

VACANCY NOTICE N° CPVO/TA/2012/02

Technical Assistant – Technical Unit M/F Temporary Agent - Grade AST 2

1. THE CPVO

The Community Plant Variety Office (CPVO) is an independent EU Authority that was established by Council Regulation (EC) No 2100/94 on 27 July 1994. The CPVO is responsible for the management of the Community Plant Variety Rights System. This system provides protection with an intellectual property right for new plant varieties on European Community level. The mission of the CPVO is to foster innovation in plant varieties by high quality processing of applications for Community plant variety rights at affordable costs while providing policy guidance and assistance in the exercise of these rights for the benefit of stakeholders.

For further information please refer to CPVO's website: www.cpvo.europa.eu

2. THE JOB

The CPVO is organising the current call for expressions of interest to constitute a reserve list, on the basis of qualifications and a written test and interview, for the post of a Technical Assistant. It is a full time temporary agent post with an initial duration of 4 years. The contract is renewable for 4 years and a second renewal will lead to a contract of indefinite duration.

The jobholder reports to the Head of the Technical Unit. The jobholder will be in charge of:

- General assistance to technical experts;
- Mail management, analysis and follow up;
- Document management in respect of paper and e-documents;
- General secretarial tasks.

3. FORMAL REQUIREMENTS

You **must fulfil** the requirements set out below.

3.1 General conditions

- Be a national of a Member State of the European Union, including Croatia¹,
- Enjoy your full rights as a citizen
- Have fulfilled any obligations imposed by the laws concerning military service,
- Produce the appropriate character references as to your suitability for the performance of your duties,
- Be physically fit to perform your duties,
- Have a thorough knowledge of one of the languages of the European Union² and a satisfactory knowledge of another.

¹ The Member States of the European Union are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and United Kingdom.

² Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

3.2 Qualifications

- a) Have a level of education which corresponds to post-secondary education attested by a diploma,
- Or*
- b) Have a level of education which corresponds to secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only diplomas that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

3.3 Experience

To qualify for this profile (AST 2), the candidate must have at the closing date for applications a total professional experience³ of at least one (1) year (if she/he has a post-secondary education) or at least four (4) years (if he/she does not have such a diploma). Of the total professional experience at least 1 year must be in relation to the job requirements.

4. SELECTION

If the candidate meets the formal requirements set out above, he/she will be assessed in view of selection for a written test and an interview on the basis of the following criteria:

- The academic and professional qualifications and their relevance to the tasks listed in section 1. "THE JOB" above.
- The professional experience: the range of fields covered; the type and level of work done; and its relevance to the tasks listed in section 1. "THE JOB" above.

The following will be considered as assets:

- Practical experience in similar positions;
- Profound knowledge of the English language;
- Satisfactory knowledge of any further EU language
- Excellent mastery of standard computer applications and e-document management systems;
- Experience of working in a multilingual/multicultural environment.

5. INTERVIEW & WRITTEN TEST

The candidates who are judged to be the most suitable on the basis of the criteria listed in 3 & 4 will be called to participate in an interview and a written test, both held in English.

If selected, the candidates will be assessed on the following criteria:

- Ability to communicate effectively in written and spoken English;
- Ability to communicate effectively in any other EU language as indicated in the application form;

³ Only relevant professional experience acquired after achieving the minimum qualification stated in 3.2 shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in 3.2 shall be taken into consideration. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.



- Good master of software tools;
- Capacity for teamwork in a multicultural environment;
- Excellent interpersonal & communication skills;
- Organisational ability, reliability and attention to detail;
- Awareness of the CPVO tasks.

6. PLACEMENT ON THE RESERVE LIST

The candidates who are judged to be the most suitable on the basis of the criteria listed in point 5 above will be placed on the reserve list.

7. INFORMATION

The text of this Vacancy Notice contains all the information required. If you nevertheless have a question, you may send an e-mail to Vacances@cpvo.europa.eu

Applicants involved in a selection procedure have the specific right of access to certain information concerning them directly and individually. Applicants who so request may accordingly be provided with supplementary information relating to their participation in the selection procedure. Applicants must send such requests in writing to the Chair of the Selection Board within a month of being notified of their results in the selection procedure. The answer will be sent within one month. Requests will be dealt with taking into account the confidential nature of the Selection Board proceedings under the Staff Regulations.

8. CLOSING DATE FOR APPLICATIONS: 25 January 2013

The applications (CPVO application form, letter of motivation & CV) should be addressed by e-mail only to, Vacances@cpvo.europa.eu. **Incomplete applications will automatically be excluded from the selection procedure.**

The CPVO application form can be found on the web site of the Office (www.cpvo.europa.eu) or received upon request from the Human Resources Service of the CPVO.

9. PROTECTION OF PERSONAL DATA

The Community Plant Variety Office (as the body responsible for organising the selection procedure) will ensure 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 Union, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

10. REVIEW-APPEAL-COMPLAINTS

Applicants who consider that they have grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further details regarding said decision from the Chair of the Selection Board, instigate and appeal procedure or file a complaint with the European Ombudsman. Since the Staff Regulations apply to selection procedures, please note that all proceedings are confidential. If at any stage of this selection procedure applicants consider that their interests have been prejudiced by a particular decision, they may take the following action:

I. Requests for further information or for review



- [Send a letter requesting further information or a review and stating your case to:](#)

For the attention of the Chair of the Selection Board (CPVO/TA/2012/02)

CPVO/OCVV

3 boulevard Maréchal Foch

CS 10121

49101 ANGERS CEDEX 2

FRANCE

within a month of being notified of the decision of their results in the selection procedure. The Selection Board will send a reply as soon as possible and not later than within a month.

II. Appeal procedures

- [Lodge a complaint under Article 90\(2\) of the Staff Regulations of Officials of the European Union, at the following address:](#)

For the attention of the Chair of the Selection Board (CPVO/TA/2012/02)

CPVO/OCVV

3, boulevard Maréchal Foch

CS 10121

49101 ANGERS CEDEX 2

FRANCE

The time limit for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC, Euratom) No 723/2004 (OJ L 124 of 27 April 2004 p.1 – <http://www.europa.eu/eur-lex>) starts to run from the time applicants are notified of the act allegedly prejudicing their interests.

Please note that the Appointing Authority does not have the power to amend the decisions of a Selection Board. The Court has consistently held that the wide discretion enjoyed by the Selection Board is not subject to review by the Court unless the rules which govern the proceedings of the Selection Board have clearly been infringed.

III. Complaints to the European Ombudsman

- [Like all citizens of the European Union, applicants can make a complaint to the: European Ombudsman](#)

1 avenue du Président-Robert-Schuman – BP 403

67001 STRASBOURG CEDEX

France

under Article 195(1) of the Treaty establishing the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113 of 4 May 1994, p. 15).

Please note that complaints made to the Ombudsman have no suspensive effect to the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 236 of the EC Treaty. 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 Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

