EACEA/2023/01/TA2f/AD6/Specialised programme manager – Administrator

Frequently asked questions

Updated on 12/05/2023

1. Question about the CV: is it mandatory to prepare it in Europass?

The Europass format is highly recommended; nevertheless, candidates will not be excluded if they use an equivalent format.

Candidates must submit:

- an up-to-date detailed curriculum vitae, in Europass CV format ;
- An application form duly completed and signed (Annex III).

NB : non-compliance with this requirement will lead to disqualification

2. Question on the Application Form: What happens if I realise that I have sent an incomplete application form, can I send it again?

You can send it again duly completed and signed before the deadline. After the deadline (27/02/2023 at 12.00 midday) your application will not be considered.

3. Question about languages and CV:

I know several languages, and I do not know which one to choose as Language 1 or 2 in my application. Both languages 1 and 2 will be tested during the interview. I wonder whether I should select FR as language 1 instead of my mother tongue.

Candidates must have a knowledge of **at least two official EU languages**: one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge). Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the Common European Framework of Reference for Languages (https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr).

In this selection, we will refer to the languages as:

• Language 1: the language tested during the interview;

• Language 2: the language used for the computer-based multiple-choice questions (MCQ tests – verbal, numerical and abstract), the selection based on qualifications, the written test, the interview and for communication between EACEA and the candidates.

Language 1 can be any of the 24 EU official languages and must be different from language 2. Language 2 must be English or French.

If I choose French as language 2, would that mean that my CV should be in French as well? Or could I submit my application in English (CV + Annexes)

Candidates must submit their application in Language 2, EN or FR but CV could be in the other language (EN or FR)

4. Question about the application form – eligibility grid (Annex III-point 1):

How can I sign the eligibility grid? With a blue-ink signature, electronic signature or only the name is suitable?

The 3 signatures are authorised.

5. Question about number of characters in the application form (Annex III-point 2):

You have a maximum of 4000 characters for each question. Does it mean 4000 characters with or without spaces?

It means without spaces.

6. In the eligibility criteria General conditions – there is the one for the military service, which is a bit strange to tick if you are a woman, but if you don't tick all GC you might be considered as non-eligible.

Of course, if you are a woman or if the military service is no longer mandatory in your country, you don't have to tick this box and of course you won't be disqualified.

7. *I am a UK citizen with pending Italian citizenship.* Given these circumstances, is there any paperwork that I could procure and submit along with my application to meet the general ?

As specified in the Call under the point I. Eligibility Criteria.

"Candidates must meet ALL of the following general and specific conditions on the closing date for application.

- A. General conditions:
- Be a national of a Member State of the European Union"

If you don't meet the eligibility criteria at the time of your application, you are unfortunately ineligible.

8. Question on the Computer-based Multiple-Choice Question (MCQ) tests: I am a contract agent FGIV and I have already succeeded the computer based test for my CAST managed by EPSO.

Is this enough to consider the Computer-based multiple choice question (MCQ) tests already passed? Could I directly be admitted to the next phase of the selection?

This is a different selection, and the MCQ tests already done cannot be taken into account. All candidates will be invited to MCQ tests as specified in the vacancy notice.

9. I was recently successful at the MCQ for the REA TA (AD6) competition, do you have to retake this test?

Yes, you have to retake the EACEA MCQ test, those are 2 different selections.

10. Question on the Computer-based Multiple-Choice Question (MCQ) tests: Which company would be facilitating the testing?

The Computer-based Multiple-Choice Question (MCQ) tests and the case study will be organized with the technical support of an external provider, TestReach, a cloud based solution used to set up and deliver any type of exams invigilated in real time over the web.

11. Question on the Computer-based Multiple-Choice Question (MCQ) tests:

I would like to enquire if the published table for the computer-based MCQ tests is correct.

Yes, the published table is correct.

- Verbal reasoning: 20 minutes
- Numerical reasoning: 30 minutes
- Abstract reasoning: 10 minutes

12. Question on the Computer-based Multiple-Choice Question (MCQ) tests: How the test will be structured?

The test itself contains three sections:

• Verbal reasoning: assesses the ability to think logically and understand verbal information. 20 minutes to complete 5 items (each with 3 questions).

The candidate is given 5 texts to read (the subjects are diverse). Every passage is followed by three statements about the text - indicate whether the statement is "true" or "false" or "cannot be deduced from the text".

• Numerical reasoning: assesses your ability to think logically and understand numerical information. 30 minutes to complete 10 items (each with 1 questions).

The applicant is given a series of questions to answer through the analysis and interpretation of various tables, graphs or text.

• **Abstract reasoning**: assesses your ability to think logically and understand the relations between non-linguistic and non-numerical concepts. 10 minutes to complete 10 items (each with 1 questions)

Each session of the test is **timed**. Once concluded/submitted each part, the candidate cannot go back to it.

Example of verbal reasoning item (please note that this text has not undergone a linguistic validation, it is provided only to show candidates how the items are presented)

	Absenteeism and sport		
Passage =>	To reduce absenteeism, a number of measures are being taken. One of these measures consists of the management offering all employees the choice between a free fitness subscription and a free running outfit. Employees who opt for the running outfit will also be reimbursed fort their running club membership fees. Those who can prove their membership in another sports club will receive a fixed amount of €150. This does not apply to employees who opt for the free fitness subscription. Members for martial arts or motor sports clubs are also not entitled to the fixed amount. For this, the management bases itself on a study that shows that practitioners of these sports are more often absent due to injury than practitioners of other sports.		
Question Statement 1 =>	Practitioners of martial arts or motor sports are more likely to be absent than average.	A. TRUE B. FALSE C. CANNOT BE DEDUCED FROM TEXT	<=Answer options
Question Statement 2 =>	Employees who cannot claim the fixed amount of €150 cannot prove their membership in a sports club.	A. TRUE B. FALSE C. CANNOT BE DEDUCED FROM TEXT	<=Answer options

Correct answer to Question/statement 1: C. CANNOT BE DEDUCED FROM TEXT Correct answer to Question/statement 2: B: FALSE

13. Could you please let me know if and where I can find training material?

No, the Agency cannot endorse any publication or training courses made available for preparing to the tests.

14. I have already participated to a selection procedure using TestReach with the same email address. What should I do?

Please be aware that in case you previously took a test organised by TestReach for another Company or EU Institution/Agency, you will be requested to use a different email address to be registered with TestReach for this selection. Failing to do this, you take the risk not to receive the notifications from TestReach and/or encounter potential technical issues. We consider that it is the responsibility of the candidate to comply with the instructions.

15. I do not have a private laptop only corporate laptop

It is the responsibility of each candidate to comply with the requirements established and communicated in advance to all candidates. It is up to candidates to ensure that the computer they will use is in line with the standard of TestReach.

16. In the vacancy notice there is no indication on special arrangements for candidates with special needs for the Computer-based test and the following steps. I wonder how can I request this arrangements.

When you apply, please specify in your email that you need special arrangements and let us know what exactly you might need, if justified by a medical certificate, we will check with the test provided if the adjustments are possible and let you know.

17. Question about timeline: Is there an indicative timeline available?

The timeline will be published as soon as possible, please consult our website regularly for updates

18. Is it possible to obtain a certificate of participation?

Yes, following your participation, upon request to EACEA-TA-SELECTIONS@ec.europa.eu