EUROPEAN CONSERVATIVES AND REFORMISTS GROUP
IN THE EUROPEAN PARLIAMENT

NOTICE OF RECRUITMENT
IRC 204920

Post: **1 ADMINISTRATOR (F/M)**
Temporary Agent Czech language (grade AD 9)

I. INTRODUCTION

The Group of the European Conservatives and Reformists in the European Parliament has decided to open the procedure for filling 1 post of Administrator Czech language (AD 9) as temporary agent for its Secretariat in Brussels.

Equal opportunities
The ECR Group maintains an equal opportunities policy.

Place of employment
Brussels.

Recommendations
Before applying for the above post, please read the notice of recruitment carefully. It contains details of the conditions to be met and the selection procedure itself.

In no circumstances should candidates approach the Selection Board themselves, either directly or indirectly concerning this recruitment. The Authority Empowered to Conclude Contracts of Employment reserves the right to disqualify any candidate who disregards this instruction.

Closing date for applications
The closing date for applications is **18th November 2026 at 12h00 at the latest** (as shown on the email or by the postmark or the date given on the delivery slip of the private mailing company).

II. JOB DESCRIPTION

The administrator fulfils a supranational function within the ECR Parliamentary Group Secretariat, and assists all ECR Members of the European Parliament in the carrying out of tasks which, within the context of organisation of the ECR Group, may include:

- participation in the legislative work of the AGRI and ECON/FISC parliamentary committees,
- political advice,
- drawing up of politically and technically coherent parliamentary positions in the main fields of activity of the European Union,
- management, organization and follow-up of meetings,
- any other activity necessary for the successful operation of the Group.

- Frequent travel outside Belgium is part of the job, in particular several days per month in Strasbourg during the plenary sessions.

The post of administrator in the Secretariat of the ECR Group requires great availability (for example frequency of meetings, irregular working hours), flexibility, judgement, a methodical approach, discretion, adaptability to varying workloads as well as the capacity for teamwork in an international environment. Suitable candidates must, amongst other things, be capable of grasping wide-ranging problems, be able to respond rapidly to changing circumstances and to communicate effectively.

III. CONDITIONS FOR ADMISSION

The selection procedure is open to candidates who fulfil the following conditions **by the closing date for applications**:

A. GENERAL CONDITIONS

Under article 12, (2) of the Conditions of Employment of Other Servants (CEOS) of the European Communities:

- you must be a citizen of a Member State of the European Union;
- you must be entitled to your full rights as a citizen;
- you must have fulfilled any obligations imposed by the laws concerning military service;
- you must produce the appropriate character references for performance of your duties.

B. SPECIAL CONDITIONS

1. Qualifications and professional experience required:

a) In accordance with the terms of article 5(3) of the Staff Regulations,
(i) a level of education corresponding to completed university study attested by a diploma where the normal duration of such studies is four years or more, or
(ii) a level of education corresponding to completed university studies attested by a diploma and at least one year's relevant professional experience where the normal duration of such studies is at least three years, or
(iii) where justified in the interest of the service, professional training of an equivalent level;
b) A minimum of 8 years full-time professional experience is required;
c) Good knowledge of the functioning of the European Union Institutions and of the political systems within the European Union;
d) Proven ability to carry out conceptual analytical work;
e) Knowledge of the political activities of the ECR Group and its Members;
f) Capacity for team work in a multinational environment;

2. Knowledge of languages

Candidates must have an excellent knowledge of the **Czech language** and a good knowledge of English language.

Knowledge of other European Union languages will be taken into account.

3. Supporting documents required

Professional experience, training or studies, as well as linguistic knowledge must be set out in detail and must of necessity be accompanied by supporting documents.

With regard to professional experience outlined in point III.B.1., this must be justified by one or more supporting documents from among those listed for guidance below:
- Employment contracts or certificates, letters or attestations of appointment, indicating the exact nature of the activity performed and the dates on which the professional experience began and, where relevant, ended,
- In the case of current professional activity, both the initial contract and your most recent salary slip as proof of the duration of that activity,
- Proofs of activity as an independent (for example tax forms, VAT forms, register of commerce, social security, invoices).

Should it not be clearly ascertainable from the qualifications and diplomas, ALL claims regarding linguistic knowledge must be backed up by supporting documents. In the case of absence of such documents, candidates must clearly explain, on a separate sheet, how they acquired this knowledge.

IV. ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS

The selection procedure will be held on the basis of **qualifications and tests**.

1. A list of the candidates who have submitted their applications in the form required by the closing date and who fulfil the general conditions set out in heading III.A. will be drawn up by the Authority Authorised to Conclude Contracts.

2. Accordingly, candidates who:
- Forward their application after the closing date (as evidenced by the postmark or the delivery slip of the private courier service or email),
- Do not forward their application by registered mail with receipt of delivery, by email or by private courier (see point IX.3),
- Do not fulfil the general conditions for admission,
will automatically be eliminated.

3. The Selection Board will consider the applications, draw up the list of candidates who meet the specific conditions, and select, on the basis of previously established criteria, those candidates whose qualifications and duly attested periods of professional experience best match the duties to be carried out, as described in the Job Description. It will base its decision on information given in the application and backed up by supporting documents.

Candidates who do not meet the conditions governing admission or who have failed to substantiate their claims by means of relevant supporting documents within the time required will be eliminated at this stage.

4. Candidates will receive an email informing them of the Selection Board's decision on whether to admit them to the tests.

5. Please note that the Selection Board may cancel the decision to admit you to the competition if, at any stage whatever in the selection procedure, it finds that
- you do not meet one or more of the general, particular or specific conditions governing admission to the selection procedure, or
- the claims made in your application form are not substantiated by appropriate supporting documents or prove to be inaccurate.

V. INVITATION TO THE TESTS

Invitations to the tests will be sent by email. You must therefore include an email address with your application - failure to do so will result in exclusion from the competition.

Candidates are responsible for notifying the Selection Board's secretariat of any changes in their particulars and/or address or email.

The ECR Group cannot be held responsible for the non-delivery of email.

VI. TESTS

The Selection Board may decide to disqualify any candidate whose behaviour disrupts the running of the tests.

A. WRITTEN TESTS

Tests will be held in **English and/or Czech**

Nature, duration and marking of the tests

1. Test comprising a series of questions, to assess the candidate's knowledge of the European Union, its institutions and policies and its cultural and social environment. Knowledge of the ECR Group, its policies and representatives.
Duration of the test: 20 minutes
Marking: 0 to 20 points.
Candidates scoring less than 10 will be eliminated.

2. Test involving a summary of a typed text.
Duration of the test: 60 minutes
Marking: 0 to 30 points.
Candidates scoring less than 15 will be eliminated.

Important:

The tests will be marked in the above order.

Only those candidates having obtained a minimum of 25 points for the whole of the written tests **and** having obtained the minimum mark for each individual test will be admitted to the oral tests.

B. ORAL TESTS

The oral tests will be held in **English, Czech and any other languages the candidate mentioned in the CV**.

Nature, duration and marking of the tests

1. Interview with the Selection Board to assess the general education and knowledge, particularly of European Union affairs, of the candidate, and his/her ability to express himself/herself.
Duration of the test: maximum 20 minutes
Marking: 35 points

2. Conversation with the Selection Board to test knowledge of a second EU language. The Selection Board will take into account the knowledge of other languages mentioned in the candidate's application form.
Duration of the test: maximum 10 minutes
Marking: 15 points.

VII. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

The Selection Board will establish a list of suitable candidates from amongst those who have obtained at least 60% of the points for the whole of the tests (written and oral combined) and have obtained the minimum mark required for each of them. Candidates will be listed in order of merit.

Inclusion of a candidate's name on the list of suitable candidates does not constitute either a right to, or a guarantee of recruitment.

VIII. CONDITIONS OF RECRUITMENT

1. Candidates included on the list of suitable candidates will be eligible to be recruited as the need arises in the ECR Group.

2. The recruitment will be at the grade AD 9.

IX. APPLICATIONS

1. The candidate must send a motivation letter specifying the number of the competition together with a Curriculum Vitae and enclose with them photocopies of supporting documents to show that he/she meets the special conditions governing admission to the selection procedure, to enable the Selection Board to verify the claims made in the application. If the candidate fails to do so he/she can be disqualified.

Candidates are asked to number each page of the photocopied supporting documents. All the supporting documents must be listed on a contents page giving a description of each document and the corresponding page number(s). **Candidates are kindly asked not to staple the documents and to submit them only in recto format;** any other format will not be taken into consideration and the candidature will be considered not valid.

If the application is sent by email, you are asked to send it **in PDF format as a single file**, any other format will not be taken into consideration and the candidature will be considered not valid.

None of the papers in the application file will be returned to the candidate.

2. Candidates with a physical disability are requested to enclose with their application, on a separate sheet, details of any arrangements they may consider necessary to help them take the tests, and to attach supporting documents relative to the declared disability.

3. Documents must be sent by post or email by **18th November 2026 at 12h00** at the latest (as attested by postmark) to the following address:

ECR Group
Human Resources
European Parliament
ZWEIG 02L002
Rue Wiertz
B-1040 Brussels
ECRCOMPETITIONS@europarl.europa.eu

4. The address and email indicated by the candidate in the application will be the address used for all correspondence relating to the selection procedure, including invitations to tests. This address will be considered as the location from which the candidate will depart to travel to the place of the tests.

It is the candidate's responsibility to inform the Selection Board secretariat in writing to the aforementioned address, and in good time, of any change in personal data and/or address or email.

5. Short-listed candidates who are offered a job will in due course be required to produce copies of their diploma, degree and employment certificates for verification. Please note that the European Parliament reserves the right to verify the authenticity of documents you will provide, either internally or through external services (e.g. subcontractors specialising in background checks). In addition, as part of a financial audit, you may be asked to provide the original of these documents or a certified copy.

6. Applicants may request, in writing, clarification of, or to appeal against, any decision of the selection board within three working days of notification of the decision by email or by publication on the Group's website. Appeals and clarification requests should be addressed to ECRCOMPETITIONS@europarl.europa.eu; they will be acknowledged within one working day and receive a reply within two further working days.

Protection of personal data
The ECR Group ensures that applicants' personal data are processed in line 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, particularly as regards their confidentiality and security.

Recruitment with effect: January/ February 2027
Brussels, 4th November 2026