



YASEMOSEUROPEOS.COM

YSE
webinar

ASSISTANTS AST3

FINANCIAL MANAGEMENT

EPSO/AST/156/24 - 1

ACCOUNTING AND TREASURY

EPSO/AST/156/24 - 2

PUBLIC PROCUREMENT

EPSO/AST/156/24 - 3

ALMOST 900
SPOTS!!!



1

- **The new model and your first questions**

2

- **The application – languages and motivation**

3

- **The application – The work experience**

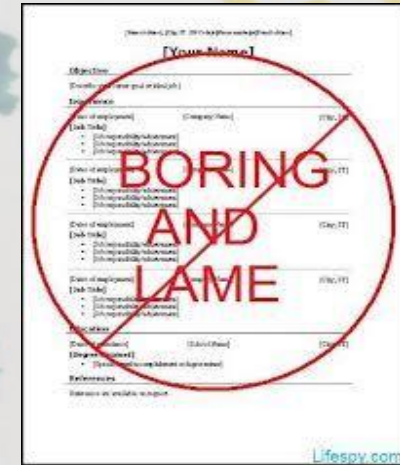
4

- **Tips and Tricks**




New model, same mistakes

- FORGET AST/154/22
- Fear of a bad CV - Not enough experience (even having enough years)
- Too many candidates – all equally lost
- Too complicated
- Procrastination



How many places are there?

 YASEMOSEUROPEOS.COM	Competition EPSO/AST/156/24 – Assistants (AST 3)	Reserve list
Field 1	Financial management	406
Field 2	Accounting and treasury	184
Field 3	Public procurement	274

Inclusion on a reserve list does not confer any right to or guarantee of recruitment.

The reserve list gives you a right to be candidate, not a position

We don't know how long the list will last or how many will be recruited

YES! We use a lot of screenshots from the notice as all the relevant info is there

Competition phase	Tests	Language
Application	—	Any of the 24 official EU languages
Testing	Reasoning tests	Language 1
	Field-related MCQ test	Language 2
	EUFTE	Language 2

EUFTE - Free-text Essay on EU matters

FIELD 1 .-Financial management & FIELD 2.- Accounting and treasury

Tests	Language	No of questions	Duration	Scoring	Pass scores
Numerical reasoning	Language 1	10 questions	20 minutes	0 to 10	6/10
Verbal reasoning		20 questions	35 minutes	0 to 20	Combined score for verbal and abstract reasoning tests: 15/30
Abstract reasoning		10 questions	10 minutes	0 to 10	

A candidate needs to reach **both**

- (i) a pass score of 6/10 in the numerical reasoning test **and**
- (ii) a combined pass score of 15/30 in the verbal and abstract reasoning tests.

(c) Reasoning tests for field 3

FIELD 3 .-Public procurement

Tests	Language	No of questions	Duration	Scoring	Pass scores
Verbal reasoning	Language 1	20	35 minutes	0 to 20	10/20
Numerical reasoning		10	20 minutes	0 to 10	Combined score for numerical and abstract reasoning tests: 10/20
Abstract reasoning		10	10 minutes	0 to 10	

(d) Field-related MCQ test – all fields

The field-related MCQ test will be specific to the field chosen by the candidate. It will be organised as follows:

Test	Language	No of questions	Duration	Scoring	Pass score
Field-related MCQ test	Language 2	30	40 minutes	0 to 30	15/30

A candidate needs to

- (i) reach a **pass score of 15/30** and
- (ii) be amongst the candidates who score the highest.

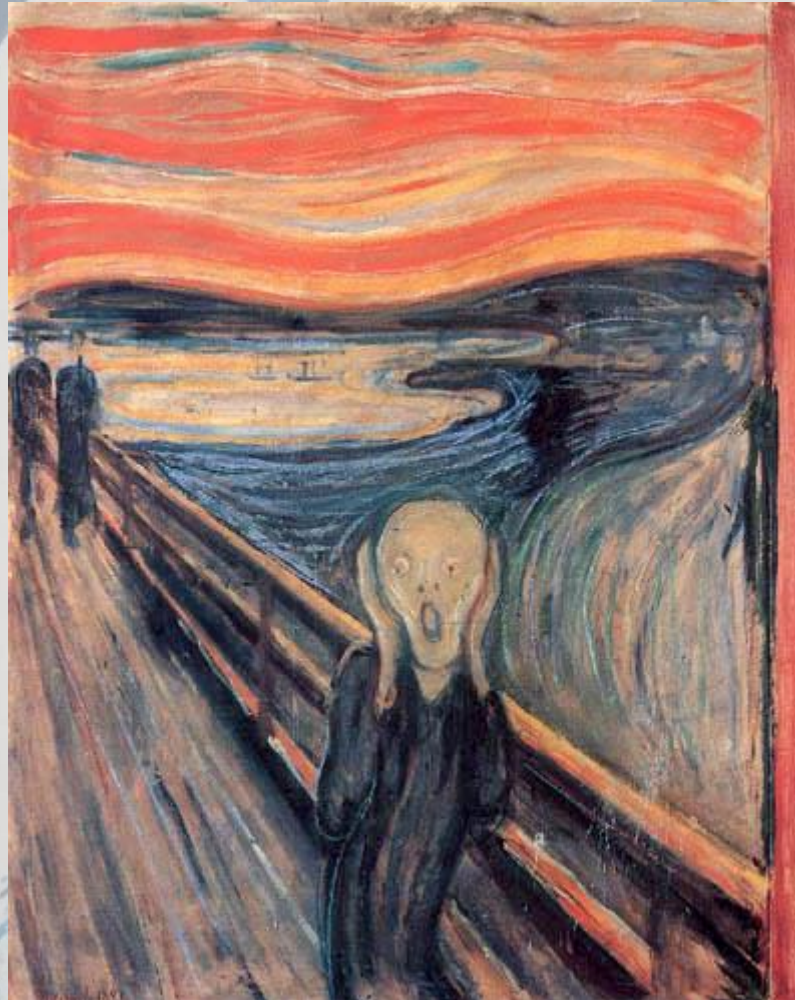
Candidates who reach the pass score will be ranked in the descending order of the scores obtained, per field. This ranking will be used (i) to determine the candidates who will have their EUFTE script scored and their eligibility checked (see Section 4.3.3) and (ii) for the purpose of establishing the reserve lists according to the procedure defined in Section 4.3.4.

Should a candidate not be amongst the candidates who scored the highest as defined in Section 4.3.3(a), their participation in the competition will be considered to have come to an end. Such candidates will not have their EUFTE scripts processed and will not have their eligibility checked.

MCQ test : Higher score the better

EUFTE: pass (above 5) //not pass (below 5)

Let's talk about ELEGIBILITY



COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)
Belgique — België — Belgien	Certificat de l'enseignement secondaire supérieur (CESS)/Diploma secundair onderwijs Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES)/Getuigschrift van hoger secundair onderwijs Diplôme d'enseignement professionnel/Getuigschrift van het beroepssecundair onderwijs	Candidature/Kandidaat Graduat/Gegradueerde Bachelor/Professioneel gerichte Bachelor
Ελλάδα	Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου Απολυτήριο Ενιαίου Λυκείου Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)
España	Bachillerato + Curso de Orientación Universitaria (COU) Bachillerato BUP Diploma de Técnico especialista	FP grado superior (Técnico superior)
Italia	Diploma di maturità (vecchio ordinamento) Perito ragioniere Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore	Diploma universitario (DU) Certificato di specializzazione tecnica superiore Attestato di competenza (4 semestri)

In ANNEX III are listed all the education levels in the EU that give you access (here few examples)



UK diplomas awarded in 2020 (until 31 December 2020) are accepted without an equivalence. UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.

Am I eligible? FIELD 1 – Financial management

3.3.1. Field 1 – financial management

(a) To be eligible for field 1, a candidate must meet the requirements listed in one of the following points:

- (i) Have a level of post-secondary education of at least **two years**, attested by a diploma in economics, public administration, business administration, accountancy, finance/financial management, or law, and have at least **three years** of relevant professional experience.

By derogation from point 2.2(1)(a) of the General rules (Annex I), the professional experience referred to in this point may be taken into account if it is acquired after having fulfilled the education requirement referred to in point 3.3.1(a)(ii), provided that experience meets other criteria listed in point 2.2 of the General rules.

- (ii) Have a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least **six years** of relevant professional experience.

(b) Professional experience referred to in points 3.3.1(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:

- (i) Preparation, execution, and monitoring of annual budgets;

~~(iv) Setting up financial decisions, checking financial documentation and/or drawing up financial reports/statistics;~~

2.2. Professional experience

(1) To be taken into account, professional experience must meet the following general conditions:

- (a) it must be acquired after obtaining the required minimum educational qualification indicated in the notice of competition;

~~(v) Independent verification of budgetary and financial transactions before (ex ante) and after (ex post) execution;~~

- (vi) Development and implementation of accounting and IT financial systems including reporting tools and database management.

Am I eligible? FIELD 1 – Financial management

AST3 you need 3 to 6 years of relevant experience

Option 1

post-secondary education of at least two years,
attested by a diploma in economics, public
administration, business administration, accountancy,
finance/financial management, or law

**3 years of relevant
experience**

Option 2

level of secondary education attested by a diploma
giving access to post-secondary education

**6 years of relevant
experience**

- (b) Professional experience referred to in points 3.3.1(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:
- (i) Preparation, execution, and monitoring of annual budgets;
 - (ii) Setting up financial dossiers, checking financial documentation and/or drawing up financial reports/statistics;
 - (iii) Financial monitoring of procurement contracts and/or grant agreements and/or financial monitoring of administrative expenditure and/or financial entitlements for elected/appointed members of public institutions;
 - (iv) Preparation (initiation) of budgetary and financial transactions;
 - (v) Independent verification of budgetary and financial transactions before (*ex ante*) and after (*ex post*) execution;
 - (vi) Development and implementation of accounting and IT financial systems including reporting tools and database management.

If you have a university degree then you have secondary education. Upload both (if you want) although the requirement is only secondary or post secondary

Am I eligible? Field 2 -Accounting and treasury

3.3.2. *Field 2 – accounting and treasury*

(a) To be eligible for field 2, a candidate must meet the requirements listed in one of the following points:

- (i) Have a level of post-secondary education of at least **two years**, attested by a diploma in accountancy or finance/financial management, and have at least **three years** of relevant professional experience.

By derogation from point 2.2(1)(a) of the General rules (Annex I), the professional experience referred to in this point may be taken into account if it is acquired after having fulfilled the education requirement referred to in point 3.3.2(a)(ii), provided that experience meets other criteria listed in point 2.2 of the General rules.

- (ii) Have a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least **six years** of relevant professional experience.

(b) Professional experience referred to in points 3.3.2(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:

2.2. *Professional experience*

(1) To be taken into account, professional experience must meet the following general conditions:

- (a) it must be acquired after obtaining the required minimum educational qualification indicated in the notice of competition;

(vi) Treasury management;

(vii) Preparing the financial statements, contributing to the annual closing and producing various financial and inventory management reports;

(viii) Statutory audit.

Am I eligible? Field 2 -Accounting and treasury

AST3 you need 3 to 6 years of relevant experience

Option 1

post-secondary education of at least two years,
attested by a diploma in accountancy or
finance/financial management

**3 years of relevant
experience**

Option 2

level of secondary education attested by a diploma
giving access to post-secondary education

**6 years of relevant
experience**

- (b) Professional experience referred to in points 3.3.2(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:
- (i) Introducing, verifying and/or validating invoices and credit notes;
 - (ii) Executing and monitoring payments and offsetting with credit notes;
 - (iii) Executing recovery of amounts receivable and making related accounting entries;
 - (iv) Management of assets, depreciation, and inventories;
 - (v) VAT recoveries;
 - (vi) Treasury management;
 - (vii) Preparing the financial statements, contributing to the annual closing and producing various financial and inventory management reports;
 - (viii) Statutory audit.

If you have a university degree, then you have secondary education. Upload both (if you want) although the requirement is only secondary or post secondary

Am I eligible? Field 3 -Public procurement

3.3.3. *Field 3 – public procurement*

(a) To be eligible for field 3, a candidate must meet the requirements listed in one of the following points:

- (i) Have a level of post-secondary education of at least **two years**, attested by a diploma in economics, public administration, business administration, accountancy, finance/financial management, or law, and have at least **three years** of relevant professional experience.

By derogation from point 2.2(1)(a) of the General rules (Annex I), the professional experience referred to in this point may be taken into account if it is acquired after having fulfilled the education requirement referred to in point 3.3.3(a)(ii), provided that experience meets other criteria listed in point 2.2 of the General rules.

- (ii) Have a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least **six years** of relevant professional experience.

(b) Professional experience referred to in points 3.3.3(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:

- (i) Planning and programming of public procurement (and/or grant) procedures;

2.2. *Professional experience*

(1) To be taken into account, professional experience must meet the following general conditions:

- (a) it must be acquired after obtaining the required minimum educational qualification indicated in the notice of competition;

(v) Legal and financial monitoring of contracts and/or grant agreements;

(vi) Designing, developing, and maintaining e-Procurement systems.

Am I eligible? Field 3 -Public procurement

AST3 you need 3 to 6 years of relevant experience

Option 1

post-secondary education of at least two years,
attested by a diploma in economics, public
administration, business administration, accountancy,
finance/financial management, or law

**3 years of relevant
experience**

Option 2

level of secondary education attested by a diploma
giving access to post-secondary education

**6 years of relevant
experience**

- (b) Professional experience referred to in points 3.3.3(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:
- (i) Planning and programming of public procurement (and/or grant) procedures;
 - (ii) Preparing or updating public procurement (and/or grant) document templates;
 - (iii) Initiating and/or reviewing public procurement (and/or grant) documents;
 - (iv) Organising and running public procurement (and/or grant) procedures;
 - (v) Legal and financial monitoring of contracts and/or grant agreements;
 - (vi) Designing, developing, and maintaining e-Procurement systems.

If you have a university degree then you have secondary education. Upload both (if you want) although the requirement is only secondary or post secondary

2.2. Professional experience

(1) To be taken into account, professional experience must meet the following general conditions:

- (a) it must be acquired after obtaining the required minimum educational qualification indicated in the notice of competition;
- (b) it must constitute genuine and effective work;
- (c) it has to be remunerated;
- (d) it must involve a professional relationship, i.e. being part of an organisational structure or supplying a service;
- (e) it must comply with the relevance criteria defined in the notice of competition. If only a part of the tasks carried out during a given period of professional experience can be considered relevant, the following rules will apply:
 - (i) if more than 75 % of tasks are relevant, the whole period of professional experience will be considered relevant;
 - (ii) if 50-75 % of tasks are relevant, the given period of professional experience will be counted at the rate of 75 %;
 - (iii) if 25-50 % of tasks are relevant, the given period of professional experience will be counted at the rate of 50 %;
 - (iv) if less than 25 % of tasks are relevant, the given period of professional experience will not be taken into account.



Registration data

- Info
- Registration Data
- My Profile
- Motivation and Strengths
- Eligibility
- Overview
- Declaration

Please save your application regularly. All new data will be lost if not saved regularly (60 minutes).

*** Fields marked with an asterisk are compulsory**

Candidates can fill in their application form in any of the 24 official EU languages. However, EPSO encourages candidates to complete it in English, which makes resorting to translation unnecessary. Having the applications available in English - the language spoken by all Selection Board members - speeds up eligibility checks. In practice, many candidates to international careers have their CVs already available in English. All this will facilitate the search for suitable candidates during the recruitment phase. For candidates who prefer to use another language, an [automatic translation tool](#) is made available to help convert their input into English. Registration is required to use this tool. Please check our [FAQs](#) for more details.

COMPETITION, FIELD

Competition EPSO/AD/412/24- 2 - Administrators in the field of Macroeconomic statistics (AD 7)

Field: Statistics

CITIZENSHIP

Citizenship: Spanish

PROOF OF IDENTITY

Please make sure that your personal details are up-to-date and correspond to a legal document proving your identity (passport, national identity card, legal decision, etc). Should you wish to check that your personal details are correct, please save the information already inserted in your application, then click [here](#).

Type of legal document: *

Select

Identification number: *

NOTE: You should enter the number of your passport, identity card or other valid official document bearing your photograph that you will use to prove your identity when asked to do so by EPSO.

LANGUAGE CHOICE FOR TESTS

Language 1:

Select

Language 2:

Select

ADDITIONAL QUESTIONS

Support by Member States

I authorise EPSO to disclose my first and last name, e-mail address, and the reference of the competition I am applying for, to the national authorities of the EU Member State(s) of which I am a citizen, so that they can contact me to offer support for my participation in this competition. *

Select

Additional questions (Note: The following information is for statistical use only)

Are you currently working for an EU Institution? *

Select

If yes, under what status? *

Select

Most of the positions offered in the EU Institutions are based in Brussels or in Luxembourg, but would you be willing to work also somewhere else? *

Select

HOW DID YOU LEARN ABOUT THIS COMPETITION?

Source: *

Select

SPECIAL NEEDS REQUIREMENTS

Do you need specific adjustments of the selection tests due to a disability or a medical condition?

Yes ☐ No ☒

The application - Its language

Europa > EPSO > Applications

Info Registration Data My Profile Motivation and Strengths Eligibility Overview Declaration
Education and Training Professional Experience Language Skills

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* Fields marked with an asterisk are compulsory

Professional Experience

Entry 1 

**Better English. If you use the automatic tool,
it's good but not perfect. Check it!**

In the application

Europa > EPSO > Applications

Info Registration Data My Profile Motivation and Strengths Eligibility Overview Declaration

Please save your application regularly. All new data will be lost if not saved regularly (60 minutes).

*** Fields marked with an asterisk are compulsory**

Candidates can fill in their application form in any of the 24 official EU languages. However, EPSO encourages candidates to complete it in English, which makes resorting to translation unnecessary. Having the applications available in English - the language spoken by all Selection Board members - speeds up eligibility checks. In practice, many candidates to international careers have their CVs already available in English. All this will facilitate the search for suitable candidates during the recruitment phase. For candidates who prefer to use another language, an [automatic translation tool](#) is made available to help convert their input into English. Registration is required to use this tool. Please check our [FAQs](#) for more details.

EXPERIENCE AND BACKGROUND ⓘ

How is your education and experience relevant to this particular profile? *

Content limited to 2000 characters, remaining: 2000

INTEREST TO APPLY ⓘ

Why do you want to apply for this particular career opportunity?
You should also explain why this particular profile interests you. *

Content limited to 2000 characters, remaining: 2000

CONTRIBUTION TO EU ⓘ

What specific contribution do you think you could make to the work of the European institutions and agencies?
In what role could you best contribute?
What particular strengths would you bring to your work? *

Content limited to 2000 characters, remaining: 2000

STRENGTHS ⓘ

Outline two of your main achievements. Describe what they are, the process you went through and their positive outcomes for you and for others. *

Content limited to 2000 characters, remaining: 2000

Back to Account Cancel Registration and Return to Account

Save this page

Save this page and Next

Not evaluated but
help to know you
better

In the application

Languages



(en) English ▼

Europa > EPSO > Applications

Info Registration Data My Profile Motivation and Strengths Eligibility Overview Declaration

Education and Training Professional Experience Language Skills

Please save your application regularly. All new data will be lost if not saved regularly (60 minutes).

Language Skills

Language *	Ability to Listen *	Ability to Read *	Ability to Speak *	Ability to Write *
<input type="text" value="French"/>	<input type="text" value="Proficient user (C1)"/>	<input type="text" value="Proficient user (C1)"/>	<input type="text" value="Proficient user (C1)"/>	<input type="text" value="Proficient user (C1)"/>

(max. 10 entries)

In the application

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

Experience Month and Day count:

Computed Values: Months: 0 Days: 0

Your Values: Months: Days:

Type of Experience: * **Audit**

Additional details if "Other": eee
Content limited to 100 characters, remaining: 97

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

Delete Entry

Work experience – Field 1 – Financial management

- (b) Professional experience referred to in points 3.3.1(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:
- (i) Preparation, execution, and monitoring of annual budgets;
 - (ii) Setting up financial dossiers, checking financial documentation and/or drawing up financial reports/statistics;
 - (iii) Financial monitoring of procurement contracts and/or grant agreements and/or financial monitoring of administrative expenditure and/or financial entitlements for elected/appointed members of public institutions;
 - (iv) Preparation (initiation) of budgetary and financial transactions;
 - (v) Independent verification of budgetary and financial transactions before (*ex ante*) and after (*ex post*) execution;
 - (vi) Development and implementation of accounting and IT financial systems including reporting tools and database management.

Use the **annex II** to describe the nature of the duties

This is **annex II** – Field 1 – best reference on key words to describe task

Field 1 – financial management

a) Duties common to all institutions

1. Assisting in preparing, executing, and monitoring the annual budget; and/or
2. Setting up financial dossiers and checking financial documentation in accordance with the applicable procedures and rules; and/or
3. Assisting with the financial monitoring of contracts, grant agreements, and service-level agreements; and/or
4. Initiation or *ex ante* verification of budgetary and financial transactions; and/or
5. Assisting in *ex post* verification to ensure sound financial management; and/or
6. Assisting in the development and implementation of accounting and IT financial systems including reporting tools and database management; and/or
7. Assisting in the implementation of the action plans/recommendations resulting from internal audits, audits carried out by the European Court of Auditors or by other audit instances; assisting in the implementation of financial recommendations by the European Anti-Fraud Office or in the implementation of discharge resolutions of the budgetary authority; and/or
8. Assisting and advising the operational units in the management of budgetary and financial operations; and/or
9. Assisting in developing or carrying out training courses on financial matters; and/or
10. Assisting in drawing up financial reports/statistics.

b) Duties specific to the European Parliament

1. Assisting in checking and processing financial requests submitted by the Members of European Parliament (MEPs) or former MEPs, in accordance with the applicable rules; and/or
2. Assisting and advising MEPs on specific questions concerning their financial allowances.

In the application

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

Experience Month and Day count:

Computed Values: Months: 0 Days: 0

Your Values: Months: Days:

Type of Experience: * **Audit**

Additional details if "Other":
eee
Content limited to 100 characters, remaining: 97

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

Delete Entry

Work experience – Field 2 -Accounting and treasury

(b) Professional experience referred to in points 3.3.2(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:

- (i) Introducing, verifying and/or validating invoices and credit notes;
- (ii) Executing and monitoring payments and offsetting with credit notes;
- (iii) Executing recovery of amounts receivable and making related accounting entries;
- (iv) Management of assets, depreciation, and inventories;
- (v) VAT recoveries;
- (vi) Treasury management;
- (vii) Preparing the financial statements, contributing to the annual closing and producing various financial and inventory management reports;
- (viii) Statutory audit.

Use the **annex II** to describe the nature of the duties

Field 2 – accounting and treasury

Under the supervision of the accounting officer of each institution, the accounting and treasury assistants are in charge of the following:

1. Assisting in verifying legal entities' master data and their bank accounts and recording them in the accounting system; and/or
2. Assisting in introducing, verifying, and validating invoices and credit notes; and/or
3. Executing and monitoring the authorised payments after prior conformity checks and offsetting with credit notes; and/or
4. Assisting the recovery of amounts receivable and making related accounting entries; and/or
5. Assisting in management of assets, depreciation and inventories; and/or
6. Assisting with VAT recoveries; and/or
7. Carrying out regular financial and accounting reconciliations (general ledger accounts including budgetary and non-budgetary, bank accounts, vendor/customer accounts, intercompany transactions, etc.); and/or
8. Carrying out regular controls of financial and accounting data ensuring timely corrections if necessary; and/or
9. Contributing to treasury management: execution of authorised payments, daily cash transfers, weekly and monthly cash reporting and forecasting, parametrisation of SAP and SWIFT payment messages, follow-up of returned payments and compliance requests, follow-up of bank charges and interests; and/or
10. Preparing the financial statements, contributing to the annual closing and producing various financial and inventory management reports; and/or
11. Providing training, guidance, support to the operational services in relation to accounting rules and procedures; and/or
12. Contributing to the management of imprest accounts.

This is **annex II –
Field 2 – best
reference on key
words to describe
task**

In the application

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

Experience Month and Day count:

Computed Values: Months: 0 Days: 0

Your Values: Months: Days:

Type of Experience: * **Audit**

Additional details if "Other":
eee
Content limited to 100 characters, remaining: 97

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

Delete Entry

Work experience – Field 3 -Public procurement

- (b) Professional experience referred to in points 3.3.3(a)(i) and (ii) above will be considered relevant if it was acquired in one or more of the following areas:
- (i) Planning and programming of public procurement (and/or grant) procedures;
 - (ii) Preparing or updating public procurement (and/or grant) document templates;
 - (iii) Initiating and/or reviewing public procurement (and/or grant) documents;
 - (iv) Organising and running public procurement (and/or grant) procedures;
 - (v) Legal and financial monitoring of contracts and/or grant agreements;
 - (vi) Designing, developing, and maintaining e-Procurement systems.

Use the **annex II** to describe the nature of the duties

This is **annex II** – Field 3 – best reference on key words to describe task

Field 3 – public procurement

1. Contributing to the programming of public procurement procedures by defining the needs, choosing the appropriate procedure, preparing related documents, establishing timetables for these procedures and ensuring their implementation; and/or
2. Assisting in the preparation or update of procurement documents templates, including model contracts; and/or
3. Assisting in organising and running public procurement procedures (initiating the procurement documents, following the procedures, preparing, participating in and following up on the opening and evaluation committees, drafting tender evaluation reports, preparing the award of contracts, drafting contracts and administrative documents, etc.); and/or
4. Assisting in drafting answers to questions, drafting requests for information or clarification regarding tenderers' participation, drafting letters announcing contract award/non-award and replies to requests from rejected tenderers for additional information; and/or
5. Assisting in the legal and financial monitoring of contracts; and/or
6. Providing training, guidance, support to the operational services in relation to public procurement rules and best practices and/or contract management; and/or
7. Assisting in designing, developing, and maintaining e-Procurement systems; and/or
8. In some institutions, public procurement assistants are also involved in organising grant procedures (call for proposals, evaluation committees, award decisions, etc.).

In the application

Final Eligibility

Europa > EPSO > Applications

Info

Registration Data

My Profile

Motivation and Strengths

Eligibility

Overview

Declaration

Please save your application regularly. All new data will be lost if not saved regularly (60 minutes).

Back to Account

Delete Registration

Confirm Eligibility and Next

Eligibility

IN ORDER TO BE ABLE TO VALIDATE YOUR APPLICATION YOU HAVE TO FULFIL THE FOLLOWING CONDITIONS. CLICK ON THE BUTTON IN EACH CASE: 

1. I fulfil the general admission conditions:

I am a citizen of a Member State of the European Union (or of a country explicitly specified in the Notice of Competition or Call for expression of interest).

☐

☒

I enjoy my full rights as a citizen

☐

☒

I have fulfilled any obligations imposed by the applicable laws concerning military service

☐

☒

I meet the character requirements for the duties involved

☐

☒

2. I fulfil the specific admission conditions:

I meet the minimum requirements concerning Qualifications as specified in the Notice of Competition/Call for expression of interest (including professional experience or training if applicable)

☐

☒

I meet the requirements concerning Professional experience as specified in the Notice of Competition/Call for expression of interest (if applicable)

☐

☒

I meet the language requirements as mentioned in the Notice of Competition/Call for expression of interest

☐

☒

Back to Account

Delete Registration

Please save your application regularly. All new data will be lost if not saved regularly (60 minutes).

This competition requires a minimum educational level of Secondary-education.
Your selection does not meet this level, therefore you will not be able to validate this application form.
You have not entered in the "Language Skills" tab of "My Profile" all languages selected in the "Registration Data" tab.
The application cannot be validated because some elements are missing or in error. Please check all sections of your application for details.

Back to Account

Delete Registration

Validate Application

Declaration

To be taken into account your application must be electronically signed. To do this you must click on the button "Validate Application" and, when requested to do so, you must enter your password. The timestamp showing when your validated application was received by EPSO must be before the deadline. When your application has been validated you will be able to see your actual application number at the top of the screen. You are strongly advised not to attempt the validation process in the last few minutes before the deadline. EPSO is not responsible for any slow response or delays that may be caused by high volumes of traffic on the Internet. Please remember that after validation you will not be able to change anything because the application will be processed by EPSO. After validation you will not be able to delete your application.

1. I declare on my word of honour that the information given in this application is true and complete.

2. I undertake to produce copies of the following documents in support of my application, when asked to do so by EPSO.

- proof of citizenship (passport, identity card, etc.),
- diploma(s) or certificate(s) required for admission to the competition,
- if applicable, certificate(s) of employment or work contract(s) and my most recent payroll.

3. I declare on my word of honour that these documents are true and complete.

4. I am aware that my application will be rejected if I fail to submit photocopies of the supporting documents as required by the Notice of competition (or Call for expression of interest) and the General rules governing open competitions.

Back to Account

Delete Registration

Validate Application



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Why does it matter?

You take your application seriously



You are as good as your explanation is



You get your experience validated

Tip 1

Don't write too long sentences - Average sentence length 15-20 words. Maximum length 25 words wherever possible

Tip 2

Limit yourself to 1 main idea/input per sentence

Tip 3

Use bullet points for lists (don't use big blocks of text)

Tip 4

Don't bury key information or a key message in the middle of the sentence: it will get lost.

It will have more impact at the beginning or the end.

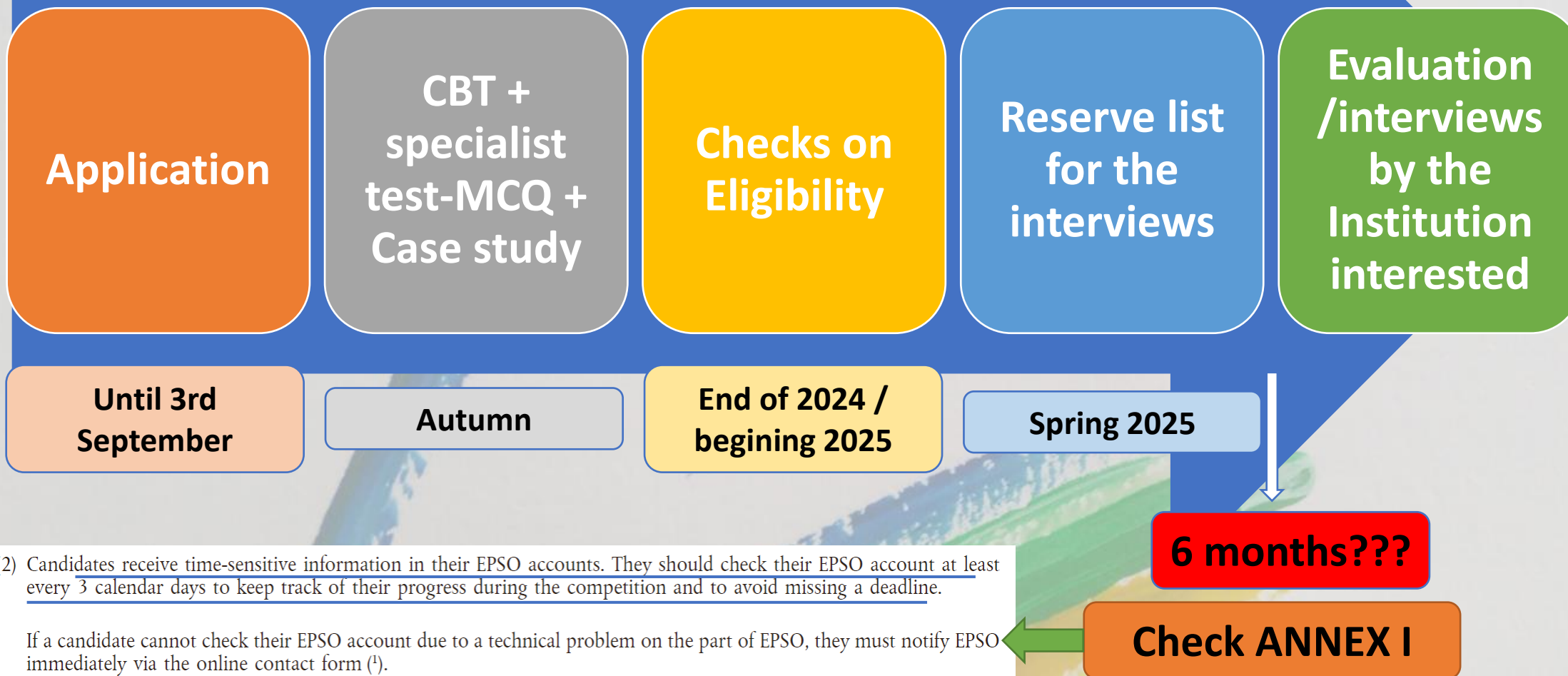
Tip 5

Use the same vocabulary as they use in the notice

Timeline (indicative)



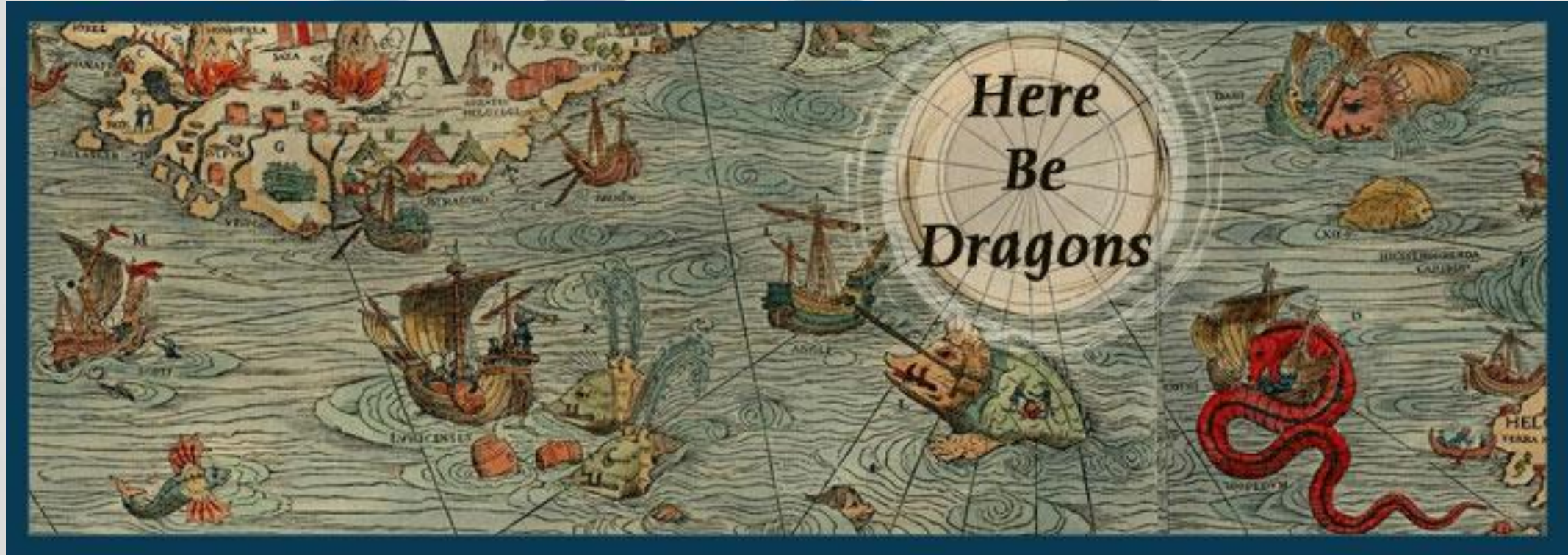
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(2) Candidates receive time-sensitive information in their EPSO accounts. They should check their EPSO account at least every 3 calendar days to keep track of their progress during the competition and to avoid missing a deadline.

If a candidate cannot check their EPSO account due to a technical problem on the part of EPSO, they must notify EPSO immediately via the online contact form ⁽¹⁾.

Reserve list



Each institution will organize mini-selection process/assessments

Final format to be decided by them

And the MCQ
and written
test?



Remember

Test	How will the test scores be used?
Verbal, numerical, and abstract reasoning	<p>‘Pass/fail’</p> <p>The tests will be scored to determine if the candidate reached the required pass scores.</p>
Field-related MCQ test	<p>‘Pass/fail and ranking’</p> <p>The scores of candidates who reached the pass score will be used to create a ranking according to candidates’ performance.</p>
EUFTE	<p>‘Pass/fail’</p> <p>The test will be scored to determine if the candidate reached the required pass score.</p>

ANNEX II

Typical duties

The [Financial Regulation \(FR\)](#) (1) is the main point of reference for the principles and procedures governing the establishment, implementation and control of the EU budget. While exercising the duties listed below successful candidates will be requested to follow, among other rules, the provisions of the FR.

- ☐ **Field 1 :** Factsheet on budgetary control (further legal basis and procedures) –Also relevant for Field 2
- ☐ **Field 2 :** Annual accounts and reports in the European Commission (activity , procedures, etc.). General VAT rules applying to the EU institutions.
- ☐ **Field 3 :** Public procurement rules applied by EU institutions : legal framework, platforms, etc.



Best manuals : the notes you can take, the mind-maps you can create

(e) EUFTE – all fields

The EUFTE is aimed at assessing a candidate's written communication skills. It will be organised as follows:

Test	Language	Duration	Scoring	Pass score
EUFTE	Language 2	40 minutes	0 to 10	5/10

Candidates will be required to respond to the test assignment(s) based on the provided documentation related to EU matters. The documentation will be made available on the EPSO website ahead of the test date. Candidates will receive the same documentation during the test, along with the assignment(s) based on it.

The EUFTE is not a language test. The assessment will be based on the specific anchors published on EPSO's website (5).

With EPSO's move towards a full 24-language regime a new type of test will be introduced by EPSO in its selection procedures, as of 2024: **the written test, a test aimed at assessing candidates' written communication skills**. The written test will replace the case study*.

Under the term written test, there are three different types of tests that EPSO will use according to the needs expressed by the recruiting services for each competition:

1. **Written test (WT)** related to the field(s) of the competition, assessing **only** written communication skills.
2. **Field-related written test (FRWT)**, assessing written communication skills **and** knowledge in the relevant field of the competition.
3. **Free-text Essay on EU matters (EUFTE)**, assessing **only** written communication skills.

Candidates will be required to respond to the test assignment(s) based on the documentation provided by EPSO and related to the field(s) of the competition, as specified in the notice of competition.

The written test is **not** a language test. Candidates will be assessed on the basis of the specific 'anchors' listed below ('anchors' are the elements taken into consideration by test markers (i.e. assessors) when assessing a given competency).

'Anchors' for written communication skills:

The candidate:

1. structures the written communication with a logical flow of ideas.
2. writes concisely without use of unnecessary words and sentences.
3. presents subject-matter in an understandable way.
4. adapts/tailors their writing to match the intended audience and purpose.
5. uses the information provided to deal with the assignment.

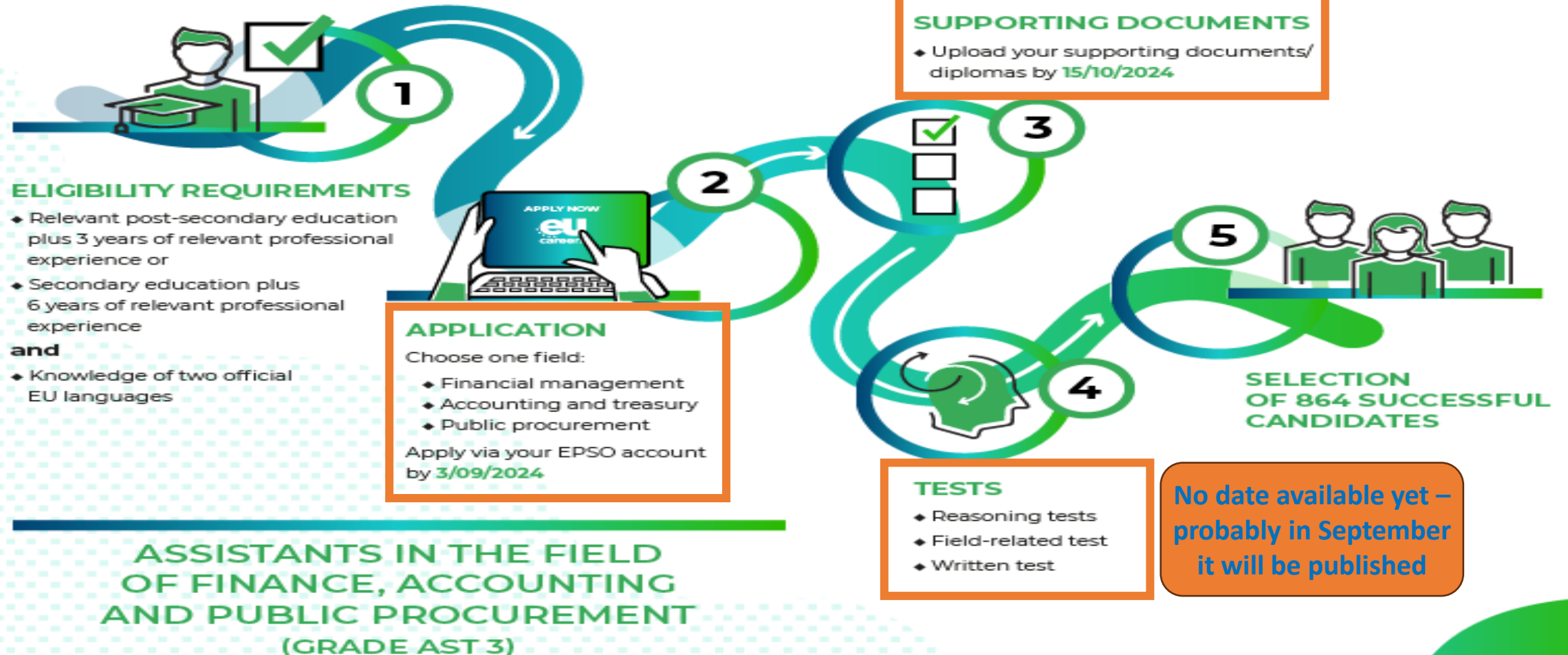
*Case studies will continue to be used for some ongoing competitions.

Post date: 28/02/2024 - 12:18

Last modified: 16/05/2024 - 15:43

Let's not forget

**THIS IS INDICATIVE, TRUST ONLY THE NOTICE! And
OFFICIAL COMMUNICATIONS**



What (else) can YSE do for you?



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What can YSE do for you?

- **Free webinars and materials**

Check our webinar for
Economist

Check our webinar Most
Frequent questions

- **CBT trainings and Competition (CBT+MCQ+Case)**
(in English and Spanish)
- **Training for the Assessment Centre- Assessment sessions and interviews**
- **Application review**

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Thanks!

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