



EUROPEAN  
COURT  
OF AUDITORS

## CALL FOR EXPRESSIONS OF INTEREST

### Ophthalmologist

#### (Contract of special adviser)

#### WHO WE ARE

The European Court of Auditors (ECA) is the European Union's external auditor. Established in 1975, the ECA is one of the EU's seven institutions.

We are based in Luxembourg and employ around 900 audit, support and administrative staff of all EU nationalities.

The Medical Service of the ECA is responsible for meeting the staff's preventive and work-related medical needs.

#### WHAT WE ARE OFFERING

The ECA is launching a procedure to recruit a specialised ophthalmologist to carry out periodic eye tests for all staff. The resulting contract will be shared with the European Investment Bank, and will therefore also cover EIB staff.

The medical practitioner selected will be employed as a special adviser for a renewable period of one year, in accordance with Articles 5 and 123 of the Conditions of Employment of Other Servants (CEOS)<sup>1</sup>. The volume of work to be provided under this contract is estimated at approximately six hours every working week to cover the ECA's needs, and eight hours every working week to cover those of the EIB.

The ophthalmologist will work at the Medical Service of the ECA in Luxembourg, where a consulting room with all the necessary equipment is ready for use. Appointments will be handled free of charge by the secretaries of the Medical Service. Free parking is available in-house. The current remuneration per hour is €215.37.

#### WHAT WE ARE LOOKING FOR

##### ELIGIBILITY CRITERIA

On the deadline for applications, the successful candidate must satisfy the following requirements.

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<sup>1</sup> [Regulation No 31 \(EEC\), 11 \(EAEC\), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community.](#)

## 1. Legal requirements

In accordance with Article 12(2) of the CEOS, candidates must:

- be a national of one of the EU's Member States;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed on them by the recruitment laws concerning military service; and
- meet the character requirements for the duties involved.

## 2. Qualifications

- A specialised degree in ophthalmology, awarded in an EU Member State; and
- a licence to practise medicine issued by a competent authority of an EU Member State.

## 3. Professional experience

At least 5 years' experience as a full-time medical practitioner specialising in ophthalmology. Preference will be given to candidates with an established practice in Luxembourg.

## 4. Knowledge of languages

As English and French are the official working languages of the ECA, a sound knowledge of both languages (minimum level B2 in understanding, speaking and writing) is required.

Knowledge of any other EU language would be an asset.

To assess your foreign language skills, see:

<https://europa.eu/europass/en/common-european-framework-reference>.

## **SELECTION PROCEDURE**

The Selection Committee will pre-select the top 10 eligible candidates<sup>2</sup> based on the information provided in their applications. These 10 candidates will be invited for an interview.

At the end of this procedure, the Selection Committee will draw up a reserve list of the three (3) candidates (maximum) who best meet the requirements of this call for expressions of interest.

The successful candidates will be listed in alphabetical order.

Inclusion on the reserve list does not in any way constitute an entitlement to recruitment. The authority empowered to conclude contracts of employment will offer the contract to one of the candidates on the reserve list.

The list will remain valid until 31 December 2021 and may be renewed.

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<sup>2</sup> Provided that there are sufficient candidates.

## APPLICATIONS

**Deadline for applications is on 28 February 2021 at 12:00 (midday) (Luxembourg time).**

Applications must be drafted in English or French and sent to the following address: [Vacancies@eca.europa.eu](mailto:Vacancies@eca.europa.eu).

Applications must comprise the following documents:

- a letter of motivation (**max. 1 page**);
- an up-to-date CV which must be in the "Europass" format (see: <https://europa.eu/europass/>);
- proof of inclusion in the medical register (including reference number) of the EU Member State where the candidate is currently practising;
- proof of the candidate's professional experience as a full-time medical practitioner specialising in ophthalmology;
- a recent extract (no more than six months old) from the candidate's judicial record;
- a certified true copy<sup>3</sup> of the candidate's medical degree.

Please note that only the information provided in your CV, motivation letter and documents provided shall be taken into account when evaluating your application.

The details provided in the application will be considered true and correct and will therefore be binding for the applicant.

**Applications failing to adhere strictly to these instructions will be rejected.**

Candidates must be able, upon request, to produce additional written evidence of their qualifications, professional experience and current duties, if deemed necessary.

## RECRUITMENT POLICY

In line with our equal opportunities policy and with Article 1d of the Staff Regulations, the ECA embraces diversity and promotes equal opportunities. We accept applications without discrimination on any grounds, and take steps to ensure that recruitment is evenly balanced between men and women, pursuant to Article 23 of the Charter of Fundamental Rights of the European Union. The ECA also implements measures to reconcile working life with family life.

If you require any special arrangements (for specific handicap or disability) in order to take part in this selection procedure, please send an email in good time to [ECA-Recrutement@eca.europa.eu](mailto:ECA-Recrutement@eca.europa.eu).

## DATA PROTECTION

The ECA is committed to ensuring that candidates' personal data are processed in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

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<sup>3</sup> Certification may be done by any competent public or private legal person (notary public, lawyer, public administration, university, hospital, etc.).

For more information, see the specific privacy statement for employment vacancies which is available at the following address:

[https://www.eca.europa.eu/Lists/ECADocuments/Specific\\_Privacy\\_Statement\\_vacancies/Specific\\_Privacy\\_Statement\\_vacancies\\_EN.PDF](https://www.eca.europa.eu/Lists/ECADocuments/Specific_Privacy_Statement_vacancies/Specific_Privacy_Statement_vacancies_EN.PDF).

If a vacancy notice or call for expressions of interest provides for a reserve list to be established, the reserve list containing the names of successful candidates will be published on the ECA website (intranet and internet). The list will remain on our website until it is no longer valid. Please note that you have the right to request that we omit your name from the published reserve list. You may do this by sending an email to [ECA-Recrutement@eca.europa.eu](mailto:ECA-Recrutement@eca.europa.eu).

## REQUESTS FOR RECONSIDERATION — COMPLAINTS AND APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage in the selection procedure, you believe that a decision adversely affects you, the following options are available:

### I. Request for the Selection Committee to reconsider its decision

You may submit a written reasoned request for reconsideration of a decision taken by the Selection Committee. This request must be sent, within 10 days of notification of the decision, to [ECA-Recours@eca.europa.eu](mailto:ECA-Recours@eca.europa.eu).

### II. Complaints

Under Article 90(2) of the Staff Regulations, you may submit a complaint against the ECA's decision to reject your application, within three months of being notified thereof, to the following address:

The Secretary-General  
European Court of Auditors  
12, rue Alcide De Gasperi  
L-1615 Luxembourg

### III. Judicial appeal

Under Article 91 of the Staff Regulations, you may appeal against a decision to reject your complaint, insofar as it adversely affects you, to the Court of Justice of the European Union. The action must be brought by a lawyer within three months of notification of the decision to reject the complaint.

### IV. Complaints to the European Ombudsman

If you believe that the handling of your application has involved maladministration by the European Court of Auditors, you may submit a complaint to the European Ombudsman, having first contacted the ECA with the aim of settling the dispute. You must submit your complaint in writing within two years of discovering the relevant facts. An electronic complaints form is available on the European Ombudsman's website. Complaining to the European Ombudsman will not suspend the above-mentioned appeal deadlines.