

## **RECRUITMENT FOR POSITION OF HR OFFICER (FGIII) THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA)**

The European Agency for Safety and Health at Work (EU-OSHA) is a decentralized Agency of the European Union, established in 1996 and based in Bilbao (Spain).

The aim of EU-OSHA is to promote safe, healthy and productive workplaces by providing the European institutions, the Member States and those involved in safety and health at work with technical, scientific and economic information. Further information on our activities can be found on our website: <http://osha.europa.eu>.

The Agency is organizing a selection procedure with a view to drawing up a reserve list and recruiting a long-term Contract Agent for the following position:

### **EUOSHA/CA/16/01 – HUMAN RESOURCES (HR) OFFICER (FG III)**

Long-term contract (three-year renewable contract subject to a probationary period of 9 months)

## **1 JOB FRAMEWORK**

Under the responsibility of the HR Manager, reporting to the Head of Resource and Service Centre, the HR Officer shall assist in the management of HR processes and procedures related to HR administration, training and career development.

## **2 JOB PROFILE**

### **Main functions and duties**

The successful candidate will, among other tasks:

- Assist in the establishment and implementation of the Agency's HR policies and procedures. Provide information and support to EU-OSHA staff on Staff Regulations and Conditions of Employment for Other Servants (CEOS);
- Liaise with the Pay Master Office on the establishment of the rights and obligations of EU-OSHA staff members;
- Assist in the daily management of selection and recruitment procedures and provide guidance and provide administrative support to selection committees, when necessary;
- Assist in and contribute to the development and the implementation of studentship schemes;
- Manage requests for the use of interim services and be contact point for the agencies providing interim staff;
- Assist in the coordination of the annual performance appraisal and reclassification exercises;
- Liaise with the external Medical Service on matters such as the taking-up duties procedure, annual medical visits and absence management;
- Organise the welcome and introduction for newcomers when taking up duties in EU-OSHA as well as informing staff members about the administrative aspects of the departure procedure;
- Assist in the design and implementation of job profiling and competency frameworks;
- Manage different HR Information systems including further automation of mainstream HR processes and development of new templates;
- Operational initiation of financial operations related to HR activities;

- Maintain metrics related to HR (turnover, training, staffing structures, absenteeism etc.) and assist in the preparation of statistics to be included in various reports to the EU institutions, the EU OSHA Governing Board and for the Management group;
- General administration and maintenance of personnel records in accordance with Data Protection requirements;
- Provide general administrative support and back up to the HR section.

### 3 ELIGIBILITY CRITERIA

To be considered eligible, applicants must satisfy all of the following requirements on the closing date for submission of applications.

#### General conditions

- Be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties of the EEA Agreement);
- Enjoy their full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the appropriate personal and professional requirements for the duties involved;
- Be physically fit to perform the duties<sup>1</sup>.

#### Education and professional experience

Candidates must have a level of education that corresponds to:

- A post-secondary education attested by a diploma OR
- A secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years.

In addition to the above-mentioned education and professional experience, candidates must have a minimum of three years' experience relevant to the main duties concerned, as described above<sup>2</sup>.

#### Knowledge of languages

The post requires an excellent command of English, both spoken and written, together with a good working knowledge of at least one other official language of the EU.

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<sup>1</sup> As a condition for the engagement, the successful candidate shall be medically examined in order for the Agency to prove that s/he fulfills the requirement of Article 82 of the Conditions of Employment of other Servants.

<sup>2</sup> Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. 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).

Evaluation of this competence will be carried out during the written test and the interview of the shortlisted candidates.

## 4 SELECTION CRITERIA

The following criteria will be used to assess candidates through their application form (including motivation letter), interview and written test.

### Essential

- Education and/or training in HR, administration, social sciences or other relevant subject giving a similar background demonstrating the ability to work in the scope of the job description;
- Professional experience in the HR field and in particular with HR administration, training and career development;
- Experience in using customised databases and query tools;
- Very good oral and written communication skills;
- Excellent organisational skills, flexibility and capacity to work under pressure;
- Very good interpersonal skills, service oriented attitude and capacity to work effectively within a multicultural working environment;
- High level of discretion for confidential work and information.

### Assets to be considered advantageous for selection

- Good knowledge of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union;
- Experience in an EU institution, agency or similar international environment;
- Experience in public procurement.

## 5 SELECTION PROCEDURE

### 5.1 Screening of eligibility and selection criteria

A Selection Committee is appointed for each selection procedure. Eligibility and suitability of candidates will be firstly assessed according to compliance with the eligibility and selection criteria by the Selection Committee.

The Selection Committee will then consider the competencies of eligible applicants on the basis of the application provided and invite the most suitable candidates to the interview and written test.

### 5.2 Interview and written test

Interviews will be carried out in English. The knowledge of other relevant languages as stated by the candidate in his/her application may be evaluated. The interview and written test will measure the candidate's knowledge of matters relating to the activities of EU-OSHA, technical knowledge in the relevant field, knowledge about the European Union, suitability for performing the tasks to be accomplished and suitability for working in an international environment.

### **5.3 Establishment of the reserve list and possible job offer**

At the end of the process, the Selection Committee will submit the list of the most suitable candidates (maximum 8 names) to the Appointing Authority who will decide on the establishment of the reserve list and on the final appointment.

The established reserve list does not guarantee recruitment and may be used for the recruitment of one post or similar posts depending on budget availability and on the needs of the Agency. The reserve list will be valid until 31/12/2016 and could be extended.

### **5.4 Communication with the Selection Committee**

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with the Selection Committee or have anybody do so on their behalf. Any infringement of this rule will lead to the disqualification from the selection procedure.

All inquiries for information should be addressed to [recruitment@osha.europa.eu](mailto:recruitment@osha.europa.eu) or by letter to the European Agency for Safety and Health at Work, c/ Santiago de Compostela 12, 48003 Bilbao, Spain, quoting the reference of the competition (EUOSHA/CA/16/01).

### **5.5 Commitment to promote equal opportunities**

The Agency is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on the grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

## **6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT**

The decision on appointment will be taken by the Agency's Director as Appointing Authority on the basis of the reserve list of most suitable candidates (maximum of eight candidates) proposed by the Selection Committee.

Before engaging a Contract Agent, the Appointing Authority will examine whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. The candidate will inform the Appointing Authority, using a specific form of any actual or potential conflict of interest. If necessary, the Appointing Authority shall take any appropriate measures.

A contract offer will be made pursuant to the Staff Regulations and the Conditions of Employment of Other Servants of the European Union<sup>3</sup> for a long-term contract of 3 years which may be renewed not more than once for a fixed period of time. Any further renewal will be for an indefinite period. The job holder will be subject to a probationary period of 9 months.

### **6.1 Job environment**

The post is based in Bilbao. The job holder shall work in a multicultural environment where on-going dialogue between management and staff, including representatives of the staff, is regarded as vital.

Working time is based around flexi-time and core working hours. English is the Agency's main working language.

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<sup>3</sup> The new Staff Regulations entered into force on 1<sup>st</sup> January 2014. The full text is available [here](#).

## 6.2 Pay and welfare benefits

The HR Officer will be recruited as a Contract Agent FGIII pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Union.

The remuneration of the staff members consists of a **basic salary** paid in Euro weighted down by the correction coefficient (for example in Spain in 2016 it will be 90.2%). In addition, staff **may be** entitled to various **allowances** depending on the particular situation of individuals, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

The final gross calculation is as follows<sup>4</sup>:

Grade FG III - 8	Step 1
Basic gross salary (without any allowances)	€ 2.536,18
Household allowances (*) (2% of basic salary + €170,52)	€ 226,73
Dependent child allowances per child	€ 384,60
Preschool allowance (**)	€ 93,95
Reimbursement of school fees (***)	Up to € 521,90
Foreign residence (4%) or expatriation (16%) allowances	Foreign residence: € 130,42 Expatriation: € 521,66
(*) if entitled, depending on the family situation (i.e. marital/partnership status, dependent child, etc.) (**) for each dependent child who is less than five years old or is not yet in regular full-time attendance at a primary school (***) for each dependent child who is at least five years old and in regular full-time attendance at a primary or secondary school that charges fees (registration and attendance fees) or at an establishment of higher education	

The salary of the jobholder is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes. Candidates are invited to familiarize themselves with the employment conditions as stated in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union.

Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up employment, the Agency may also reimburse some expenses incurred on recruitment, notably removal expenses.

## 7 APPLICATION PROCESS

There are two stages of the application process:

### **Stage 1 - Online registration**

At the first stage candidates must submit the official application form to be downloaded [[here](#)].

<sup>4</sup> Amounts are indicated for information purposes and may have varied by the time the selected candidate takes up his/her duties following the annual revision of the remuneration.

Candidates are requested to complete their application in the main working language of the Agency, which is English. All parts of the application form must be completed in full. Candidates should assess and check before submitting their application form whether they fulfill all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

Applications must be sent to [recruitment@osha.europa.eu](mailto:recruitment@osha.europa.eu) by no later than **03/03/2016 at 13h00**, Central European Time (CET).

**The subject of the e-mail should include the reference of this vacancy (EUOSHA/CA/16/01) and the candidate's surname.**

Once the application has been submitted, candidates will receive an automatic reply. It is their responsibility to keep the automatic reply as proof of application submission.

Should they not receive an automatic reply message, please contact: [recruitment@osha.europa.eu](mailto:recruitment@osha.europa.eu)

**For applications to be valid, applicants shall:**

- use and duly complete the official application form provided by the Agency;
- send their application by the above-mentioned deadline;
- follow the instructions for online application detailed above.

The Agency regrets that, due to the large volume of applications it receives, only candidates invited to interview will be contacted.

### **Stage 2 - Submission of a full application (only for candidates invited to the interview)**

Candidates invited to the interview must bring with them on the day of the interview **original supporting documents** (proof of nationality, diplomas, academic qualifications, employment certificates, professional references etc.) needed to prove that they satisfy all conditions for admission as well as **one set of copies**.

All documentary evidence of professional experience must indicate start and end dates for previous positions and the start date and continuity for the current position held. On the day of the interview the candidate will be requested to sign his/her application form and by signing the form the candidate certifies on his/her honor that the information provided is complete and accurate.

## **8 DATA PROTECTION**

The purpose of processing of the data you submit is to manage each application in view of a possible pre-selection and engagement at the Agency.

The personal information the Agency requests from applicants will be processed in line with Regulation (EC) N° 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.

## **9 APPEAL PROCEDURE**

### **9.1 Request for review of Selection Committee's decision**

A candidate who considers that a mistake has been made regarding the eligibility of his/her application may ask for a review. To this end, a request for review may be submitted, within 15 calendar days of the email informing him/her of the rejection of the his/her application.

The request for review should quote the reference of the selection procedure concerned and should mention clearly the eligibility criterion/a requested to be reconsidered as well as the grounds. It shall be **addressed to [recruitment@osha.europa.eu](mailto:recruitment@osha.europa.eu)**.

The Selection Committee will reconsider the application and notify the candidate of its decision within 15 working days of receipt of the request for review.

## 9.2 Complaint to the Agency's Director

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union at the following address:

The Director  
European Agency for Safety and Health at Work  
c/ Santiago de Compostela 12  
48003 Bilbao  
Spain

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting him/her.

If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union before:

The European Union Civil Service Tribunal  
Rue du Fort Niedergrünewald  
L-2925 Luxembourg

## 9.3 Appeal to the Ombudsman

It is also possible to complain to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman  
1 Avenue du Président Robert Schuman – CS 30403  
F- 67001 Strasbourg Cedex

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 236 of the EC Treaty.