

Publication of Vacancy Notice Facility Assistant

Ref.: TA-FAS-AST3-2009

JOB PROFILE

Job Framework

Job Title: Facility Assistant
Job Location: Vienna, FRA, Administration Department
Area of activity: Facility Management
Grade: AST3
Status: Temporary Agent

Job Content

Overall Purpose:

The Administration Department is responsible for supporting the operational work of the Agency enhancing its ability to function as a best-practice, knowledge-based, lean and service-oriented public body.

Department Administration is composed of the following three teams:

- Team finance and procurement
- Team Quality Management
- Team ICT and Facility Services

Functions and Duties:

The job holder, under the supervision of the ICT and Facility Manager, will be working within the ICT and Facility Services team.

The responsibilities of the successful candidate will be to:

- Monitor the maintenance and reparation of the Agency's building, proactively scheduling the repair activities;
- Maintain an accurate record of maintenance activities;
- Assist in the maintenance of the security and fire alarm systems of the Agency's building;

- Provide infrastructure services, including maintenance operations and security;
- Monitor the building systems to ensure all aspects of the building are in working order;
- Assist in the organization of in-house conference events and meetings;
- Maintain the Agency's office asset management system;
- Assist in ensuring that building facilities are compliant with occupational safety and health regulations;
- Assist in the mail delivery and office supplies distribution;
- Establish and maintain effective working relationships with external and internal parties;
- Perform any other duty requested by the ICT and Facility Manager.

JOB REQUIREMENTS

Qualifications and experience required

A. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for applications:

- (a) A level of post-secondary education attested by a diploma and, following the diploma, at least 3 years professional experience,

OR

A level of secondary education attested by a diploma giving access to post-secondary education and following the diploma, at least years 6 years of professional experience;

- (b) Thorough knowledge of one of the official languages of the Communities and a satisfactory knowledge of another language of the Communities¹;

Furthermore, in order to be eligible candidates must:

- Be a citizen of one of the Member States of the European Union;
- Be entitled to his or her full rights as a citizen²;

¹ In addition, in order to be eligible for their first promotion, staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing rules.

² Prior to appointment, successful applicants will be required to produce an official document showing that they do not have any criminal record.

- Have fulfilled any obligations imposed on him/her by the laws on military service;
- Be physically fit to perform the duties linked to the post³.

B. Selection criteria

Essential

- Minimum of 3 years professional experience and knowledge in the area mentioned under “Functions and duties”;
- Troubleshooting and technical skills in relation to minor Building/Technical related issues;
- Ability to work under time pressure;
- Pro-active and able to handle multiple tasks when required;
- Very good knowledge of MS Office software;
- Ability to listen, to communicate clearly and to deal helpfully and deal with people issues;
- A flexible approach to work with others and individually;
- Excellent communication, organisational and interpersonal skills;
- Good capacity to focus on priorities and flexibility.

Advantageous

The following characteristics will be considered as additional assets:

- Experience in facility management in an EU institution or body;
- Knowledge of German language.
- Excellent knowledge of English;
- Work experience in a multicultural/multilingual environment;
- Good knowledge of the role and function of the European Union Institutions and, in particular, the Fundamental Rights Agency.

SUBMISSION OF APPLICATIONS

Candidates are requested to submit their application electronically through the Agency’s website: www.fra.europa.eu

Only online applications will be accepted. An application will be deemed admissible only if it includes a **motivation letter** (preferably no more than one

³ Before being engaged, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of article 12(2)(d) of the Conditions of Employment of other Servants of the European Communities.

page) a **CV in Europass format** (other formats will not be considered) and an **eligibility and selection criteria grid**.

Information concerning the status of the selection procedure can be found at the following address:

http://fra.europa.eu/fraWebsite/recruitment/recruitment_en.htm

EQUAL OPPORTUNITIES

The FRA urges anyone meeting the eligibility criteria and interested in the position to apply. The FRA is an equal opportunities employer and ensures that its recruitment procedures do not discriminate on the basis 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, age or sexual orientation, or any other status.

SELECTION PROCEDURE

A Selection Board is nominated by the Appointing/Contracting Authority.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. The applications of the eligible candidates will be reviewed in accordance with the selection criteria as specified in the publication notice. The selection board will select the candidates that obtain at least 60% of the total points available to rank their compliance with the selection requirements. Those candidates who have obtained at least 60% will be invited to attend an interview. The interview will mainly be held in English and the candidates will undergo a written test in English. The interview will take place in Vienna (Austria), where the Agency has its seat and where the place of employment is.

Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the length and nature of their experience and whether full time or part time work. If, for reasons of confidentiality a candidate is unable to provide the necessary statement for their current employment, he/she must provide photocopies of the contract, the letter of recruitment and/or the first pay slip. The candidate must in any event provide a copy of the latest pay slip. However, prior to contract signature, the successful candidate/s will be requested to provide FRA with original or certified copies of all relevant documents proving the eligibility requirements.

Successful candidates will be included on a reserve list drawn up by the Selection Board. This reserve list will be proposed to the appointing/contracting authority of the FRA. The appointing/contracting authority will decide on the establishment on the reserve list. This reserve list will be valid for 12 months from the date of its establishment (the validity of

the reserve list may be extended). Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

On the basis of the adopted reserve list, the appointing/contracting authority of the FRA may offer a contract of engagement.

Please note that the Selection Board's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, the Agency regrets that only candidates selected for the interviews will be contacted. Applicants are invited to follow the recruitment process on the FRA website.

ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

A temporary agent contract will be offered pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities for an indefinite period. The successful candidate will be recruited in the grade AST 3. The basic monthly salary for the grade AST 3 (Step 1) is € 3.273,22. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and it is exempt of national taxation.

FRA also offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

For any further information on the contractual and working conditions please refer to the Staff Regulations of Officials of the European Communities and the Conditions of Employment of other Servants of the European Communities which is accessible at the following address:

http://ec.europa.eu/dgs/personnel_administration/statut/tocen100.pdf

PROTECTION OF PERSONAL DATA

Please note that FRA will not return applications to candidates. The personal information FRA requests from candidates 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. This applies in particular to the confidentiality and security of such data.

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

Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the following address:

recruitment@fra.europa.eu.

APPEAL PROCEDURES

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

The Director
European Union Agency for Fundamental Rights
Schwarzenbergplatz 11
A-1040 Vienna
Austria

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure start to run from the time the completion of the selection procedure is published on the Web-site at the following link:

http://fra.europa.eu/fra/index.php?fuseaction=content.dsp_cat_content&catid=3e1c3319b03eb

DEADLINE

Applications must be sent no later than **23/07/2009 at 13:00** (Local time, GMT +1).

Please note that due to the large number of applications we receive, the system may face problems in processing the large amounts of data when reaching the deadline for submission of applications. We therefore advise to apply well ahead of the deadline.