**ELIGIBILITY AND SELECTION CRITERIA GRID**

**SENIOR LAWYER
Ref: IAJM/TA-SL-AD9-AD11-2015**

Last Name (in capitals):

First name:

Gender: Male: [ ]

 Female: [ ]

# A. Eligibility criteria

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | I am employed in a Regulatory Agency as referred to in Article 1 (1) of the Inter- Agency Job Market Agreement as a temporary agent 2f on long term employment | Yes [ ]  | No [ ]  |
| (2) | I am currently graded between AD 9 and AD 11 with a minimum of 12 months seniority in the contract | Yes [ ]  | No [ ]  |
| (3) | I am a citizen of one of the Member State of the European Union | Yes [ ]  | No [ ]  |
| (4) | I meet the criteria mentioned in Article 3 (2) of the Inter-Agency Job Market Agreement | Yes [ ]  | No [ ]  |
| (5) | I have proven professional experience in an European Institution or EU body in the area of expertise required for the job | Yes [ ]  | No [ ]  |
| (6) | I am a staff member from an agency which haven’t signed the Inter-agency Job Market agreement yet | Yes [ ]  | No [ ]  |

# B. Selection criteria

(1 = slight; 2 = good; 3 = very good; 4 = excellent)

|  |  |  |  |
| --- | --- | --- | --- |
| (7) | I have a minimum of 12 years working experience relevant to the items listed under “Function and Duties” of the Job Description acquired after the award of the qualification certifying the completion of studies | Yes [ ]  | No [ ]  |
| Number of years of working experience in positions related to the profile of the post | Specify:       |
| (8) | I have experience in the area of public procurement in the EU Institutions or bodies | Yes [ ]  No [ ]  |
| (9) | I have professional experience in a multicultural environment | Yes [ ]  No [ ]  |
| (10) | My knowledge of EU Financial and in particular public procurement rules and legal framework is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (11) | My knowledge of the EU Staff Regulations and related legal framework is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (12) | My understanding of ethics and code of conduct at the workplace is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (13) | My knowledge of the concept of Internal Control Standards is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (14) | My level of service orientation is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (15) | My level of computer literacy and familiarity with relevant applications is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (16) | My level of discretion and confidentiality is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (17) | My legal analytical skills and accuracy are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (18) | My oral and written command of English is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (19) | My knowledge of the European Union, its institutions and its policies is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (20) | My ability to manage assigned human resources is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (21) | My knowledge of software tools for planning, executing and monitoring procurement procedures is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |

# \*Note: A given period of professional experience may be counted only once; where additional periods of training and studies are accompanied by period of professional activity, only the latter shall be considered as professional experience; professional activities pursued part-time shall be calculated pro-rata, on the basis of the certified percentage of full-time hours worked