

CALL FOR APPLICATIONS

Building Management Assistant (Contract Agent FG III)

EIT (Budapest)

Ref.: EIT/CA/2009/10

The European Institute of Innovation and Technology (EIT), established on 11 March 2008 by the European Parliament and the Council, aims to become a flagship for excellence in European innovation. The EIT is the first European initiative to integrate fully the three sides of the 'Knowledge Triangle' (higher education, research, business-innovation) and will seek to stand out as a world-class innovation-oriented reference model, inspiring and driving change in existing education and research institutions. Conceived with a clear market-driven focus, the EIT will favour sustainable economic growth and job creation throughout the Union by generating new skills, products, services and business responding both to public demand and to the needs of the knowledge economy.

The EIT is now organising a call for expressions of interest with a view to establishing a reserve list for Contract Agents (5 years renewable contract) for the position of Building Management Assistant, reporting to the Head of Unit. The final place of employment will be Budapest, where the EIT seat is located. However, the successful candidate may be required to work for an initial period in Brussels prior to the definitive move of the EIT to Budapest.

More information about the EIT, its structure and activities can be found on: <http://eit.europa.eu>.

The job

1 Profile

The Building Management Assistant will support the management of the EIT's building, non-IT infrastructure and services.

1.1 Tasks

The Building Management Assistant will support the work of the EIT by performing the following tasks:

Logistic support:

- Managing the maintenance, repair and renovation of buildings in particular management of works related to possible extensions and facilities
- Managing the building space and facilities of the EIT including meeting facilities and archive/storage areas
- Planning and managing office allocations and office removals
- Maintaining and updating the inventory of assets and comparing the physical inventory to the data records
- Managing stationery and other supplies for the EIT

Administrative support:

- Ensuring timely procurement of building- and facility-related services, including drafting documentation for procurement procedures
- Preparing status report for the preparation and monitoring of the annual building and facilities budget
- Monitoring and supervising service providers and building and renovation contracts
- Ensuring adequate insurance cover and dealing with insurance claims or other insurance-related matters

Internal Communication:

- Managing mail and courier services
- Handling relations with the office owners and local authorities on facility-related matters
- Proposing improvements within the field of responsibility, notably in terms of quality of service as well as environmental performance
- Cooperating with the Security Officer
- As necessary, perform other tasks requested by the Head of Unit in the interest of the service

Qualifications and experience required**2 Eligibility criteria**

Please note that for a Post as a Contract Agent, candidates must be included in the European Personnel Selection Office (EPSO) database for contract agents in function group III, in a field appropriate to the profile of the post and have successfully passed the EPSO selection tests for that function group¹.

2.1 General conditions

By the closing date of this call candidates must:

- be nationals of a Member State of the European Union;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties.

2.2 Education and Experience**Education**

Candidates are required to have a level of education equivalent to:

- post-secondary education attested by a diploma, or;
- secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years².

¹For further information on the selection of contract agents and ongoing calls for expression of interest, please consult the EPSO website: www.europa.eu/epso

² Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. Only duly documented professional activity (i.e. remunerated

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

Experience

Candidates must have, at the closing date for applications, professional experience of at least 3 years² (at least 6 years in the case of secondary education), including professional experience directly relevant to the tasks of at least 1 year.

2.2.1 Languages skills

As the predominant working language of the EIT is English, candidates must therefore have a very good command of oral and written English. Given the nature of the duties involved, working knowledge of Hungarian is also required.

3 Selection criteria

Essential:

- Suitability to perform the tasks described in Section 1.1
- Specialist knowledge in the field of Building Management
- Proven organizational skills, ability to plan and set priorities
- Good knowledge of standard computer applications

Advantageous:

- Experience of working in a multicultural environment and in organisations of comparable or greater size and complexity
- Knowledge of Community procurement rules and EMAS (Eco-Management and Audit Scheme)
- Familiarity with Hungarian regulations relating to facility management
- Ability to work well under pressure and to respond quickly to new demands

The Selection process

4 How to apply

Please consult the Guide for Applicants on the [EIT](#) website. It contains detailed instructions to help you submit your application correctly.

The EIT strongly encourages applications online through the EU CV Online system³.

To apply via EU CV Online, you need to register in the EU CV Online system via the link provided in the EIT website, and follow the instructions there concerning the various stages of the procedure. Applications shall be made in English. **Before applying, you should carefully check whether you meet all the eligibility criteria.**

employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

³ The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to interview (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

Deadline for applications: 13 November 2009 at midday (Brussels time)

5 Steps of the selection procedure

5.1 Admission to the selection procedure

After the deadline for online registration, the selection committee will check the submitted applications against the general and specific conditions described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria under Section 3.

5.2 Initial assessment of the applications

The selection committee will assess each eligible application according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

5.3 Invitation to interview

Upon completion of the profiles' evaluation, the most suitable candidates for the post will be invited to an interview which will be held in Brussels.

Details of the time, date and address of the interview will be communicated to candidates in due time.

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 starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

5.4 The interview

An interview with the selection committee will enable it to carry out an assessment of the candidate according to the selection criteria described in Section 3.

The Interview will be conducted mainly in English. The candidate's knowledge of the Hungarian language may be assessed.

5.5 Verification of documents and scrutiny

The candidates' application will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

You will also be disqualified if you:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

5.6 Reserve list

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Director of the EIT for approval. The adopted, unranked reserve list, which will be in alphabetical order, will be valid until end of 2010. Reserve lists may be extended by decision of the EIT. Prior to being offered at post, candidates on a reserve list may be required to undergo further evaluation by the EIT (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the EIT.

5.7 Information

The text of this Call for Expressions of Interest contains all the information required. If you should nevertheless have a question, please consult the Guide for applicants on the EIT website. If you have further questions, please contact the EIT via the [Contact](#) page on the EIT website, clearly mentioning the reference of the vacancy notice, your registration number and the nature of your request.

Other important information

6 General information

6.1 Equal opportunities

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

6.2 Selection committee

A selection committee will be appointed. Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden.

6.3 Approximate timetable

The selection process may take some months to be completed; no information will be released during this period.

6.4 Recruitment conditions / Career

Successful candidates may be offered a contract as a contract agent in accordance with Article 3a of the [Conditions of employment of other servants of the European Communities](#) for an initial period of 5 years. The place of employment will be Budapest, after a possible initial period in Brussels.

The contract may be renewed for a further period of up to 5 years.

6.5 Remuneration

Successful applicants who are offered a contract of employment will be placed on entry into service in grade 8, 9 or 10 in function group III, according to the length of their professional experience. The basic monthly salaries for Contract Agents at grade 8, 9 and 10, as at 1 January 2009 in Brussels, are:

- Grade 8: € 2.367,05
- Grade 9: € 2.678,17
- Grade 10: € 3.030,18

6.6 Protection of personal data

As the body responsible for organising the competition, the EIT ensures 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 Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

[Continue here for the application form](#)

If you have difficulties to connect to the above link, you may copy and paste the following link into your Web application.

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=f4306b041d5468642323TR&language=EN