

RECRUITMENT FOR POSITION OF HUMAN RESOURCES OFFICER AT 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 1994 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 organising a selection procedure with a view to drawing up a reserve list and recruiting Contract Agent FG III for the following position:

EUOSHA/CA/19/03 – HUMAN RESOURCES (HR) OFFICER

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

1 JOB FRAMEWORK

Under the responsibility of the Human Resources 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, recruitment 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;
- Assist in staff contractual matters and liaise with the Paymaster's Office (PMO) on the establishment of the rights and obligations of EU-OSHA staff members;
- Assist in the management of selection and recruitment procedures and provide guidance and administrative support to the traineeship programme and recruitment of interim staff;
- Assist in the coordination of the annual performance appraisal and reclassification exercises;
- Assist in absence management and liaise with the external Medical Service;
- Organise the welcome and introduction of newcomers when taking up duties in EU-OSHA as well as informing staff members about the administrative aspects of the departure procedure;
- Support and implement different HR Information systems including further automation of mainstream HR processes;
- Act as an operational initiating agent of financial operations related to HR activities;
- Maintain metrics related to HR and assist in the preparation of statistics to be included in various reports and documents as requested;
- Support in general HR administration and maintenance of personnel records in accordance with the Staff Regulations and the data protection requirements;
- Carry out other HR tasks, as agreed with the HR Manager.

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);
- Be entitled to his/her full rights as a citizen¹;
- 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 duties².

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.

Knowledge of languages

Candidates must possess a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge³ of another language to the extent necessary for the performance of his/her duties.

Evaluation of this competence may be carried out during the interview of the shortlisted candidates.

4 SELECTION CRITERIA

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

Essential

- Education and/or specialised training in Human Resources, administration, social sciences or other relevant subject giving a similar background demonstrating the ability to work in the scope of the job description;
- Proven professional experience in Human Resources relevant to the duties as outlined above;

¹ Prior to appointment, successful candidates will be required to provide an official document showing that they do not have criminal record.

² 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.

³ Thorough knowledge is required at least at C1 level, and satisfactory knowledge is required at least at B2 level. The assessment is done in accordance with the Common European Framework of reference for Languages (CEFR) <http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

- Experience in using HR information systems and databases;
- Excellent command of spoken and written English;
- Ability to organise and prioritise, delivering quality results under tight deadlines;
- Very good interpersonal and communication skills, service oriented attitude and capacity to work effectively within a multicultural and international work environment;
- Very good executive, administrative skills with strong attention to details and accuracy;
- Impeccable respect for the discretion and confidentiality requirements of the post.

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;
- HR professional experience, acquired in an HR function in EU institution, agency, public administration, or similar international environment;
- Excellent knowledge of MS office;
- Capacity to work in teams and independently, combined with the capacity to work in several HR areas simultaneously;

5 SELECTION PROCEDURE

5.1 Screening of eligibility and selection criteria

A Selection Committee is appointed for each selection procedure. Eligibility of candidates will be firstly assessed according to compliance with the eligibility criteria (see section 3 above).

The Selection Committee will then consider the eligible applicants on the basis of their applications provided and assess them against the selection criteria (see section 4 above) which will lead to inviting the most suitable candidates to the interview and written test.

5.2 Interview and written test

The interview and written test 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 eight names) to the Executive Director (Authority Empowered to Conclude Contracts of Employment), who will decide on the establishment of the reserve list and on the final appointment. Prior to being offered a position, candidates on the reserve list may be invited for an interview with the Executive Director.

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 31/12/2020 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 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/19/03).

5.5 Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and interested in the position. EU-OSHA ensures that its recruitment procedures do not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

In case of a disability, please feel free to inform Human Resources at recruitment@osha.europa.eu and indicate which arrangements or adjustments relating to your disability are necessary, so EU-OSHA can ensure your equal participation in the interviews and tests.

6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The decision on appointment will be taken by the Agency's Executive Director as the Authority Empowered to Conclude Contracts of Employment 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 Executive Director 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 Executive Director, using a specific form of any actual or potential conflict of interest. If necessary, the Executive Director shall take any appropriate measures.

A contract offer will be made for a Contract Agent FG III pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union⁴(CEOS) 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 jobholder will be subject to a probationary period of 9 months.

6.1 Job environment

The post is based in Bilbao. The jobholder 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.

6.2 Pay and welfare benefits

The remuneration is paid in Euro **weighed down by the correction coefficient** (for example in Spain it is currently 91,70 %).

⁴ The new Staff Regulations entered into force on 1st January 2014. The full text is available [here](#).

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 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 familiarise 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.

The final gross calculation is as follows⁵:

Grade FG III - 8	Step 1
Basic gross salary (without any allowances)	€ 2.704,38
Household allowances (*) (2% of basic salary + €170,52)	€ 241,78
Dependent child allowances per child	€ 410,11
Preschool allowance (**)	€ 100,18
Reimbursement of school fees (***)	Up to € 556,50
Foreign residence (4%) or expatriation (16%) allowances	Foreign residence: € 139,06 Expatriation: € 556,25
(*) 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	

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](#)].

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.

⁵ 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.

Applications must be sent to recruitment@osha.europa.eu by no later than **16/08/2019 at 13h00 noon**, Central European Time (CET).

The subject of the e-mail should include the reference of this vacancy (EUOSHA/CA/19/03) 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

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

Personal data shall be processed solely for the purpose of the selection procedure.

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 lawfulness of the processing is based on [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.

9 APPEAL PROCEDURE

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 Executive 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

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.

Any complaint to the ombudsman must be made within two years of receiving the Agency's final position on the matter (<https://www.ombudsman.europa.eu>).