



**Notice of recruitment - IRC200139**  
**ADMINISTRATIVE ASSISTANT- ENGLISH LANGUAGE (AST1) - (F/M)**

**Job details**

Contract type : **Temporary agent**

Contract duration : **Open ended**

Post: **Assistant**

Hours per week : **40**

Function group / Grade : **AST1**

Job location/ Country: **Brussels/Belgium**

**I. INTRODUCTION**

The Patriots for Europe Group in the European Parliament has decided to open the procedure for the recruitment of an Assistant (AST1) as temporary agent for its Secretariat in Brussels.

The Patriots are a parliamentary group in the European Parliament consisting of 86 Members from 13 countries. What these Members have in common is a commitment to national sovereignty, identity and freedom. Our group's political objective is creating jobs and growth, increasing security, tackling illegal immigration, as well as making the EU less bureaucratic.

**Equal opportunities**

The Patriots Group maintains an equal opportunities policy.

**II. JOB DESCRIPTION**

The assistant fulfils a supranational function and the main tasks of the Administrative Assistant are:

- Assistance to the Administrator in the field of Finance;
- Work involving processing, putting documents in the proper form, producing tables, keeping diaries, mail, filing, preparing dossiers, organising meetings and follow-up on files;
- Various routine secretarial tasks, transmission and filing of documents and correspondence, monitoring correspondence, archiving, keeping a diary of appointments of the hierarchical superior(s).
- Managing the email, inbox and agenda, and ensuring the smooth running of information.

These duties require a good knowledge of the European Union, its institutions and policies, and the rules regarding the Budget line 400 appropriations of the European Parliament.

The post of Assistant in the Secretariat of the Patriots Group requires great availability (frequent meetings, irregular working hours), flexibility, judgement, a methodical approach, discretion, adaptability to varying workloads, as well as the capacity to work effectively in a team in an international environment. Suitable candidates must be capable of grasping wide-ranging problems and responding rapidly to changing circumstances. Excellent oral and written communication and computer skills are also necessary for the proper performance of the duties listed above.

Travel outside the place of work may be required, in particular for several days per month in Strasbourg during the plenary sessions.

### **III. CONDITIONS FOR ADMISSION**

#### **1. Job requirements**

##### **a) Qualifications:**

- i) Post-secondary education level attested by a diploma; or
- ii) Secondary education level attested by a diploma giving access to post-secondary education, together with at least three years of relevant professional experience (these years of professional experience shall not be taken into account when assessing the professional experience required below); or
- iii) Where the needs of the service so require, a professional training or professional experience of an equivalent level.

##### **b) Language skills:**

A thorough knowledge of English (minimum level C1) and a satisfactory knowledge (minimum level B1) of another official language of the European Union. Knowledge of additional EU official languages shall be regarded as an advantage.

##### **c) Professional experience:**

Not required. Nevertheless, professional experience within the European institutions shall be regarded as an advantage.

#### **2. General admission conditions**

**Candidates must fulfil the following conditions (Art. 12(2) of the CEOS)<sup>1</sup>:**

- Be a citizen of a Member State of the European Union;
- Be entitled to their full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references for the performance of their duties.

#### **3. Protection of personal data**

1. The Patriots 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.
2. Candidates submitting their application are aware of these terms and accept them.

### **IV. INSTRUCTIONS FOR CANDIDATES**

#### **1. Recommendations**

Before applying, candidates should read the following instructions carefully.

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<sup>1</sup> Consolidated text: 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

Under no circumstances should candidates approach the Selection Committee directly or indirectly concerning this recruitment procedure. The Committee reserves the right to disqualify any candidate who disregards this instruction.

## **2. Supporting documents required**

Candidates must provide the Selection Committee with all information and documents needed to verify the accuracy of their application. Qualifications, professional experience, and linguistic knowledge must be detailed in the CV and supported by relevant documents.

The Selection Committee will base its decisions solely on the information provided on the application and substantiated by the supporting documents. Qualifications and professional experience not evidenced by supporting documents will not be taken into account.

### **Documents to attach:**

- Post-secondary or secondary education diploma(s);
- Employment contracts (including initial contracts and any amendments for fixed-term contracts) or certificates, letters, or attestations of appointment, clearly indicating the exact nature of the activity performed and start and end dates of professional experience (traineeships, even paid, are not considered professional experience);
- In the case of current employment, the most recent salary slip;
- In the case of self-employment: tax forms, VAT forms, trade register, social security documents, invoices, etc.;
- Proof of language knowledge (certificates and diplomas). If absent, a separate explanation of how the knowledge was acquired is required;
- ID card or passport.

## **3. How to apply**

Candidates must:

1. Submit a motivation letter specifying the competition number together with a CV and supporting documents to demonstrate that they meet the special admission conditions. Failure to do so may result in disqualification.
2. Number each page of the supporting documents and include a contents page describing each document and its corresponding page number(s).
3. Send the application by email in PDF format as a single file.
4. Candidates with a physical disability should provide, on a separate sheet, details of any arrangements needed to take the tests and attach supporting documents.

Applications must be sent by **2 October 2025, 23:59** to: [patriots.hr@europarl.europa.eu](mailto:patriots.hr@europarl.europa.eu).

The email provided by the candidate will be used for all correspondence regarding the selection procedure. It is the candidate's responsibility to inform the Selection Board Secretariat in writing of any change in personal data and/or email.

## **V. ADMISSION TO THE SELECTION PROCEDURE AND THE TESTS**

The selection procedure will be organised on the basis of qualifications and tests (written and oral).

1. The Selection Committee will draw up a list of candidates who submitted applications in the required form and by the closing date.
2. Candidates will be eliminated at this stage if they:
  - Do not meet the conditions for admission or job requirements;
  - Fail to complete the application file properly;
  - Do not attach required supporting documents or remove/black out content in them;
  - Do not attach a copy of ID card/passport.

3. The Selection Committee will select, based on previously established criteria, a maximum of five candidates whose qualifications and attested professional experience best match the tasks.
4. Candidates will be informed by email of the Committee's decision regarding admission to the tests.
5. The Selection Board may cancel admission at any stage if:
  - The applicant does not meet one or more admission conditions;
  - Claims in the application are not substantiated or are inaccurate.

## VI. TESTS

The tests consist of written and oral parts, assessing whether the candidate meets the specific job requirements.

### 1. Written tests:

- Carried out in English; candidates must also demonstrate knowledge of French.
- **Test 1:** Series of questions assessing knowledge of the EU, its institutions, policies, and cultural/social environment. Duration: 20 minutes. Marking 0–20 points. Candidates scoring less than 10 points will be eliminated.
- **Test 2:** Summary of a typed text from one official EU language into another. Duration: 60 minutes. Marking: 0–30 points; Candidates scoring less than 15 points will be eliminated.

Candidates must obtain a minimum of 60% overall and meet minimum marks for individual tests to progress to oral tests.

### 2. Oral tests:

- Conducted in English and any other language(s) mentioned in the CV.
- **Interview:** Assesses general education, knowledge of finance and administration, Patriots Group activities, and ability to express oneself. Duration: max 20 minutes. Marking: 25 points.
- **Language conversation:** Tests knowledge of EU languages. Duration: max 10 minutes. Marking: 15 points.

## VII. INCLUSION ON THE LIST OF SUITABLE CANDIDATES

Candidates obtaining at least 50% of total points (written + oral) and meeting minimum marks for each test will be included on the list of suitable candidates and may be recruited as needed.

Recruitment will be at **grade AST1**.

## VIII. CONDITIONS OF RECRUITMENT

The European Parliament reserves the right to verify the authenticity of documents provided by successful candidates, either internally or through external services. Successful candidates may be asked to provide originals or certified true copies.

## IX. REQUESTS FOR REVIEW

Candidates may request a review of any Selection Board decision determining their progression or exclusion. Requests must be sent by email to **patriots.hr@europarl.europa.eu** within **10 calendar days** of notification. Late requests will not be considered. The Selection Board will analyse and reply as soon as possible.