

FREQUENTLY ASKED QUESTIONS (FAQ)

FOR CANDIDATES APPLYING FOR A JOB AT EUSPA

This document aims to answer to some of the most frequently asked questions regarding EUSPA’s selection procedures. A comprehensive description of the selection process is available [here](#). We strongly recommend reading these documents before applying. Should you have any other questions, do not hesitate to contact us at jobs@euspa.europa.eu.

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1. JOB APPLICATION AND RECRUITMENT PROCESS

1.1. HOW CAN I APPLY FOR A POSITION AT THE EUSPA?

All available vacancies are published on the [Agency's Careers page](#). By clicking on the “apply” button under each vacancy number, you will be taken to the EUSPA e-recruitment portal (it is recommended to use Google Chrome to ensure all functionalities). Please consult the [e-recruitment guideline](#) for instructions on completing the application.

Only applications for Seconded National Experts (SNEs) shall be sent via the Permanent Representations, the European Free Trade Association (EFTA) Secretariat or the administrations of the Intergovernmental Organisations (IGOs). The form must be completed in English and signed, following the guidance explained in the vacancy notice by the indicated deadline.

Applications received after the deadline indicated in the respective vacancy notice will not be considered.

EUSPA also offers two types of traineeships:

- Short-term unpaid traineeship to complete and validate mandatory academic requirements (maximum duration three months). To apply please send to jobs@euspa.europa.eu your CV in Europass Format and motivation letter, indicating area/s of interest within the scope of the Agency and justifying the need of the traineeship for educational purposes. Both documents shall be provided English.
- Regular paid traineeship (maximum duration one year). Traineeship vacancies are available in the [Traineeship](#) section. By clicking on the “apply” button under each vacancy number, you will be taken to the EUSPA e-recruitment portal (it is recommended to use Google Chrome to ensure all functionalities). Please consult the [e-recruitment guideline](#) for instructions on completing the application.

1.2. HOW CAN I BE NOTIFIED ON NEW EUSPA VACANCIES?

To receive a notification every time a relevant vacancy notice is published, create an account in the [EUSPA e-recruitment](#) portal available on the [Agency's Careers page](#). You can subscribe/unsubscribe to the notifications under the section “MY ACCOUNT”.

1.3. WHO CAN APPLY?

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The EUSPA vacancies are open to applicants who meet all the eligibility criteria on the closing date for applications. The eligibility criteria are listed in a dedicated section in each vacancy notice.

To be considered eligible, it is mandatory to have a nationality of an EU Member State, Norway or Iceland, as stated in the vacancy notice. Applicants of other nationalities will be considered as non-eligible.

The EUSPA is an equal opportunity employer and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

There is no nationality or gender quota applied at the EUSPA, however the EUSPA is required to strive for a broad range of nationalities and gender equality in order to ensure a well-balanced environment and promote diversity among our staff members.

1.4. MAY I SUBMIT AN UNSOLICITED/SPONTANEOUS APPLICATION?

The EUSPA does not consider unsolicited/spontaneous applications. Only applications for published vacancies on the [EUSPA Careers page](#) can be taken into consideration.

The only exception is the expressed interest for an [ad hoc free traineeship](#).

1.5. CAN I APPLY FOR MORE THAN ONE VACANCY AT THE SAME TIME?

Yes. Vacancies published on the [EUSPA Careers page](#) are independent of each other and unless otherwise specified, candidates are welcome to apply for more than one vacancy.

1.6. WILL I RECEIVE AN ACKNOWLEDGEMENT THAT MY APPLICATION HAS BEEN RECEIVED?

Applicants will receive an automatic email confirmation once their application has been received.

Applicants are strongly advised not to wait until the date of the deadline to submit their applications.

EUSPA is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise.

1.7. CAN I MODIFY AN ALREADY SUBMITTED APPLICATION?

Yes. Candidates may update their already submitted application until the deadline of the respective vacancy notice. Only the latest version will be considered.

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1.8. I HAVE A DEGREE FROM A COUNTRY THAT IS NOT AN EU MEMBER STATE. CAN I STILL APPLY FOR A VACANCY?

Only degrees that have been awarded in the EU Member States or that are subject to the equivalence certificates issued by the authorities in the EU Member States will be taken into consideration. Qualifications/diplomas awarded in the United Kingdom until 31/12/2020 are accepted without further recognition. For diplomas awarded in the United Kingdom after this date (from 01/01/2021), a NARIC recognition is required: <https://www.enic-naric.net/>.

1.9. DO I NEED TO SEND CERTIFIED TRANSLATIONS OF MY SUPPORTING DOCUMENTS?

No, this is not necessary. Diplomas and other supporting documents in any official language of the EU do not need to be translated. Certified translations are required only in the case of non-EU languages.

1.10. I WILL FINISH MY STUDIES ONLY AFTER THE CLOSING DATE OF THE APPLICATION. CAN I STILL APPLY?

To be considered eligible, candidates must have completed the minimum qualifications required for the position by the closing date of the vacancy. The qualifications gained after this date will not be considered for the eligibility assessment.

1.11. I DO NOT HAVE THE REQUIRED NUMBER OF YEARS OF PROFESSIONAL EXPERIENCE AT THE CLOSING DATE OF THE APPLICATION. CAN I APPLY?

To be considered eligible candidates must hold the required number of years of professional experience for the position by the closing date of the vacancy. Only the professional experience acquired after obtaining the required minimum education level will be considered. As indicated in the vacancy, the professional experience gained during the required university studies will not be considered. A given period may be counted only once.

1.12. IS THERE ANY AGE LIMIT TO APPLY FOR A POST AT EUSPA?

There is no age limit to apply for an EU post, but it is to be considered that the retirement age is 66 years. For more details, read the [Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community](#).

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1.13. WILL I BE NOTIFIED IF MY APPLICATION IS UNSUCCESSFUL?

Regardless of the outcome, all applicants will be notified via email about the outcome of their application.

1.14. HOW IS THE EUSPA PROCESSING MY PERSONAL DATA?

The personal data requested from applicants will be processed in line with the EU Regulation EU N° 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, officers and agencies and on the free movement of such data (repealing Regulation (EC) N° 45/2001 and Decision N° 1247/2002/EC) and the applicable [privacy statement](#).

1.15. I HAVE SUCCESSFULLY PASSED AN EPSO EXAM. WILL YOU CONSIDER MY PROFILE FROM THE EPSO COMPETITION FOR EUSPA'S VACANCIES?

The Agency occasionally consults EPSO reserve list and may invite suitable candidates, yet anybody interested in a position is strongly encouraged to apply on-line via the EUSPA e-recruitment portal at: <https://www.EUSPA.europa.eu/EUSPA/jobs-opportunities>.

1.16. HOW CAN I CHECK THE STATUS OF MY APPLICATION?

Candidates may check the status of the selection procedures on [EUSPA Careers page](#). The status of your application can be also seen in your account at the [EUSPA e-recruitment](#) portal under section "MY APPLICATIONS".

Please note that no additional information can be given to candidates while the selection process is ongoing. All applicants will be notified as soon as a decision regarding their application has been taken.

1.17. WHAT CAN I DO IF I AM NOT SATISFIED WITH THE OUTCOME OF THE SELECTION PROCEDURE?

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can:

- Lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union, at the following address:

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jobs@euspa.europa.eu

or

European Union Agency for the Space Programme (EUSPA)
Human Resources Department
Janovského 438/2
170 00 Prague 7
Czech Republic

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the action adversely affecting him/her.

- Submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Union to the:

General Court of the European Union
Boulevard Konrad Adenauer
Luxembourg 2925
LUXEMBOURG

For details on how to submit an appeal, please consult the website of the General Court of the European Union: <http://curia.europa.eu>.

- Make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman
CS 30403
67001 Strasbourg Cedex
FRANCE
<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

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2. SELECTION PROCEDURE

For comprehensive overview consult the detailed description of the [EUSPA Selection procedure](#).

2.1. HOW LONG DOES THE SELECTION PROCESS LAST?

The recruitment procedure may take up to six months, starting from the date on which a vacancy is first advertised until the employment offer being made.

2.2. WHEN MAY I EXPECT TO RECEIVE AN INVITATION FOR INTERVIEW?

It depends on the number of applications received and on the selection procedure schedule. Short-listed applicants will be informed once all applications have been evaluated. It may take up to six weeks before invitations can be sent out, starting from the deadline of the vacancy notice.

2.3. HOW CAN I PREPARE FOR THE WRITTEN TEST AND INTERVIEW?

As a general recommendation, you should refer to the vacancy notice for your preparation.

The interview and written test will consist of pre-determined technical and behavioural competence-based questions, in line with the selection criteria in the respective vacancy notice. The pattern for the interview and written test will be the same for all candidates.

The interview aims at evaluating a range of technical knowledge and professional experience, as well as the competences and skills required for the position. For the interview, please be prepared to give an opening statement (maximum 5 minutes), highlighting your qualifications, professional experience and motivation in relation to the post to be filled. The interviews will be conducted in English, if not indicated otherwise in the vacancy notice. The knowledge of other EU languages may be assessed. In case your mother tongue is English, knowledge of a second EU language that you indicated in your application will be assessed during the interview.

The written test will cover the areas indicated under the tasks and responsibilities and in line with the selection criteria listed in the vacancy notice.

2.4. HOW LONG WILL THE INTERVIEW AND THE WRITTEN TEST LAST?

Both the interview and written test usually last 45 minutes each. This however, may vary depending on the job specificity and will be indicated in the invitation candidates receive.

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2.5. AM I ALLOWED TO CONTACT THE SELECTION BOARD DURING THE RECRUITMENT PROCESS?

Candidates are strictly forbidden to make any contact with the Selection Board members, either directly or indirectly. Any infringement of this rule may lead to disqualification from the selection procedure.

2.6. WHAT SHALL I DO IF I HAVE A DISABILITY OR IMPAIRMENT AND WOULD NEED A SPECIAL ARRANGEMENT TO PARTICIPATE IN THE INTERVIEW AND WRITTEN TEST?

In the application form candidates are asked to indicate whether they have any disability. The EUSPA will try to accommodate any particular need.

2.7. HOW ARE THE INTERVIEW AND WRITTEN TEST ORGANISED?

This may vary depending on the position and it will always be specified in the invitation candidates receive. The interviews and written tests are usually organised remotely (online).

If candidates are invited for face to face interview and are requested to travel, the reimbursement will be made according to the [reimbursement rules](#) published on the EUSPA website.

Travel expenses are to be paid by the candidates, and will be subsequently reimbursed by the Agency. The reimbursement is conditioned by provision of a requested documentation, which will be listed in the invitation to the interview.

3. RESERVE LISTS

3.1. I AM ON A RESERVE LIST. WHEN SHALL I EXPECT AN EMPLOYMENT OFFER?

Inclusion on the reserve list does not guarantee being offered a post. As long as the reserve list remains valid, the EUSPA may offer a position to a candidate on the reserve list who best matches the specific needs of the EUSPA at the time. Candidates' profiles will be considered with all due care each time a position for which they are qualified becomes available. You can check the validity of the existing [reserve lists](#) on EUSPA's website.

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3.2. I am on a reserve list and I see that a similar position is being advertised. Do I still have to apply?

Yes. Each procedure is independent and you have to submit a new application.

4. WORKING AT EUSPA

4.1. HOW MANY PEOPLE WORK AT THE EUSPA?

The EUSPA currently employs around 300 staff from across Europe through different types of contractual relationships in all its locations.

4.2. WHAT IS A TEMPORARY AGENT?

Temporary Agent posts are classified, according to the nature and importance of the duties into two function groups: an administrators' function group (AD) and an assistants' function group (AST).

- The AD comprises twelve grades from AD 5 to AD 16, corresponding to administrative, technical, advisory, linguistic and scientific duties;
- AST comprises eleven grades from AST 1 to AST 11, corresponding to executive, technical and clerical duties.

The initial duration of a Temporary Agent contract is 5 years with the possibility of renewal for 5 years and then for an indefinite period. You can find more information [here](#).

4.3. WHAT IS A CONTRACT AGENT?

Contract Agents posts are classified, according to the nature and importance of the duties, into four function groups:

- Function group I (grades 1 to 3) corresponds to administrative support service tasks;
- Function group II (grades 4 to 7) corresponds to secretarial and office management tasks;
- Function group III (grades 8 to 12) corresponds to executive, drafting and accountancy tasks;
- Function group IV (grades 13 to 18) corresponds to administrative, scientific, advisory, and linguistic tasks.

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The initial duration of a Contract Agent contract is up to 5 years with the possibility of renewal for a definite period. It may be renewed not more than once for a fixed period of not more than five years. Any further renewal shall be for an indefinite period. You can find more information [here](#).

4.4. HOW LONG IS THE PROBATIONARY PERIOD AT EUSPA?

The probationary period for both Temporary Agents and Contract Agents is 9 months.

4.5. WHAT IS A SECONDED NATIONAL EXPERT (SNE)?

Seconded National Experts (SNE) are experts seconded from their national, regional, local public administration or an inter-governmental organisation to EUSPA while remaining in the service of their original employer. They may receive additional allowances from the Agency during their secondment.

National Experts can be seconded in all areas where the Agency operates. At the same time, the exchange of expertise through SNEs contributes to the development of effective and smooth working relationships between Member States' administrations and EUSPA. SNEs bring their unique skills and knowledge to EUSPA for a specific period of time (maximum 6 years).

The duties and rights of the SNEs are governed by the Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts and national experts in professional training.

The condition of admission and selection are laid down in the vacancy notices published on the EUSPA [SNEs job opportunities section](#).