

## CALL FOR APPLICATIONS

### Human Resources Assistant (AST 4) EIT (Budapest)

**Ref.: EIT/TA/2014/94**

The European Institute of Innovation and Technology (EIT), established on 11 March 2008 by the European Parliament and the Council, aims to become a flagship for excellence in European innovation. The EIT is the first European initiative to integrate fully the three sides of the 'Knowledge Triangle' (higher education, research, business-innovation) and will seek to stand out as a world-class innovation-oriented reference model, inspiring and driving change in existing education and research institutions. Conceived with a clear market-driven focus, the EIT will favour sustainable economic growth and job creation throughout the Union by generating new skills, products, services and business responding both to public demand and to the needs of the knowledge economy.

The EIT is now organising a call for applications with a view to establishing a reserve list for Temporary Staff (TA) for the position of **Human Resources Assistant**. The place of employment will be Budapest (Hungary), where the EIT seat is located.

More information about the EIT, its structure and activities can be found on: <http://eit.europa.eu>.

## **The job**

### **1 Profile**

The Human Resources Assistant will work in the HR and Talent Management team. As part of the Services and Finance Unit, s/he will contribute to the efficient and effective running of the HR administration.

#### **1.1 Tasks**

The Human Resources Assistant will support the work of the EIT by performing the following tasks:

- Ensure the timely and accurate administrative management of individual rights and entitlements for staff (including determination and follow-up of individual rights; administration of personnel files and administration of the HR database)
- Ensure the timely and accurate preparation of payments related to the payroll, including prior and retroactive controls
- Provide assistance in the selection and recruitment processes (drafting and publication of vacancy notices, organization of committee meetings, answering queries and general administrative support, preparing job offers and contracts, handling pre-recruitment medical examinations, management of the reserve lists, etc.)
- Assist in career development procedures and manage the related database (job descriptions, objectives, probationary period reporting, performance appraisal and re-classification exercises, implementation and monitoring of learning and development activities, etc.)
- Liaise with candidates on matters related to entry into service (employment conditions, relocation, induction, school/kindergarten etc.) and contribute to effectively integrating newly-recruited colleagues
- Assist in the administrative procedures for staff leaving the organization
- Assist in the implementation of social welfare measures for staff and their families, particularly in the areas of health care and education
- Manage, monitor, follow-up and report on working time, leave and absences
- Ensure the correct application of the EU Staff Regulations and Conditions of Employment of Other Servants (CEOS) as well as the relevant implementing rules

- Contribute to the drafting of quality management documents for the processes within the assigned areas of responsibility (e.g. standard operating procedures and work instructions)
- Assist in the HR-related financial, budgetary and procurement matters (e.g. act as operational initiator for commitments and payments in the relevant areas of activity)
- Contribute to the follow-up of the HR budget execution and forecast, and assist in the HR budget planning exercise
- Prepare HR statistics and reports
- Manage the HR functional mailbox and keep an effective HR archiving system
- Contribute to the effective functioning, collaboration and cooperation within the HR team
- Other administrative tasks, as required in the interest of the service

## **Qualifications and experience required**

### **2 Eligibility criteria**

#### **2.1 General conditions**

By the closing date of this call candidates must:

- be nationals of a Member State of the European Union or an EFTA State<sup>1</sup>;
- enjoy their full rights as citizens<sup>2</sup>;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties<sup>3</sup>

#### **2.2 Education**

Candidates are required to have a level of education equivalent to:

- post-secondary education attested by a diploma, or;
- secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years<sup>4</sup>.

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted<sup>5</sup>.

#### **2.3 Experience**

Candidates must have, at the closing date for applications, professional experience of at least 6 years<sup>2</sup> (at least 9 years in the case of secondary education), including professional experience directly relevant to the tasks of at least 4 years<sup>4</sup>.

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<sup>1</sup> Iceland, Norway, Switzerland, and Liechtenstein.

<sup>2</sup> Prior to the appointment, the successful candidate will be asked to provide a criminal record extract confirming the absence of any criminal record.

<sup>3</sup> Before being engaged, a member of staff shall be medically examined by one of the Institution's medical officers.

<sup>4</sup> 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 (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

<sup>5</sup> In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under "Additional information". In case of invitation to an interview, the above proof must be provided.

## 2.4 Languages skills

Candidates must have a thorough knowledge of one of the languages of the EU and a satisfactory knowledge of another language of the EU<sup>6</sup> to the extent necessary for the performance of her/his duties.

## 3 Selection criteria

Essential:

- Suitability to perform the tasks described in Section 1.1
- Proven professional experience in the fields of HR services and administration (from entry into service to termination of employment, including individual rights and entitlements, payroll, career development procedures, HR metrics and reporting)
- Ability to deal with confidential files and to use tact and discretion when dealing with people
- Excellent organizational, analytical and administrative skills
- Ability to work methodically and with attention to detail, as well as to identify relations between the various aspects of the tasks and processes
- Ability to manage own time effectively and ensure that all tasks are processed accurately and on time
- Effective, clear and concise communication skills in oral and written English
- Excellent knowledge and experience of Microsoft Office and web-based HR applications

Advantageous:

- Proven experience in the HR implementation of the EU Staff Regulations and CEOS within an EU Institution or agency
- Ability to respond flexibly, switching between tasks where necessary, and to show willingness to step outside normal work activities to meet changing demands
- Developed sense of initiative and proven ability to carry out tasks without constant supervision, combined with a strong team spirit
- Service-oriented attitude
- Experience of working in a multicultural environment, preferably with a multidisciplinary approach

## The Selection process

### 4 How to apply

Please consult the Guide for Applicants on the [EIT website](#). It contains detailed instructions to help you submit your application correctly.

Only applications online through the EU CV Online system<sup>7</sup> will be accepted.

To apply, you must register in the EU CV Online system via the link provided on the EIT website, and follow all instructions concerning the various stages of the procedure. Applications shall be made in English. **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. 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 later from candidates invited to an interview (see section 5.3).

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<sup>6</sup> Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

<sup>7</sup> The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. Please note that if you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

### **Deadline for applications: 3 April 2014 at midday (12:00 Budapest time)**

## **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 the general and specific conditions described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria described in Section 3.

### **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.

### **5.3 Interview**

Upon completion of the profiles' evaluation, the 8 most suitable candidates for the post - based on the highest scores in the pre-selection screening - will be invited to an interview, which will be organised in Budapest. Details of the time, date and address of the interview will be communicated to the candidates in due time.

Candidates invited to an interview will be requested to submit by email, prior to the interview, a non-certified copy 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.

The selection committee will carry out an assessment of candidates invited to an interview according to the selection criteria described in Section 3. The interview will be conducted in English. Candidates may also be required to sit a written test in English on the day of the interview. This might take the form of a case study, multiple-choice questionnaire and/or oral presentation.

The written tests may consist of the following components, in accordance with the level and profile of the position advertised:

- Specific competencies with reference to the profile,
- General aptitudes and language abilities to the extent necessary for the performance of the duties,
- Knowledge of European integration and institutions, the European Institute of Innovation and Technology.

These components can be combined.

### **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 Appointing Authority of the EIT for approval. The adopted reserve list, which will be in order of merit, will be valid until 31 December 2014. Reserve lists may be extended by decision of the Appointing Authority of the EIT. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the EIT (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the EIT. Moreover, recruitment will be subject to budgetary availability.

## **5.6 Information**

The text of this Call for applications contains all the information required. Nevertheless, if you have a question, please consult the Guide for applicants on the [EIT website](#). If you have further questions, please contact the EIT via [jobs@eit.europa.eu](mailto:jobs@eit.europa.eu), clearly mentioning the reference of the vacancy notice, your registration number and the nature of your request.

***Please note that due to the large volume of applications received, only candidates selected for the interviews will be contacted.***

## **Other important information**

### **6 General information**

#### **6.1 Equal opportunities**

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

#### **6.2 Selection committee**

A selection committee will be appointed to carry out the evaluation of applications to this vacancy. Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden, and may lead to disqualification from the selection process.

#### **6.3 Approximate timetable**

The selection process may take a few months to be completed; further information about the status of the procedure will be published on the EIT website.

#### **6.4 Recruitment conditions / Career**

Successful candidates may be offered a contract as a temporary agent in accordance with Article 2f of the [Conditions of employment of other servants of the European Communities](#) for an initial period of 5 years. The place of employment will be Budapest.

The contract may be renewed for a further period of up to 5 years.

#### **6.5 Conditions of employment**

Successful applicants who are offered a contract of employment will, on entry into service, be placed in step 1 or 2 of grade AST4, according to the length of their professional experience. The estimated net monthly salaries for grade AST4 Assistants, as at 1 January 2014 in Budapest<sup>8</sup>, are:

- Step 1: € 2,339.12
- Step 2: € 2,427.95

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<sup>8</sup> This estimate already includes a correction coefficient of 76.1%, currently applied to salary and allowances paid in Budapest. Deductions for the community tax and contributions for medical insurance, pension and unemployment insurance are already included in this estimate. Salaries are exempted from national tax. The salary can be paid in Euro or in the local currency: Hungarian Forint (HUF).

Depending on the individual family situation and the place of origin, staff members may, in addition, be entitled to:

- Expatriation or foreign residence allowance: 16 % or 4 % of the basic salary
- Household allowance: 2% of basic salary + €170.52
- Allowance for a dependent child or person treated as such: €372.61 per child/person
- Pre-school allowance: € 91.02 per month, for each dependent child who is less than five years old or is not yet in regular full-time attendance at a primary school (until the child reaches the age of eight).
- Education allowance: The EIT will cover schooling fees for children of EIT staff members attending or applying to international schools that have signed a cooperation agreement with the EIT. Covered under these provisions are staff member`s children from the age of 5, and attending, regularly or on full time basis, or applying for primary or secondary education in an international school, after having been considered eligible by the EIT.
- Reimbursement of transport costs to school: For children attending primary or secondary school, staff may receive reimbursement of the transport costs up to a maximum of € 252.81 per month for each dependent child, starting from the first year of primary school.
- Installation allowance: equivalent to two months' basic salary for staff entitled to the household allowance; and one month's basic salary for officials who are not entitled to the household allowance. This allowance is paid upon successful completion of the probationary period
- Reimbursement of removal costs
- Initial temporary daily subsistence allowance: Staff entitled to the household allowance: €39.17 per day for a period of 180 days; if you are a probationer, the daily subsistence allowance is granted for the period of probation plus one month. Staff not entitled to the household allowance: €31.58 per day for a period of 120 days. This allowance is not paid beyond the date on which staff members effectively remove their belongings to Budapest.
- Annual travel allowance: Staff are entitled to be paid each calendar year a sum equivalent to the cost of travel from the place of employment to the place of origin for themselves and, if they are entitled to the household allowance, for their spouse and dependant(s). This is a flat-rate payment, based on an allowance per kilometre of distance between the official's place of employment and place of recruitment or origin

Other features of working conditions applicable at the EIT are:

- Annual leave entitlement of two days per calendar month plus additional days depending on grade and age. 2,5 days' home leave per annum if you are entitled to the expatriation or foreign residence allowance
- General and applicable technical training plus professional development opportunities
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance
- After 10 years of service, staff members are eligible to receive pension from the European Union Pension Scheme

## **6.6 Independence and declarations of interest**

The job holder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his or her independence.

## **6.7 Appeal procedure**

Candidates considering that their interests have been prejudiced in the selection process by a particular decision may request a review of, or launch an appeal against the decision adversely affecting them. Further information about the appeal procedures can be found in the Guide for Applicants on the EIT website.

## **6.8 Protection of personal data**

As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

**[Continue here for the application form](#)**

If you have difficulties to connect to the above link, you may copy and paste the following link into your Web application.

[https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/CV\\_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=f4306b041d5468642323TR&langue=EN](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=f4306b041d5468642323TR&langue=EN)