



Selection of temporary staff for DG OP of the European Commission

Selection reference: OP/COM/2023/1551

Function Group: Assistant

Grade: AST 1-3

Job title: Librarian - Acquisitions

Job N°: 353080

Where: Unit OP.A.4 Data, Information and Knowledge Dissemination and Preservation Services, Brussels

Publication deadline: 30.06.2023 - 12.00 (Brussels time)

We are

The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies, and agencies. As such, it is the central point of access to EU law, as well as to publications, open data, research results, procurement notices and other official information. The Office thereby plays a central role in making it known to the public what the EU does and means for them, and in unlocking the power of data. Its mission is to support EU policies as a recognized competence center for information, data and knowledge management, and to ensure that this broad range of information is available to the public as accessible and reusable data to facilitate transparency, economic activity and the diffusion of knowledge.

The Publications Office publishes in all the official languages of the European Union and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence).

The A4 unit is the lead unit for a strategic objective at the Publications Office, Connecting and preserving content and knowledge. This is at the heart of its activities. It is responsible for delivering library and information services to the European Commission through its management of the EC Library. At an inter-institutional level, it provides a range of library and preservation services, covering the assignment of identifiers (ISBN, ISSN and DOI), cataloguing of EU publications, and the long-term physical and digital preservation of publications produced by EU institutions, including web content. It also manages large-scale digitisation projects on behalf of all the EU institutions.

We propose

The EC Library plays a central role in ensuring that EC staff has access to authoritative, evidence-based resources to support them in their daily work. The Library itself is split over two sites, one in Brussels and one in Luxembourg. This post will be based in Brussels. The staff work collectively to ensure the timely delivery of information to our users. Through a suite of services, we are



committed to fostering an environment of active enquiry, idea generation, open debate, and collaboration. Beyond the Commission itself, we look to promote our unique collection covering the EU project, of interest to anyone researching the wider story of EU integration. We work together with other libraries, within the EU institutions and beyond, to share experiences and to build common services where appropriate, to create seamless library services for all our users. This particular job is in the acquisitions team which delivers a wide range of data, information and research resources to the EC staff. Of particular interest are candidates with a background in acquisitions and procurement within a library setting.

We look for

We are looking for someone who is passionate about libraries and the services they can deliver in the 21st century. This post would be ideal for someone with experience in acquisitions and procurement in a library or data and information management setting. The ideal candidate will have a very good knowledge of the current trends in acquisitions of data, research and information resources, and of library technologies (library management systems, resource discovery services, online databases, etc). S/he will need a proactive, service-oriented, can-do attitude.

At least two years of experience working in a library environment is highly desirable. However, candidates with a background in procurement and/or a very strong motivation to quickly develop the required skills and competences through on-the-job training are encouraged to apply.

More specifically, the profile of the candidate shall include the following elements:

- Under the supervision of the team leader and head of sector, contribute to all steps of the data, research and information acquisition workflow: issue order forms, create bibliographic records, manage receiving of materials or access activation, follow up on claims and user complaints, verify invoices, renew or cancel subscriptions, etc.
- Provide user support in the Library reading room and in the Ask a Librarian service.
- Conduct bibliographic searches to support user and organisational information needs.
- Contribute to promoting the acquired resources in the Commission.

Working languages are French and English.

How to apply?

Interested candidates should send their CV and motivation letter in a single PDF document by the publication deadline to the following email address: HR-LUX-TA-VACANCIES@ec.europa.eu indicating the selection reference OP/COM/2023/1551 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

General criteria:

Candidates must comply with the following formal criteria for this selection procedure on the deadline for applications:

- Be a national of a Member State of the European Union (EU) and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited at this position, you must have at least:

- A level of post-secondary education attested by a diploma relevant to the nature of the duties, or
- A level of secondary education attested by a diploma giving access to post-secondary education, followed by at least 3 years' professional experience relevant to the nature of the duties

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

Candidates must have

- a thorough knowledge (minimum level C1) in one of the 24 official languages of the EU
- a satisfactory knowledge (minimum level B2) in a second official language of the EU, to the extent necessary for the performance of the duties.

The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

➤ **What about the selection steps?**

The post has also been published internally in the Commission, inter-institutionally, and has been brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions and laureates of competitions have priority. It is only in case no suitable candidate can be found among the afore-mentioned categories that other applications will be considered¹.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications we may receive, only candidates selected for interview will be notified.

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and possibly in a second official language.

¹ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal)



2. Recruitment

Candidates selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ Type of contract and working conditions

The place of employment will be in Brussels.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AST.**

The grade within the proposed grade range, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 3 years**. The contract might then be extended only once for a maximum of 2 years. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff has to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#).

3. How to appeal?



EUROPEAN COMMISSION

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR (HR-MAIL-F6@ec.europa.eu).