The European Parliament

House of Democracy and a place to work

European Parliament

The European Parliament

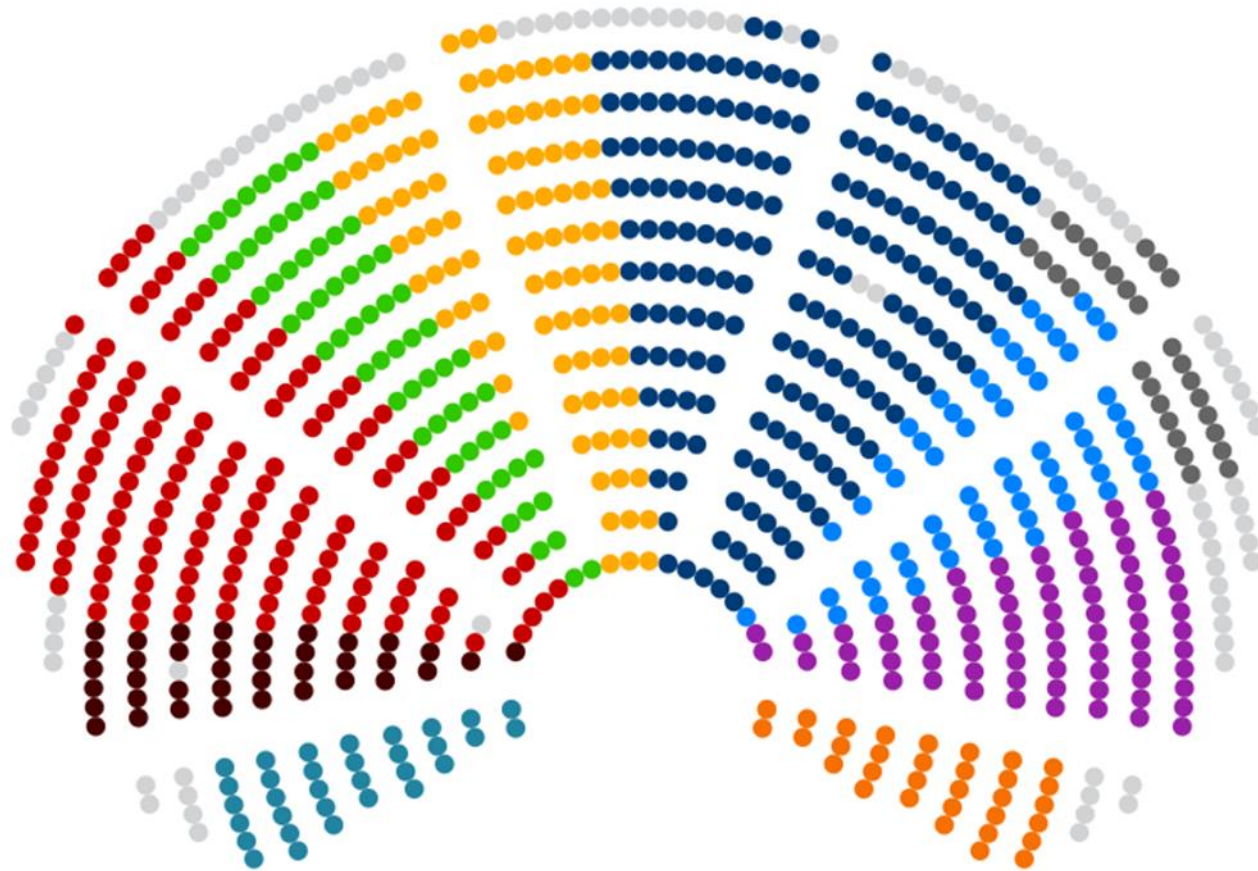# House of Democracy

European Parliament

The European Parliament

- House of **Democracy**

- **Directly elected by European citizens** since 1979

- **705** Members of the European Parliament (MEPs)

- **Citizen-centred**

Political groups and MEPs
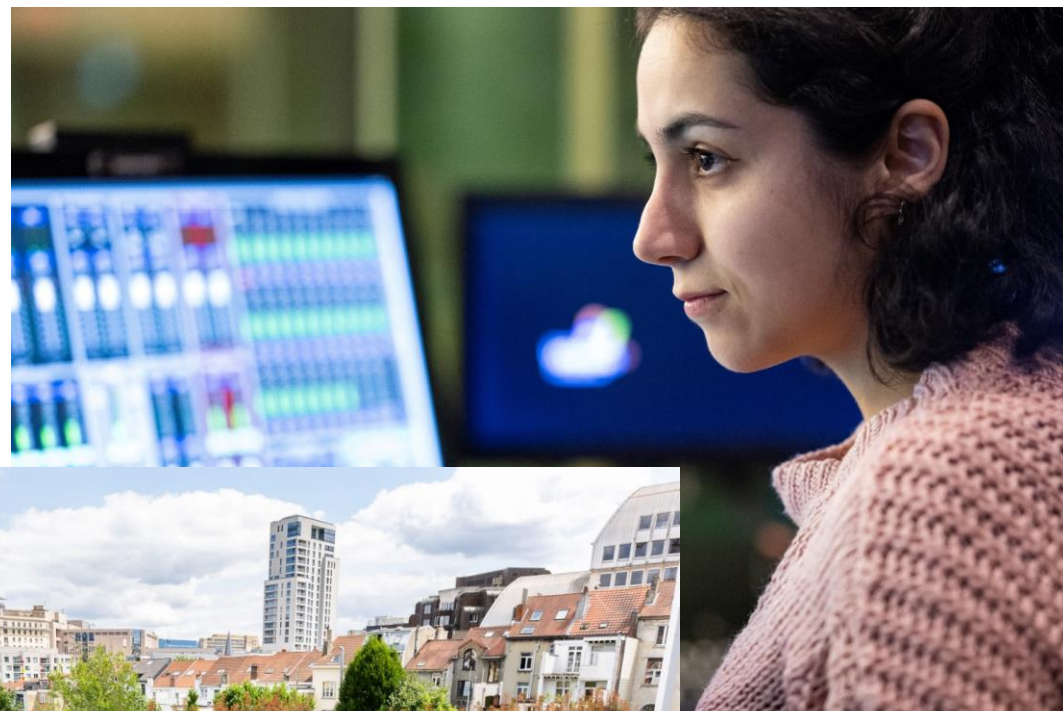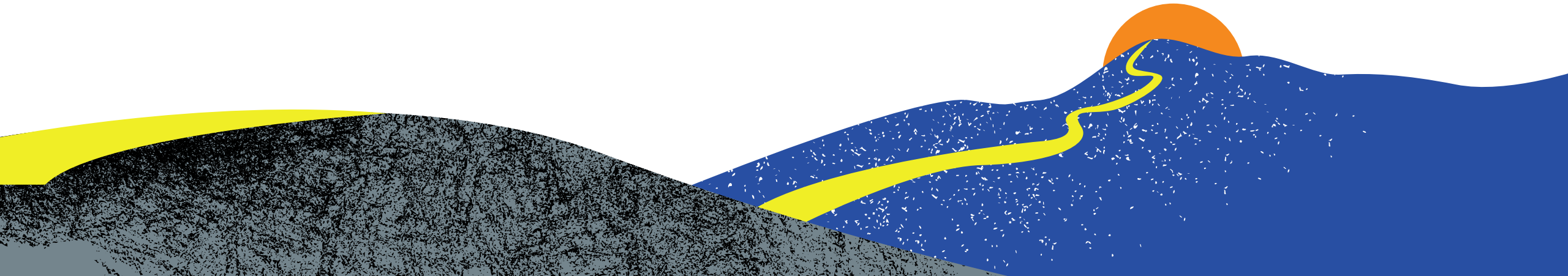

705 MEPs

House of Democracy

Impact

- Co-legislator of most EU legislation
- Budgetary authority
- Scrutiny of the Commission
- All legislation has to be in all 24 official languages – all originals

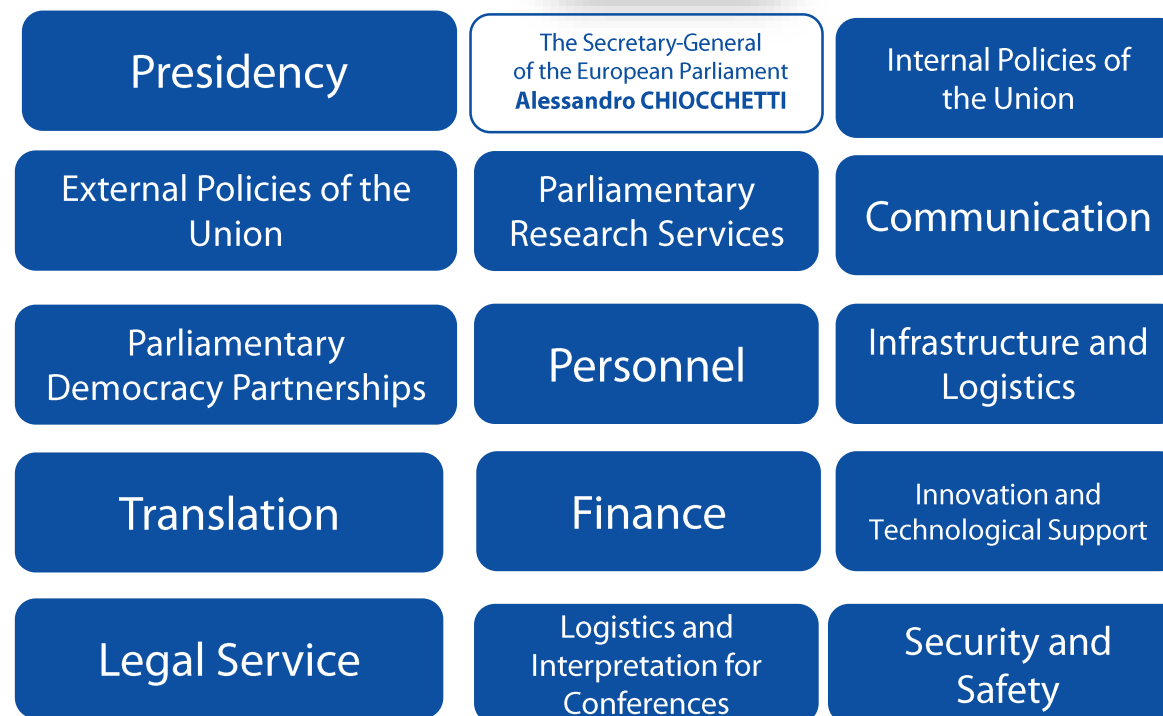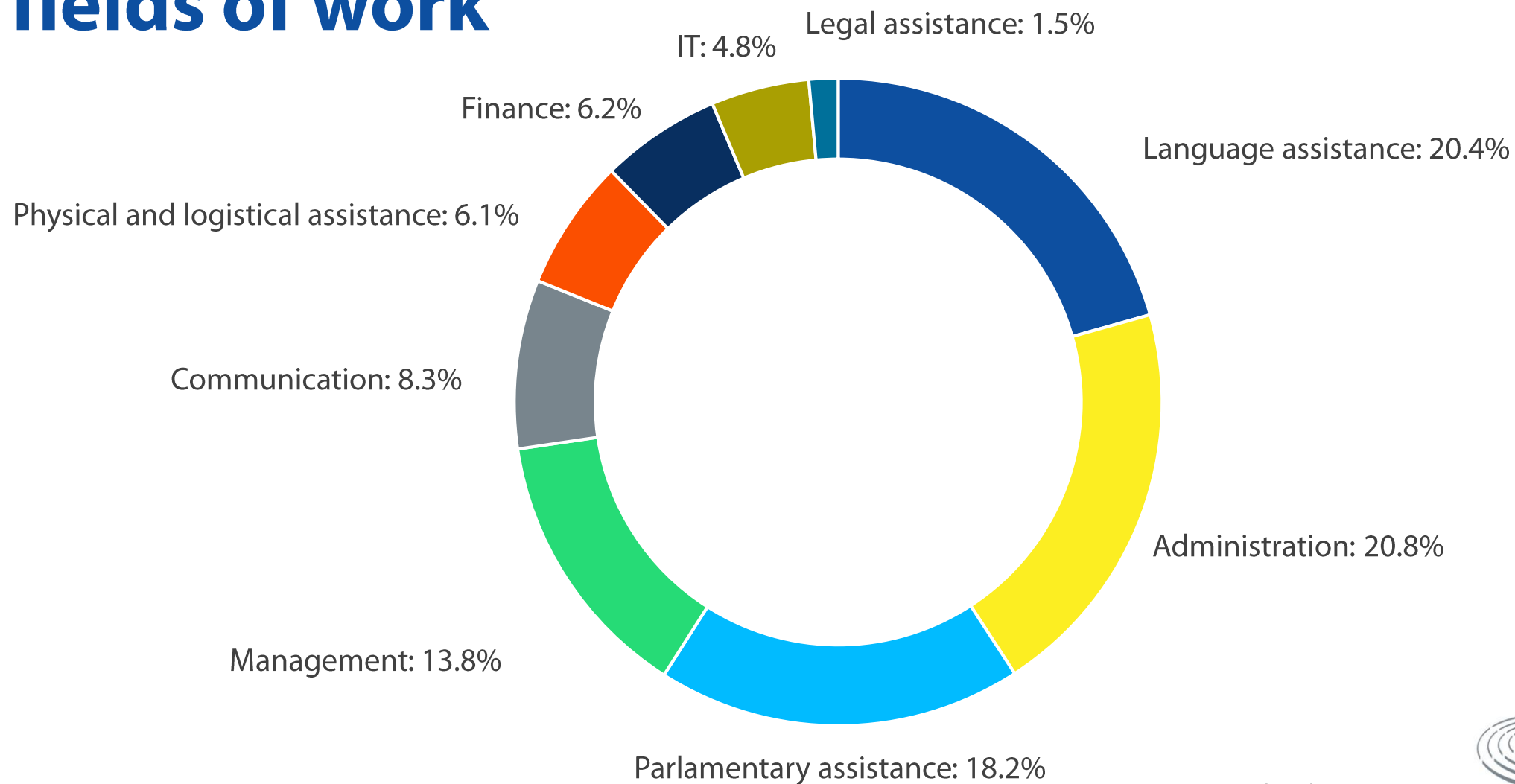# The Secretariat of the European Parliament

Our mission

- As staff of the European Parliament, we **empower Members of the European Parliament** for a resilient and effective European democracy.

- Every member of staff, directly or indirectly, **works for** the benefit of **EU citizens** in a **wide range of areas**.
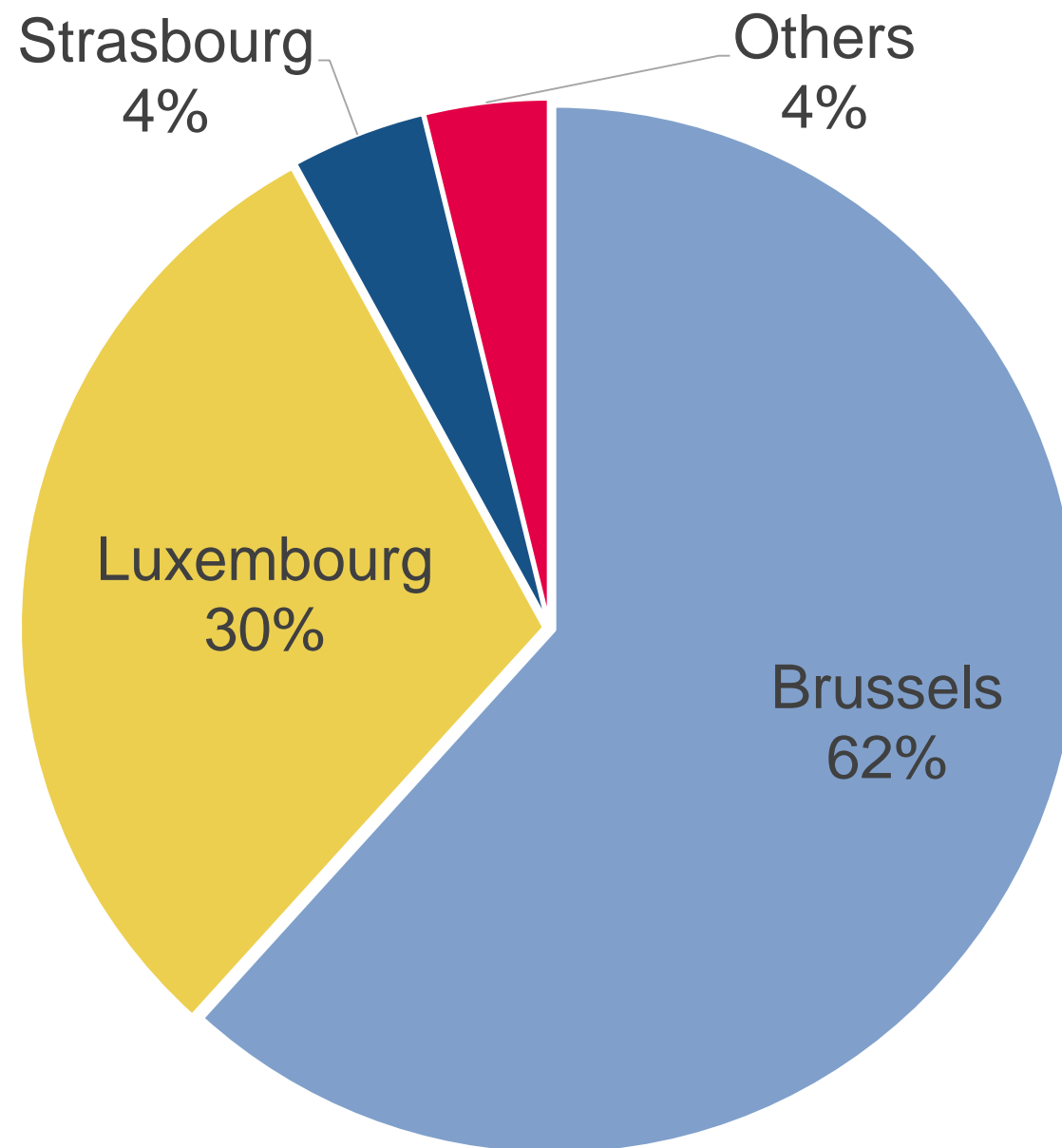
Our organisation

	The Secretary-General of the European Parliament **Alessandro CHIOCCHETTI**	
Presidency		Internal Policies of the Union
External Policies of the Union	Parliamentary Research Services	Communication
Parliamentary Democracy Partnerships	Personnel	Infrastructure and Logistics
Translation	Finance	Innovation and Technological Support
Legal Service	Logistics and Interpretation for Conferences	Security and Safety

The Secretariat of the European Parliament

Our fields of work

IT: 4.8%

Legal assistance: 1.5%

Finance: 6.2%

Language assistance: 20.4%

Physical and logistical assistance: 6.1%

Communication: 8.3%

Administration: 20.8%

Management: 13.8%

Parlamentary assistance: 18.2%

Secretariat posts by job type in 2023

Our places of work

Strasbourg
4%

Others
4%

Luxembourg
30%

Brussels
62%

Work with us

Work at the House of Democracy

- Provide **technical** and **expert assistance** to Parliament's 705 democratically elected Members

- Support the work of the only directly elected EU institution

- Be part of a **multicultural** and **multilingual** work environment

- Enjoy a meaningful career with **lifelong learning** opportunities and **mobility**

Join a unique, dynamic, and inclusive environment and help make European democracy happen.

Opportunities for young professionals

- **Schuman** traineeships

- **Study visits** in the Secretariat

- Traineeship with a **Member**
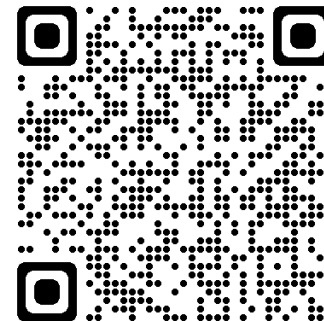
- Traineeship with a **political group**

EPSO

- **E**uropean **P**ersonnel **S**election **O**ffice selects staff for all EU institutions and agencies

- Each institution can recruit from the list of successful candidates

- EPSO organises **joint competitions for EU institutions**
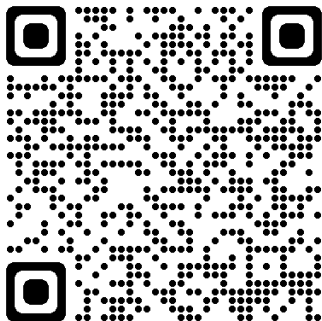
European Parliament

- Parliament conducts specialised selection procedures and competitions **specific** to Parliament's work

- Submit a '**spontaneous application**'

- Apply for these positions through our **dedicated platform**: APPLY4EP

Work with us

Apply 4 EP

apply4ep.gestmax.eu

COMPETITION PE/AD/300/2024

Administrators of Austrian nationality (AD 6)

European Parliament

General information

- ***WHY ?***
  To address the **significant underrepresentation** of Austrian nationals among Parliament staff
  Article 27 of the Staff Regulations and GIPs

- ***WHAT ?***
  Competition (grade AD 6) to draw up a list of suitable candidates of **Austrian nationals**
  Enlarge the talent pool of possible future recruits
  No posts shall be reserved for nationals of any specific Member State

- Target : **30 suitable candidates**

- ***WHERE ?***
  European Parliament's posts are mainly based in **Brussels, Luxembourg and Strasbourg**

What do administrators do ?

Administrators in the Secretariat of the European Parliament carry out management, planning and research duties in a **wide range of areas**:

- Provision of advice and support to Members of the European Parliament (MEPs) and parliamentary bodies

- Resources management

- Law

- Information and communication policy

- IT, IT security and security

- Project management

Who can apply ?

General criteria

- Be a national of the **Republic of Austria**

- Enjoy **full rights** as a citizen

- Have fulfilled **any obligations** imposed on you by the laws on military service

- Provide suitable **character references** demonstrating capability for the duties required

Specific criteria

- University studies of at least **three years**, attested by a **diploma** officially recognised in one of the Member States of the EU

- At least **two years' professional experience** (post university diploma) relevant to the activities listed in the job description

- **Thorough** knowledge of **German**, and a **satisfactory** knowledge of one of the other 23 **EU official languages**

How is this competition organised?

The **competition** is based on tests. It consists of **two stages**:

1. Pre-selection (**MCQ test**) and **eligibility check**

   • Computer-based MCQ test
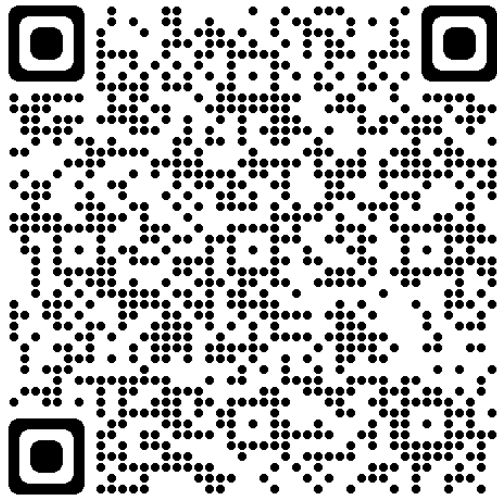
   • Check of specific eligibility criteria

2. **Tests**

   • Drafting test

   • Interview

Applications

How to apply: Apply4EP portal

Closing date for applications:

The deadline for applications is

*12.00 (noon), Brussels time, on **12 April 2024***

Please read carefully the **Notice of Competition** and the **Guide for candidates** in competitions before completing the application form and provide the relevant supporting documents.

Questions?

Contact us:
EP-TalentOutreach@europarl.europa.eu (Working in Parliament)

PERS-APPLY4EPContacts@europarl.europa.eu (Applying to the competition)

European Parliament