



EUROPEAN
COURT
OF AUDITORS

CALL FOR EXPRESSIONS OF INTEREST

Social worker

(Special adviser contract)

Directorate of Human Resources, Finance and General Services (SG1)

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.

As part of the Secretariat-General, the role of the Directorate of Human Resources, Finance and General Services (SG1) is to help the ECA achieve its strategic objectives by making effective use of its staff and budget. It enables the institution to function smoothly by overseeing security, transport, mail distribution, events management and medical services.

WHAT WE ARE OFFERING

The ECA is seeking to recruit a social worker whose main task will be to provide support to staff members and their families.

The social worker will work closely with the ECA's Medical Service to promote wellbeing and a healthy work-life balance. He or she will offer professional guidance about professional, health, psychological, family and financial issues in the strictest confidentiality.

The social worker's main duties will include:

- carrying out individual and collective activities in prevention, assistance and, where the need arises, social accompaniment;
- providing support to staff members on different topics such as family, psychological, administrative issues, adjusting to their professional environment, and cultural issues;
- active listening, advising, guiding, supporting and accompanying staff facing personal or professional difficulties, cooperating closely with the Medical Service and other competent stakeholders
- providing information on the rules applicable to family support;

- being the contact person for staff and families undergoing hardships, and attending their place of residence in emergencies;
- assessing and providing assistance with files relating to financial support for families with disabled children;
- organising and participating in the events, conferences and initiatives inside and outside the ECA aimed at improving wellbeing and work-life balance;
- contributing to the development of the ECA's social policy (diversity, disability, etc.);
- liaising with the Luxembourgish health and social services and referring colleagues to the right services as needed.

The selected social worker will be employed as a special adviser for a renewable period of two years, in accordance with Articles 5 and 123 of the Conditions of Employment of Other Servants (CEOS)¹. The estimated volume of work involved in this contract is eight hours per month (two blocks of four hours). Precise working arrangements will be set when the contract is signed, and may increase if the ECA's needs justify it.

The social worker will be administratively assigned to the ECA's medical service in Luxembourg. Appointments will be managed free of charge by the secretariat of the medical service. Free parking is available on site. The current remuneration per hour, taking into account the estimated workload, is €80.

WHAT WE ARE LOOKING FOR

ELIGIBILITY CRITERIA

The advertised position is open to applicants who meet the following eligibility criteria by the application deadline.

1. Legal requirements

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

- be nationals 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.

¹ [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.](#)

2. Qualifications

Applicants must have obtained a specialised degree as a social worker or an official authorisation to practice, awarded in an EU Member State.

3. Professional experience

Applicants must have at least 5 years' experience as a social worker. Preference will be given to candidates carrying out their activity in Luxembourg.

4. Knowledge of languages

As English and French are the official working languages of the ECA, a sound knowledge of one of these languages (minimum level C1 in understanding, speaking and writing) is required.

Knowledge of both languages will be considered an asset.

Please indicate in your CV the language level according to the following assessment model:

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

SELECTION PROCEDURE

The selection committee will identify the top 10 eligible candidates² based on the information provided in their applications. These 10 candidates will be invited for interview.

In the interview, the candidates should be able to demonstrate:

- a good knowledge of administration and human resources, especially in the EU context;
- a good knowledge of the laws and financial rules applicable in the social and health sector;
- a good capacity to work autonomously;
- an excellent sense of responsibility, integrity and discretion, including when handling sensitive data;
- excellent time-management, communication and organisational skills;
- an excellent ability to establish trustworthy relations with colleagues, stakeholders and other ECA departments;
- proactivity and a high level of motivation to contribute to projects aimed at supporting workplace wellbeing;
- excellent interpersonal and client-oriented skills;
- empathy and resilience to cope efficiently with social issues;

² Provided that there are sufficient candidates.

- an excellent capacity to work under pressure, to tight deadlines when necessary, to manage stress and to cope with emotionally difficult situations;

Furthermore:

- experience in working with or within a team in a multidisciplinary and multicultural environment, and
- a good knowledge of standard administrative procedures, as well as a knowledge of IT tools for personnel and document management,

will also be considered as assets.

At the end of this procedure, the selection committee will draw up a reserve list comprising a maximum of three (3) candidates 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 2023 and may be renewed.

APPLICATIONS

Deadline for applications is 12:00 (midday) CET on 12 December 2022.

Applications must be drafted in English or French and sent to the following address: ECA-Selection@eca.europa.eu.

Applications must comprise the following documents:

1. a letter of motivation (**max. 1 page**);
2. an up-to-date CV preferably in the "Europass" format (see <https://europa.eu/europass/>);
3. proof of qualification as a social worker or authorisation to practice, awarded in an EU or former EU Member state;
4. supporting documents justifying 5 years of professional experience in the field of social work;
5. a recent copy (no more than six months old) of the candidate's criminal record.

Applications which do not strictly comply with these instructions will be rejected.

The selection committee will evaluate applications based solely on the information given in these documents. It may ask candidates to provide supporting evidence for statements made in their applications. If candidates fail to provide such evidence when it is requested, their applications will be rejected.

RECRUITMENT POLICY

In line with the ECA's Diversity & Inclusion policy, and with Article 1(d) 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-Selection@eca.europa.eu.

DATA PROTECTION

The ECA is committed to ensuring that candidates' personal data is processed in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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.

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.

The reserve list containing the names of successful candidates will be published on the ECA website. This list will remain on our website until it is no longer valid. Prior its publication, the successful candidates will be given the opportunity to have their names removed from the published list by sending an email to ECA-Selection@eca.europa.eu. Removing the candidate's name from the published list will have no impact on the consideration of that candidate for a possible employment offer.

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, in the indicated order:

- 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 calendar days of notification of the decision, to ECA-Recours@eca.europa.eu. Where the last day of this period is a public holiday, Sunday or Saturday, the period shall end with the expiry of the last hour of the following working day.

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.