

Frequently Asked Questions
on the competition for
Administrators – Generalists (AD5) 2014
EPSO/AD/276/14

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Conditions for application

What are the duties of an Administrator in the EU Institutions?

The general role of administrators is to support decision-makers in fulfilling the mission of their institution or body. **AD 5** is the grade at which graduates begin their careers as administrators in the European institutions. Administrators recruited at this grade can undertake, under supervision, three main types of work in the institutions: policy formulation, operational delivery, and resource management.

The main duties, which may vary from one institution to another, are listed in the Notice of Competition. The duties of an Administrator include:

- devising, implementing, monitoring and control of programmes and action plans;
- managing resources including staff, finances, and equipment;
- assisting decision-makers by means of written or oral contributions;
- drafting policy analysis briefings;
- external communication as well as internal reporting and communication;
- relations with external stakeholders and with the Member States;
- inter-service and inter-institutional coordination and consultation regarding policy;
- coordinating working groups set up by the Member States, the institutions and other external stakeholders;
- drafting contracts, preparing calls for proposals and invitations to tender, and participating in evaluation committees for monitoring selection procedures and the allocation of proposals.

You can also have a look at our web site where you can find access to useful information about permanent officials:

http://europa.eu/epso/discover/types_employment/index_en.htm#chapter1

Who can participate in this competition?

To participate in this competition, you must be a citizen of one of the Member States of the European Union and enjoy your full rights as a citizen; also, you must have fulfilled any obligations imposed on you by the laws on military service and meet the character requirements for the duties involved.

You will need a level of education which corresponds to completed university studies of at least three years attested by a diploma.

Please note that this selection procedure is highly competitive and demanding. We strongly advise you to apply only if you have a true interest in working for the EU Institutions.

Which diploma do I need to participate?

Your diploma should attest at least three years of completed university studies. An overview of diplomas is available at http://europa.eu/epso/doc/diplomes-fortheweb_en.pdf.

If you have a diploma gained outside the EU, you can participate in the competition, but you should check that your diploma is recognised by one of the EU member states' authorities (<http://www.enic-naric.net/>) as this is required to be recruited.

Can I participate if I graduate this summer?

Yes, students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2014 at the latest.

Could my professional experience possibly be taken into account in the context of a competition?

No professional experience is required for this competition. Your experience might be relevant after the selection, for recruitment, once you are on the successful candidates list.

I'm not a citizen of one of the 28 EU Member States. Can I apply?

No, you must be a citizen of one of the Member States of the European Union to apply.

How many EU languages do I need to speak?

You need at least 2 languages: your first (or main) language must be one of the official languages of the European Union; and a second language that must be English, French or German (this second language must be different from your first language). You must have thorough knowledge of your first language (level C1) and a satisfactory knowledge of your second language (level B2). Part of the admission tests and the assessment tests will be in your second language.

To give you an idea of the required knowledge, you can check the following web site: http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en_EN

Can I still participate if I don't meet all the conditions?

You must meet all the conditions and we strongly advise you not to apply if you do not meet them. The Selection board will only admit candidates who meet all eligibility requirements.

How many places are there on the reserve list?

Number of successful candidates sought: 137

Where can I work if I am recruited?

If you apply for this competition you should be ready to live and work in Brussels or Luxembourg.

What is the salary range for these posts?

Grade	<i>Basic monthly salary (in €) 40 hours working week</i>
AD5	4 349,59

My online application

What should I do before applying?

Before you apply, we would like you to think carefully about whether an EU career is the right choice for you. The selection process is highly competitive, this year more than ever before, as there are only 137 places on the reserve list. It is therefore important that you complete the "EU Career, My Career?" questionnaire before you start your application. This non-eliminatory questionnaire will help you to determine whether a career in the EU Institutions is the right choice for you. You also need to read the Notice of competition, The General Rules to Open Competitions and take the self-assessment test.

What is a self-assessment test?

The self-assessment tests simulate the real multiple-choice tests of your cognitive abilities and competencies, and will give you a realistic idea of whether you are likely to meet the high standards required to succeed. These tests are mandatory, but non-eliminatory.

How to apply?

Before starting your application, you should very carefully read the following documents: the notice of competitions, the General Rules applicable to open competitions and the online manual (links available at <http://blogs.ec.europa.eu/eu-careers.info/administrators/administrators-generalists-mf/>) and complete the "EU Career, My Career?" questionnaire and the self-assessment tests (links available at graduates.eu-careers.eu). You must log out from your account before starting the application; you cannot launch the application from your EPSO account.

The application process might take some time. Don't start late as we do not accept any applications that are not validated before the deadline. The responsibility for completing your online application before the deadline is entirely yours. We would advise you not to wait until the last minute before applying, since exceptional web traffic or technical failure may mean that you have to start the whole online application process over again, which you will not be able to do once the deadline has passed.

Please also note that you cannot duplicate a former application.

Start your application at graduates.eu-careers.eu by clicking on the relevant "Apply now" button.

Can I modify the content of my application once it has been validated?

No, you can no longer edit your application, as EPSO immediately processes data once it's validated.

Where can I apply?

After reading the documents published there, completing the "EU Career, My Career?" questionnaire and taking the self-assessment tests, you can start the online application at graduates.eu-careers.eu.

Your application must be validated by 15/04/2014 midday (Brussels time) at the latest. The application process may take some time and we strongly advise you not to wait until the last moment before applying.

I have some difficulties with filling in the application form.

Please check the online manual "[How to apply?](#)" or our [video](#). You will find there many tips to help you register your application.

In which language should I fill in the application form?

The application form must be completed in English, French or German.

When do I need to send you my diplomas?

You will be invited at a later stage via your EPSO account to submit your supporting documents. Please also check the related information in the [General Rules Governing Open Competitions](#).

Competition tests and planning

What are the steps of the selection process?

1. Online Application
2. Computer-based tests
3. Assessment Centre
4. Successful candidates list

Please read more about competitions stages at http://europa.eu/epso/apply/how_apply/permanent/index_en.htm.

What kind of computer based- tests will I have to sit?

You will have to sit a series of tests comprising multiple-choice questions to assess your general aptitudes and competencies as regards: Verbal reasoning, Numerical reasoning, Abstract reasoning, and Situational judgement. The first three tests will be in your main language and the last one in your second language (English, French or German).

The self-assessment tests will give you a realistic idea of whether you are likely to meet the high standards required to succeed.

Where can I find further information on the tests?

We have samples available at http://europa.eu/epso/apply/sample_test/index_en.htm

EPSO does not itself publish any books/leaflets/brochures which contain questions for preparation, tips for passing the exam, etc. apart from the information which is available on this web-site. Some Member States organise courses for training EU nationals for the European Institutions' open competitions. To find out more, please check the following information:

http://europa.eu/epso/apply/info_sessions/index_en.htm

When will I receive the invitation to book for my computer-based tests?

The booking for admission tests is planned to take place in May 2014. Invitations to book will be published in the candidates' EPSO accounts

When do the computer-based tests take place?

The tests are planned to take place in May - June 2014.

Where do the computer-based tests take place?

You can take the computer-based tests world-wide. The list of test centres available will be published before the booking period at <https://www.prometric.com/en-us/clients/epso/pages/landing.aspx>.

Is the travel to the computer based exam centre reimbursed?

No, there is no reimbursement when travelling for computer based tests admission tests.

What is an assessment centre?

The purpose of the assessment centre is to assess your general competencies by means of the following exercises, the content of which is validated by the selection board: a case study, a group exercise, an oral presentation, a structured interview.

For organisational reasons, the case study may be organised in test centres in the Member States, separately from the other assessment centre tests, which will be normally be held in Brussels over one day or a day and a half.

More information on the competencies can be found in point 1.2 of the [General Rules governing Open Competitions](#). Please read more about how each competency is tested during the Assessment Centre in the Notice of competition, Section V.

Who is invited to the assessment centre?

The number of candidates invited to the assessment centre will be approximately **2.5 times** the number of successful candidates sought that is indicated in the competition notice and will be published on EPSO's website (<http://blogs.ec.europa.eu/eu-careers.info/>).

Please read more about the criteria for selecting the candidates invited to the Assessment Centre in the Notice of Competition, Section V.

When do the assessment tests take place?

The planning of the Assessment centre will be published as soon as possible at http://europa.eu/epso/doc/epso_planning_en.pdf.

Is travel to Brussels for the assessment tests reimbursed?

You may get a contribution to your travel and subsistence costs according to the rules at: http://europa.eu/epso/apply/on_going_compet/reimburse/index_en.htm

What is the reserve list?

If you are one of the highest-scoring applicants in the assessment phase, you will be placed on the reserve list. This means you may be selected for a job interview at one of the EU institutions. Reserve lists for generalist competitions are generally valid for 1 year.

When will I find out if I have got to the reserve list?

The following indicative planning will be updated regularly to keep you updated: http://europa.eu/epso/doc/epso_planning_en.pdf. All candidates invited to the Assessment Centre will receive their final results in their EPSO account.

How will I be updated on the different stages of the competition?

You can be updated by regularly checking your account. It's the candidate's responsibility to check his/her EPSO account at least twice a week during the whole competition.

Further questions?

Please regularly check the competition specific information published and consider subscribing for e-mail alerts at www.eu-careers.info.

You can also get information in your language by calling toll free Europe Direct: 00 800 6 7 8 9 10 11.