

GUIDE FOR EXTERNAL APPLICANTS

1. INTRODUCTION

This guide provides general information to facilitate the preparation of your application and guides you through the selection process.

This document has been produced for information purposes only and it is not legally binding.

2. WHERE TO FIND VACANCIES IN CEDEFOP?

All vacancy notices for open selection procedures ⁽¹⁾ for Temporary Agent and Contract Agent ⁽²⁾ positions are published on [Cedefop's website](#), Cedefop's social media channels and on the [EPSO website](#). Vacancy notices are also published on other relevant websites, as appropriate.

You can subscribe for an email notification of new vacancies [here](#).

3. WHO CAN APPLY?

Selection procedures at Cedefop are open to nationals of all European Union (EU) Member States. Whilst there is no national quota system in place, the Staff Regulations require agencies to strive for a broad balance among nationalities.

Cedefop is an equal opportunities employer and welcomes applications from all EU citizens without distinction on any grounds. Applicants who may have special requirements, e.g. for reasons of disability will be reasonably accommodated.

For your application to be considered you must meet all the eligibility requirements as listed in the vacancy notice.

3.1 General eligibility requirements

Nationality

You must be a citizen⁽³⁾ of one of the Member States of the EU.

⁽¹⁾ Cedefop recruits Contract Agents also through the EPSO CAST list procedure, please visit [EPSO Contract Agents CAST](#). In this procedure Cedefop selects suitable candidates from the CAST permanent database.

⁽²⁾ In addition to the Temporary Agents and Contract Agents positions, Cedefop has a number of [Seconded National Experts](#) and offers a [traineeship programme](#).

⁽³⁾ If you are only a UK citizen you can no longer apply after 31 January 2020.

Full rights as citizen

You must enjoy full rights as a citizen. Prior to appointment, successful applicants are required to provide a judicial record confirming the absence of any criminal record.

Military service

You must have fulfilled any obligations imposed by the laws on military service.

Medical clearance

You must be physically fit to perform the duties relating to the post. An offer of post will be valid only after a medical clearance by the Medical Services of the EU.

Languages

You must have a thorough knowledge of one of the languages of the EU and a satisfactory knowledge of another language of the EU. Thorough knowledge is considered C1 level or above and satisfactory knowledge is considered level B2 or above as referenced in the [Common European Framework of Reference](#).

3.2 Professional qualifications and experience eligibility requirements

To be eligible for a specific profile and the related grade, you must have the required level of education and, if applicable, professional experience as defined in the vacancy notice.

Please note that only qualifications issued by EU Member State authorities or qualifications recognised as equivalent by the relevant EU Member State authorities (e.g. NARIC ⁽⁴⁾) are accepted.

The duration of professional experience is counted from the date on which you acquired the minimum education qualification required for the post.

4. OVERVIEW OF SELECTION AND APPOINTMENT PROCEDURE

4.1 The vacancy notice

The vacancy notice provides you all necessary information to prepare your application. Please read it very carefully and follow all the instructions given.

The vacancy notice contains information on:

- a. the type of post and grade;
- b. the job and key responsibilities;
- c. eligibility and selection criteria;
- d. the steps of the procedure and its expected outcome (number of successful applicants to be appointed at the end of the procedure and the creation of a list of suitable candidates/reserve list);
- e. information on working and contractual conditions;
- f. further information pertinent to the application process.

With respect to the selection process, the vacancy notice specifies the criteria to be applied for each step of the procedure as well as the knowledge, skills and competences to be assessed.

⁽⁴⁾ [NARIC](#) - National Academic Recognition Information Centres in the European Union.

Applicants will be assessed against all criteria included in the vacancy notice, in successive phases, as described in the vacancy notice.

4.2 Selection Board

Cedefop's Executive Director appoints a Selection Board for each selection procedure. The Selection Board acts independently, in a transparent manner and respects principles of equality and equity between the candidates.

The grade or function group of the Selection Board members cannot be lower than the grade or function group of the vacant position.

The Selection Board's responsibilities include:

- a. the preparation of the interview questions and the written tests questions;
- b. assessment of applications against the preselection criteria;
- c. establishing a short list of candidates to be invited for interviews and tests;
- d. conducting and evaluating the interviews;
- e. evaluating the written tests;
- f. recommending a list of suitable candidates/reserve list to the Executive Director.

The Selection Board members sign a Note on conflict of interest, confidentiality and protection of personal data upon their nomination. After having received a list of applicants, the Selection Board members declare all the applicants they know in a professional and/or personal capacity. The Executive Director will carry out the final review and decision regarding whether the situation described supports continued membership of the Selection Board.

The names of the Selection Board members are disclosed to all candidates ⁽⁵⁾.

The deliberations of the Selection Board are confidential and applicants are strictly forbidden to contact its members, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

4.3 Assistance from external consultants

The Selection Board may be assisted by an external consultant in the assessment of applications and the preparation of interviews. The external consultant's role is limited to supporting the selection process and providing advice to the Selection Board. The Selection Board retains all decision-making power and responsibility for the selection procedure.

When an external consultant is involved, you are required to cooperate with the consultants duly mandated by Cedefop. The external consultants are bound by the same principles and confidentiality rules as the Selection Board.

You can find more information on how personal data might be processed by external consultants in the [privacy statement](#).

⁽⁵⁾ The names of the Selection Board are disclosed to the candidates who are invited for interview and tests and also to the candidates who receive a negative reply to their application.

4.4 Admission to the selection procedure

Applications must be complete and validly submitted by the deadline indicated in the vacancy notice. If at any stage of the procedure it is established that the information in the application documents is incorrect or incomplete, the respective applicant will be disqualified from the selection and informed accordingly.

Valid applications are checked automatically by Cedefop's online recruitment tool to verify whether the eligibility criteria are fulfilled and only those applications that fulfil all eligibility criteria are assessed further.

4.5 Assessment of applications against preselection criteria

The Selection Board assesses your application to decide if you should be invited to a written test and interview.

The *essential preselection criteria* are used as exclusion criteria. Failure to satisfy one or more of essential preselection criteria will result in exclusion from the selection.

If your application fulfils all essential preselection criteria it will be assessed and scored against the *other preselection criteria*. The non-fulfilment of one or more of the other preselection criteria will not result in your exclusion from the preselection process but will impact your score and hence your chances of being invited for test and interview.

In the preselection phase, candidates may be contacted for a telephone interview to check the facts presented in the application documents or they may be asked to provide clarifications in writing. The telephone interview and/or a written clarification request are an intermediate step in the preselection. It does not entitle candidates to be invited for an interview and a written test.

On the basis of the preselection assessment, the Selection Board will draw up a list of the highest scoring candidates, who will be invited for a written test and an interview.

4.6 Interview and written test

If you are invited to attend an interview and a written test, you will receive an invitation letter by email. The invitation letter contains all practical details. The interviews and tests are normally held at Cedefop in Thessaloniki, Greece and they are conducted in English.

The vacancy notice description of professional knowledge and competences requirements serves as the basis for the content of the written test and the interview questions. The interview will focus on competences relevant for the position in question. For some positions the interview might comprise a short presentation given by the applicant.

The written tests are provided to the Selection Board for marking in an anonymised form. In case English is your mother tongue, your knowledge of the second EU language (as specified in your application) will be tested in the interview.

The duration of the interview and the written test can vary from one selection procedure to another and you will be duly informed about it. The respective weights given to the interview and the written test in the total score are stated in the vacancy notice.

If needed, a second interview may be organised. The second interview will focus on overall suitability of the candidate for the post, covering motivation, relevant technical and behavioural competences,

in line with the selection criteria established in the vacancy notice. The second interview will take place either in Thessaloniki or remotely (Skype or similar).

4.7 Middle management positions

The selection process for middle management positions includes additional steps, namely an assessment centre and an interview with the Executive Director and a least one member of Cedefop's management.

4.8 List of suitable candidates/reserve list and appointment

Following the written tests and interviews, the Selection Board proposes to the Executive Director applicants to be included in the list of suitable candidates/reserve list. To be placed on the list you must score a minimum total score as defined in the vacancy notice. This minimum total score is normally 60%, but may vary according to the procedure.

The Executive Director approves the list of suitable candidates/reserve list and decides to which candidate a job offer letter will be sent. Cedefop sends the job offer only after having checked all necessary supporting documents. The appointment will be confirmed only after a medical clearance by the Medical Services of the EU.

The validity period of list of suitable candidates/reserve list is stated in the vacancy notice. Based on the needs of the service, the validity may be extended upon decision of the Executive Director. Placement on the list does not guarantee recruitment.

The appointed candidate(s) will undergo a probation period of nine months.

4.9 Duration of selection procedures

As an indication only, the selection procedures take on average three to four months from the date on which the position is published to the decision to offer the post.

All applicants are informed of the outcome of the selection process.

4.10 Reimbursement of travel costs

Travel expenses incurred for interviews, assessment centre and pre-recruitment medical examination are reimbursed by Cedefop in accordance with the rules. The rules and other necessary information are sent to the invited candidates.

5. HOW TO APPLY?

Once you have identified a suitable vacancy, make sure that you fulfil the eligibility requirements and all the essential selection criteria in the vacancy notice. When you are ready to apply, click on the name of the vacancy notice [here](#) and follow the instructions for registering and filling out the application form.

In addition to the application form you must submit:

- a. the motivation and preselection form duly filled in;
- b. a detailed CV (preferably in the [Europass](#) format);

- c. a copy of your diploma(s) that give you access to the selection.

The application form, motivation and preselection form and CV must be submitted in English.

The online recruitment tool will guide you through the application form and provide instructions on how to attach the motivation and preselection form, CV, copy of diplomas and any other documents that might be required for a specific profile (e.g. samples of scientific articles for certain positions).

After successfully submitting your application, you will receive an automatically generated acknowledgement of receipt to the email address you provided when registering.

Your application will be considered only if it is submitted through the online system, it is completed in English and it is submitted by the deadline stipulated in the vacancy notice.

A unique protocol number is given to each application submitted and you should use this number in all correspondence.

Please note that the assessment of both essential and other preselection criteria is carried out solely based on the motivation and preselection form filled in by the candidates. If the motivation or preselection form are missing or the wording of the preselection criteria has been altered or any of the criteria have been deleted, your application is considered incomplete and will not be assessed.

Your CV will be used as a supporting document providing further information on your career and experience.

Please contact us at HR-recruitment@cedefop.europa.eu if you have problems when submitting your application.

6. WHAT DO WE OFFER?

The working and contractual conditions of temporary and contract agents are based on the [Staff Regulations and the Conditions of Employment of Other Servants of the European Communities \(CEOS\)](#).

6.1 Place of employment

The place of employment is Thessaloniki, Greece.

6.2 Contract duration

The duration of the contract and conditions related to contract renewal are specified in the vacancy notice.

Temporary agents

In general, temporary agents are offered a contract of a maximum of five years, renewable for another time-limited period not exceeding five years. If renewed a second time, the contract will be for an indefinite duration.

Contract agents

The duration of contracts of contract agents vary but is typically two to five years. The contracts have a possibility of renewal for a definitive period. If renewed for a second time, the contract will be for an indefinite duration. Short-term (less than five years) contracts are usually renewable only once.

If you are a successful candidate and accept the offer, you will undergo a probation period of nine ⁽⁶⁾ months.

6.3 Remuneration

The basic monthly salaries are available in the salary table under Article 66 for Temporary Agents and Article 93 for the Contract Agents of the [Staff Regulations of Officials and the Conditions of Employment of Other Servants of European Union](#). The monthly basic salary is subject to the corrective coefficient for Greece which is reviewed annually (in 2020 the corrective coefficient is 81.8%).

Temporary agents are assigned on Step 1 or Step 2 of their grade depending on the length of their professional experience.

Contract agents may be recruited in Function Groups I, II, III or IV and assigned to different grades depending on the length of their professional experience.

Depending on the individual family situation and the place of origin, you may be entitled to expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance. Also, additional financial support for the schooling of children is offered, if applicable.

6.4 Summary of other conditions of employment

- a. VAT exemption allowance on certain goods for a period of a year, if applicable;
- b. annual leave entitlement of two days per calendar month plus additional days for age, grade, 2.5 days home leave if applicable, and in addition circa 18 public holidays per year;
- c. EU Pension Scheme (after 10 years of service);
- d. EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment, invalidity allowance and insurance;
- e. professional training and development opportunities;
- f. flexible working arrangements, including teleworking.

You can find further information regarding rights, conditions of employment and benefits in the [Staff Regulations of Officials and the Conditions of Employment of Other Servants of European Union](#).

7. DATA PROTECTION

Cedefop ensures that applicants' personal data are processed in line 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 and on the free movement of such data. You can find detailed information on how personal data is processed in the context of selection procedures in the [privacy statement](#).

⁽⁶⁾ Six months if employed as Contract Agent in Function Group I.

8. APPEAL PROCEDURE

If you consider that you have been adversely affected by a particular decision, you 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:

The Executive Director
CEDEFOP
'SERVICE POST'
EUROPE 123
GR – 570 01 Themi (Thessaloniki)

You must lodge your complaint within three months after you have been informed of the decision concerning your application. Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the [General Court](#).

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the European Union. Please consult the website of the [European Ombudsman](#) for further information on the arrangements for complaints to the Ombudsman.

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 of Officials and Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union. Please note also that under Article 2(4) of the [General conditions governing the performance of the Ombudsman's duties](#), any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

9. QUESTIONS?

Frequently asked questions with answers are available [here](#).

If you have any other questions regarding the Cedefop selection procedures, please contact HR-service at HR-recruitment@cedefop.europa.eu.

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