

EEAS

Internal Competition



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GENERATION 2004



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How will we do it?



Analysis

Eligibility

Talent screener

What can YSE do for you ?

Analysis : How many tests do I have to pass?

Application - Elegibility



Application – Talent screener



Oral interview (presentation+Interview)



Reserve list

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OUR GOAL



Is **NOT** to tell you what to write on the application

BUT

to tell you how to do it in a safe and efficient manner to maximize your opportunities

Let's check

Are you an **official or a temporary agent of the EEAS in grade AD 7 (for AD9)/AD8(for AD10) /AD10(for AD12) or above**



Have you served for at least **24 full months**, which do not have to be consecutive, as an official or temporary agent or contract agent of a European Union institution, body or other entity as defined in Article 13 of the Treaty on European Union Article 1a and 1b of the Staff Regulations ?



Have you spent at least **the last 6 full consecutive months** prior to the deadline for applications as an administrator (AD) official or administrator (AD) **temporary agent** of the EEAS ?

YES

University Studies

Relevant Experience

AD9

4 years

3 years

0 – Vocational Training

10 years

9 years

10 years

AD10

4 years

3 years

0 – Vocational Training

13 years

12 years

13 years

AD12

4 years

3 years

0 – Vocational Training

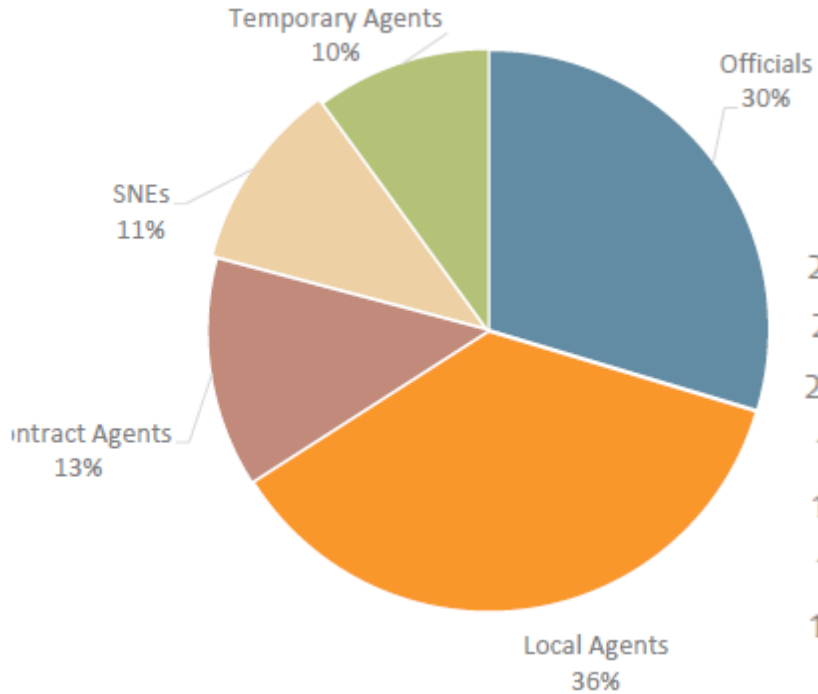
16 years

15 years

16 years



But, there will be to many candidates...really?

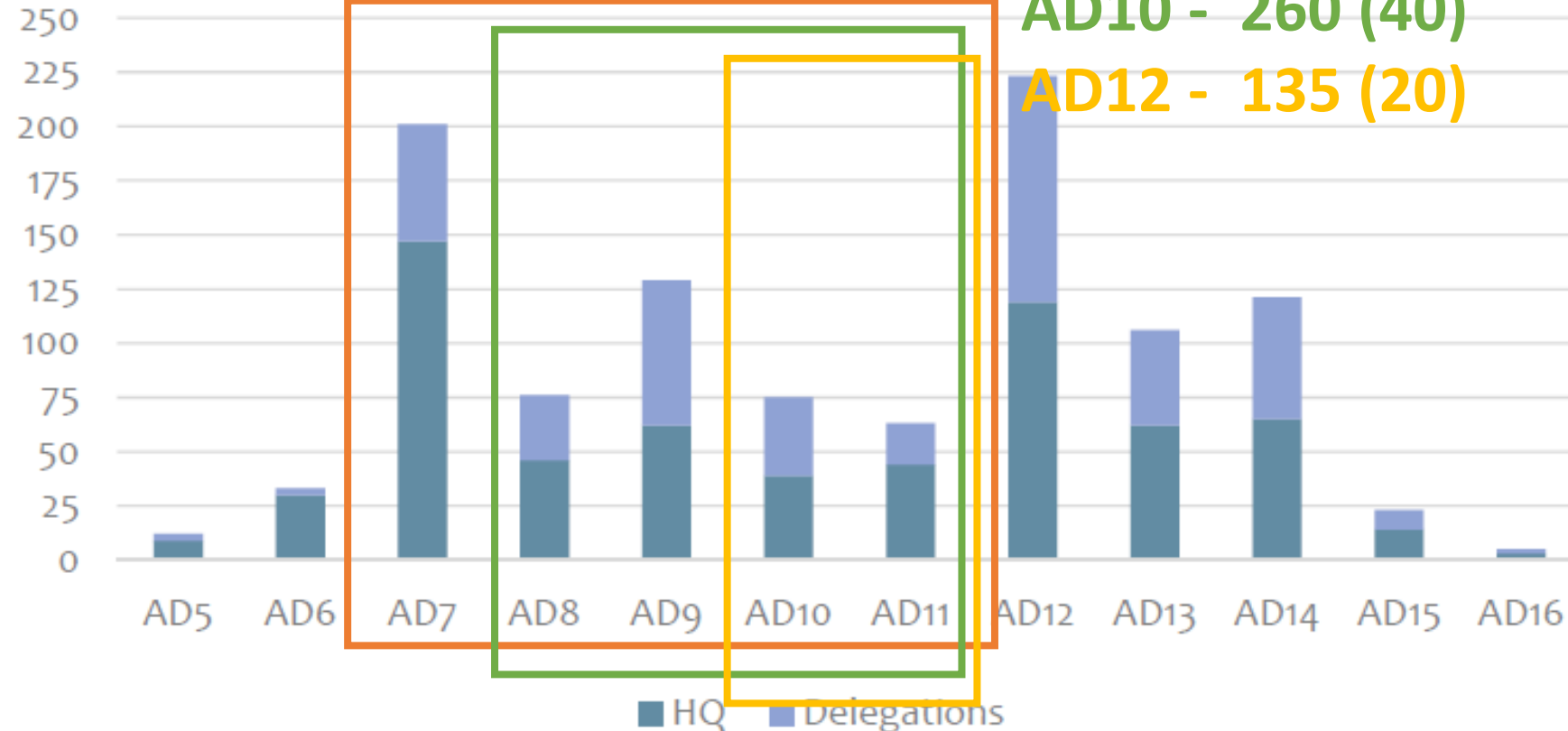


Rough estimation of max number of potential candidates

AD9 - 535 (40)

AD10 - 260 (40)

AD12 - 135 (20)



- English or French (the whole application – 1 language + exams) different from your main or first language as encoded in Sysper.
- Answers the question
- Only relevant info
- No need to use all the characters
- They use it to know you but they don't score you (elegibility)
- Use facts – they already know that you think that you have the right profile

1. Duties

EEAS Administrators in grade AD12 work independently in the interest of the service, supporting decision-makers in fulfilling the EEAS's mission, conducting analyses and performing administrative, advisory, supervisory, coordinating and representation duties relating to the activities of the EEAS. Depending on the post occupied, they may be required to perform these duties at a strategic and managerial level.

The main tasks of the successful candidates recruited from this competition will vary from one service to another and may include:

- monitoring, analysing and reporting on EU common foreign and security policies and issues, covering different countries and regions of the world, as well as international and multilateral organisations;
- formulating strategic orientation and planning, developing policies on EU external action;
- ensuring consistency of EU policies and instruments, and implementing the EU's relations with specific geographical regions/countries;
- contributing to the management of crisis situations and security related issues;
- establishing diplomatic relations and networking with national diplomatic services of the EU Member States and third countries, international organisations, civil society, media, and other stakeholders to promote and protect the EU's interests and values in its relations with third countries and international organisations;
- elaborating briefings, drafting speeches, press releases and media publications in English and/or French;
- contributing to the organisation and preparation of conferences and events;

1. Duties

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In the application (Annex I)

ANNEX I

ANNEX I

In the application

Professional experience

To facilitate the processing of your application form you must provide the following information. You can click on the 'Help' icon for more information.

Please be reminded that the Selection Board and recruiting services work in a limited number of vehicular languages (the official languages of the Kingdom of Belgium).

Entry 1

Dates: * from: dd/mm/yyyy to: dd/mm/yyyy

Part-time (Yes/No): * No Yes

Part-time percentage (as % from full-time): * 100

Experience Month and Day count: *
Computed Values: Months: 0 Days: 0
Your Values: Months: Days:

Type of Experience: * Select

Additional details if "Other": *
Content limited to 100 characters, remaining: 100

Classification: * Select

Additional details if "Other": *
Content limited to 100 characters, remaining: 100

Type of business or sector: *
Content limited to 1500 characters, remaining: 1500

Name and Address of Employer: *
Content limited to 1500 characters, remaining: 1500

Occupation: *
Content limited to 1500 characters, remaining: 1500

Nature of Duties: *
Content limited to 1500 characters, remaining: 1500

Percentage of time spent on each of the following tasks:

Market analysis and/or development and maintenance of modelling tools of relevance for policy development, in the field of energy.	0
Tasks related to financial instruments, project finance, investment projects along the whole energy value chain, from global supply/demand and market mechanisms to infrastructure and security of supply, in one or more of the areas referred to in section 3.3.1.(b) of the notice of competition.	0
Developing, monitoring, implementing and/or enforcing energy law.	0
Designing, negotiating, monitoring or implementing policy/strategy/regulation in one or more of the areas referred to in section 3.3.1.(b) of the notice of competition.	0
Developing, implementing or applying digital technologies, including cybersecurity-related, in one or more of the areas referred to in section 3.3.1.(b) of the notice of competition.	0
Tasks related to consumer services, citizen engagement, procurement, or sales in one or more of the areas referred to in section 3.3.1.(b) of the notice of competition.	0
Tasks in the area of development or deployment of innovative energy-relevant technologies, including in the field of fossil fuel energy, nuclear energy, renewable energy, energy efficiency, low carbon energy technologies, carbon capture and storage technologies, industrial technologies, and hydrogen in one or more of the areas referred to in section 3.3.1.(b) of the notice of competition.	0

Delete Entry

- Quantitative approach
- Be ready to provide justification/evidence
- Remember the notice : minimum 1 activity of annex I. The more you cover, the longer is your relevant experience

Example 1 : 2 activities during 4 years = 2 years of relevant experience

Example 1 : 4 activities during 4 years = 4 years of relevant experience

Board decides the equivalence of activities to % of experience added

ANNEX II

CONDITIONS RELATING TO PROFESSIONAL EXPERIENCE

This competition procedure is based on tests and qualifications and will assess professional experience of candidates working in the EEAS.

The same period can only be counted once.

Professional experience will be taken into account only if it:

- constitutes genuine and effective work,
- is remunerated,
- involves a subordinate relationship or the supply of a service, and
- subject to the following conditions:
 - **traineeships:** if remunerated,
 - **compulsory military service:** completed before or after the required diploma for a period not exceeding the statutory duration in your Member State,
 - **maternity/paternity/adoption leave:** if covered by an employment contract,
 - **doctorate:** for a maximum of 3 years, provided the doctorate was actually obtained, and whether or not the work was remunerated, and
 - **part-time work:** calculated pro rata on the basis of the number of hours worked, e.g. half-time for 6 months would count as a full time equivalent of 3 months.

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- Fixed dates, max last day of submitting the application (you can't put "until present")
- If you have relevant experience outside the EC, explain it!!!
- **You just need to pass the eligibility** (= you have between 9 to 16 years of relevant working experience), nothing else matters.
- No score given (wait for the next slide)
- **They don't cross-reference with your talent screener.**
- **Occupation – position title**
- **Nature of the duties – Annex I**

Talent Screener

You should therefore include all relevant information in each of the “Talent Screener” answers, even if already mentioned in other questions of the talent screener or other sections of your application form.

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Talent Screener

To do so, the Selection Board will perform a comparative assessment of the merits of all the eligible candidates based on their answers in the “Talent Screener” section of the application form. In order to allow the Selection Board to carry out this assessment in a structured way, all candidates in this competition must answer the same set of questions in the ‘Talent Screener’ section of the application form. These questions are related to the selection criteria listed on point 2 of the Annex I and cover namely: duration, job title and function, nature of work, roles and responsibilities.

This selection based on qualifications will be made solely on the basis of the candidates’ answers to each specific question. Any references to documents attached to the application form or other references (such as links to websites or references to replies to other questions of the talent screener) will be disregarded. Only the text filled in by the candidates in the appropriate fields, in reply to each specific “Talent Screener” question, will be taken into account.

Talent Screener

Selection of candidates through Talent Screener

1. The Selection Board will assign to each selection criterion and to each “Talent Screener” question a weighting that reflects their **relative importance (1 to 3)**.
2. The Selection Board will examine the “Talent Screener” answers of the candidates and will award **0 to 4 points to each answer**. These points will then be multiplied by the weighting that reflects **their relative importance (1 to 3)** set by the Selection Board for each “Talent Screener” question.
3. Finally, the weighted points for each “Talent Screener” question will be added together, to give an overall score.
4. The Selection Board will draw up a list of candidates in the descending order of the overall scores awarded according to the calculation described in point 3.
5. The score obtained in the selection based on qualifications (talent screener) will not be added to the mark obtained in the oral test or to the calculation of the final score

2. Selection criteria

Without prejudice to the specific eligibility conditions set out in Section II point 2.1) of this notice of competition, for the selection based on qualification ('Talent Screener'), the Selection Board will take into account **proven professional experience** gained in the **administrator (AD) function group** within the institutions or at an equivalent level in any public or private organisation within the EU or in international agencies or organisations, including non-governmental organisations ('NGO').

The Selection Board will consider as relevant, in full time equivalent, the following periods of proven⁴ professional experience:

1. Field experience of 2 years or more in a diplomatic mission or field office of an international multilateral organisation or NGO.
2. Professional experience of 3 years or more in formulating strategic orientation and policies and/or in political and policy dialogue, diplomatic consultations or high-level meetings.
3. Professional experience of 3 years or more of directly or indirectly contributing to the management of crisis situations and security related issues in the field EU external relations.
4. Professional experience of 3 years or more in monitoring political developments, drafting political analysis notes or reporting on EU external action issues, including on global or economic matters.
5. Professional experience of 3 years or more in internal and external communication on foreign and/or security policy issues (speeches, press releases, social media, etc.).
6. Professional experience of 1 year or more in managing/coordinating teams to deliver on political priorities, policies, activities, programmes or projects.
7. Professional experience of 1 year or more of contributing to the management and administration of a diplomatic service or an international multilateral organisation or NGO.
8. Proven knowledge of one or more languages, relevant to the conduct of EU foreign policy, other than your languages 1 and 2 as declared in the application.

Talent Screener

	AD9	AD10	AD12
1	2	2	2
2	1	2	3
3	1	2	3
4	2	3	3
5	2	2	3
6	1	1	1
7	1	1	1
8	1	1	1
	minimum		

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ANNEX I

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Vocabulary(Annex I)

Talent Screener

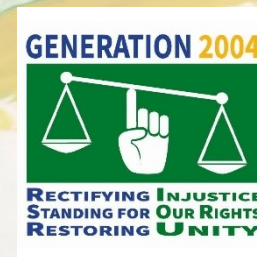
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The Selection Board will consider as relevant, in full time equivalent, the following periods of proven⁴ professional experience:

⁴ Attested by reliable evidence certifying a determined period of employment e.g. by the job title and/or the job description, as well as the full-time or part-time nature of the employment.



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- If we have doubts, better “yes” than “no”
- As simple as it indicates (question / structure)
- Follow the same order (chronological) or criteria in each of the answers
- Each answer must be self contained
- Don't use jargon or non-explained acronyms
- This is a qualitative assessment with some quantitative items

FOLLOW THE INSTRUCTIONS :

- the name of your employer
- the type of employer (self-employed, private company, non-profit organisation, public/semi-public administration/company, international organisation, EU institution/other body, etc.) [If it is not clear by the name]
- the duration of your professional experience, giving **start and end dates** (dd/mm/yy)
- your **working time pattern** (full-time, 80% part-time, 50% part-time, etc.) [How much % is part time?]
- your position/job title
- the nature of your work [goals- objectives – general task]
- your specific role and responsibilities [talk about you!!!]

Questions

1. Field experience of **XX years or more** in a diplomatic **mission** or **field office** of an international multilateral organisation or NGO.
2. Professional experience of **XX years or more** in formulating **strategic orientation and policies** and/or in political and policy dialogue, diplomatic consultations or high-level meetings.
3. Professional experience of **XX years or more** of directly or indirectly contributing to the **management of crisis situations** and security related issues in the field EU external relations.

SUGGESTED INPUT

- Areas of expertise
- Recapitulate all your professional experience, XX years are not enough.
- Be concrete : entities, organisations, policies , type of crisis
- Use duties vocabulary (if it's experience outside the EU-institutions, don't use jargon or specific terms of that experience)

Questions

4. Professional experience of **XX years or more** in **monitoring** political developments, drafting political analysis notes or **reporting** on EU external action issues, including on global or economic matters.
5. Professional experience of **XX years or more** in **internal and external communication** on foreign and/or security policy issues (speeches, press releases, social media, etc.).
6. Professional experience of **XX year or more** in **managing/coordinating teams** to deliver on political priorities, policies, activities, programmes or projects.

SUGGESTED INPUT

- Recapitulate all your professional experience, XX years are not enough.
- Be concrete : entities, organisations, type of communication, policies , type of events, teams coordinated – activities linked to that
- Clear structure
- Use duties vocabulary

Questions

7. Professional experience of **XX year or more** of contributing to the **management and administration** of a diplomatic service or an international multilateral organisation or NGO.
8. Proven knowledge of **one or more languages**, relevant to the conduct of EU foreign policy, other than your languages 1 and 2 as declared in the application.

SUGGESTED INPUT

- Recapitulate all your professional experience, XX years are not enough.
- Be concrete : entities, management type,– activities linked to that
- The more languages (Certified) the better

What can YSE do for you?



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What can YSE do for you?

- Free webinars and materials
- Internal competitions trainings – EEAS – Commission - others
- Training for the Assessment Centre- Assessment sessions
- Application review

Follow YSE

- TELEGRAM channel (EN/ES): [Haz click aquí para unirte/Click here to join](#) to keep you updated on vacancies, new competitions and all kinds of useful information for you.
 - In our social media :
 - [Instagram](#)
 - [Linkedin](#)
 - [Facebook](#)
 - [Youtube](#)
- (don't forget to subscribe and click on «like»).

Only your work matters



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