Committee will invite to the interview and to the written test phase the best qualified candidates (maximum of 15). Should the case arise that there are various candidates scoring the same number of points in the 15th ranking, the number of candidates to be invited may be increased accordingly to accommodate this. The interview will be held in English and the candidate’s knowledge of other languages will also be assessed during the interview. Candidates invited for an interview will be asked to undergo a written test in the area of expertise required for the post. The test and the interview will take place online.

At the end of the interviews the Selection Committee will submit the list of suitable candidates to the Appointing Authority who will decide on the appointment of the successful candidate and the establishment of a reserve list for the post advertised or similar posts that may become available. This usually follows from follow-up recruitment interviews conducted by the Appointing Authority with the suitable candidates.



Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until **31 December 2024** and may be extended at the discretion of the Appointing Authority.

Prior to a transfer to the EEA, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility.