

PRESENTED BY EU TRAINING

**ASSISTANTS EPSO COMPETITION
(EPSO/AST/154/22)
INFORMATION WEBCAST**



23 SEPTEMBER 2022



Before we start... **SOUND CHECK!**

Please test your sound: Can you hear András speaking?

IF your sound is not working:

- Make sure your speakers / headphones are properly plugged in and the volume is on.
- Try logging out and back in via a different browser (Explorer, Chrome, Firefox).
- If you are joining from an office computer, firewalls could be preventing you from participating.
- You can access the webinar on your smartphone via the link posted in the Chat Box and Room ID.

IF you still can't hear, you will be able to view the full recording after the event, and you are still able to ask questions in the chatbox using the current slides for reference.

TODAY'S SPEAKER

EU Training Co-Founder

Author of Europe's best selling prep
book: *The Ultimate EU Test Book*

Co-author of: *The Ultimate EU Test
Book - Assessment Centre edition*

Former EU Official



ANDRÁS BANETH

In case you miss something...



In case you miss something...
...you will receive within 1 day of the event

In case you miss something...
...you will receive within 1 day of the event

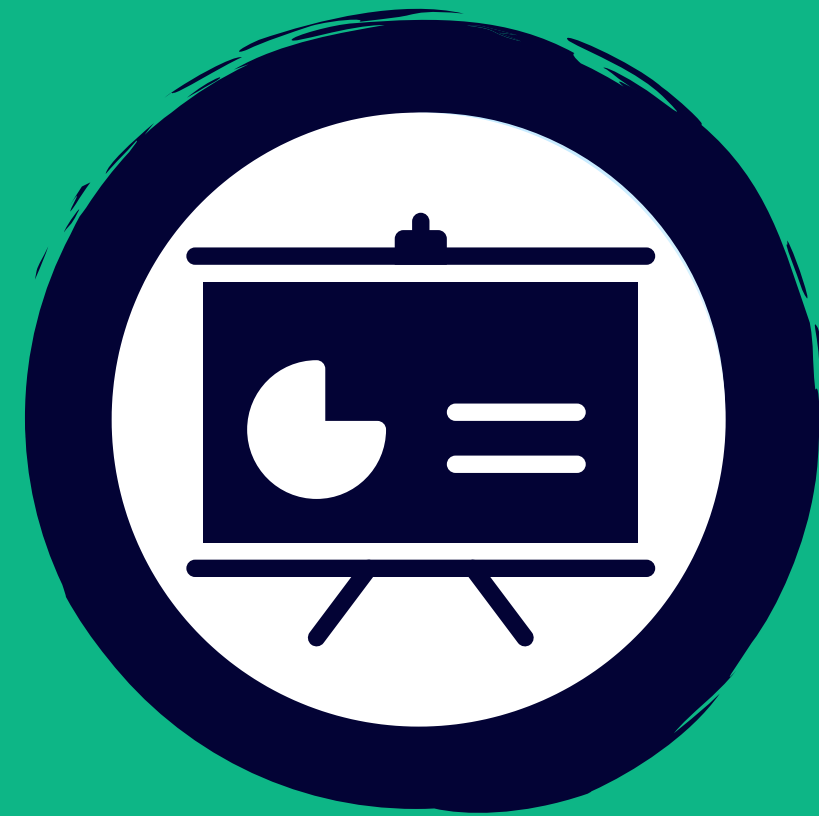


FULL RECORDING

In case you miss something...
...you will receive within 1 day of the event



FULL RECORDING



PRESENTATION SLIDES

In case you miss something...
...you will receive within 1 day of the event



FULL RECORDING



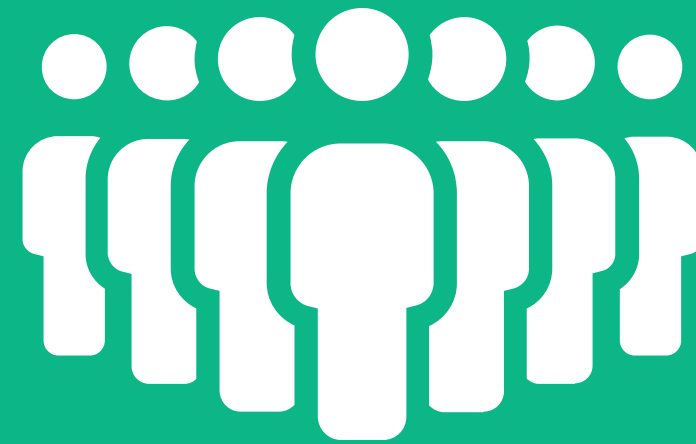
PRESENTATION SLIDES

In a week or two the webcast transcript will also be available

ABOUT EU TRAINING



OUR COMMUNITY



100,000+
Registered Users

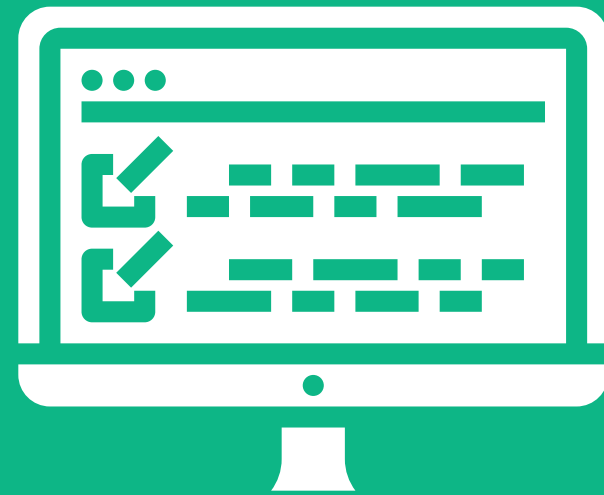


57,000+
Fans on Facebook
facebook.com/eustraining

TEST PACKAGES



25,000+
Question Database



Over 17 Million
Questions Used

WEBINARS



Over 100
Hours



10,000+
Participants



**WHERE WILL
YOU WORK?**

PLACE OF WORK

Posts based in multiple locations

BRUSSELS

LUXEMBOURG

STRASBOURG



EU INSTITUTIONS

SELECTION & RECRUITMENT TO...



European
Commission



European
Parliament



Council
of Ministers



European Court
of Justice



European Court
of Auditors



Committee of
the Regions



European Economic
& Social Committee



Only decided at the moment of recruitment



POSITIONS AVAILABLE

AST3

Financial management

220

Accounting and treasury

81

Public procurement

80

Graphic design and visual
content production

44

Social and digital media

35

Webmaster

32

*This competition covers 6 profiles - you can only apply to one



WHAT WILL YOU DO?

JOB DESCRIPTION

FINANCIAL MANAGEMENT | EPSO/AST/154/22 - 1

(a) Duties common to all institutions

- Assisting in preparing, executing, and monitoring the annual budget;
- Setting up financial dossiers and checking financial documentation in accordance with the applicable procedures and rules
- Assisting with the financial monitoring of contracts, grant agreements, and service-level agreements;
- Initiation or ex ante verification of budgetary and financial transactions;
- Assisting in ex post verification to ensure sound financial management;
- Assisting in the development and implementation of accounting and IT financial systems including reporting tools and database management;
- Assisting in the implementation of the action plans/recommendations resulting from internal audits, audits carried out by the European Court of Auditors or by other audit instances; assisting in the implementation of financial recommendation by OLAF or in the implementation of discharge resolutions of the budgetary authority;
- Assisting and advising the operational units in the management of budgetary and financial operations;
- Assisting in developing or carrying out training courses on financial matters;
- Assisting in drawing up financial reports/statistics.

(b) Duties specific to the European Parliament

- Assisting in checking and processing financial requests submitted by the Members of European Parliament (MEPs) or former MEPs, in accordance with the applicable rules;
- Assisting and advising MEPs on specific questions concerning their financial allowances.

JOB DESCRIPTION

ACCOUNTING AND TREASURY I EPSO/AST/154/22 - 2

Under the supervision of the accounting officer of each institution, the accounting and treasury assistants are in charge of the following:

- Assisting in verifying legal entities' master data and their bank accounts and recording them in the accounting system;
- Assisting in introducing, verifying, and validating invoices and credit notes;
- Executing and monitoring the authorised payments after prior conformity checks and offsetting with credit notes;
- Assisting the recovery of amounts receivable and making related accounting entries;
- Assisting in management of assets, depreciation and inventories;
- Assisting with VAT recoveries;
- Carrying out regular financial and accounting reconciliations (general ledger accounts including budgetary and non-budgetary, bank accounts, vendor/customer accounts, intercompany transactions, etc.);
- Carrying out regular controls of financial and accounting data ensuring timely corrections if necessary;
- Contributing to treasury management: execution of authorised payments, daily cash transfers, weekly and monthly cash reporting and forecasting, parametrisation of SAP and SWIFT payment messages, follow-up of returned payments and compliance requests, follow-up of bank charges and interests;
- Preparing the financial statements, contributing to the annual closing and producing various financial and inventory management reports;
- Providing training, guidance, support to the operational services in relation to accounting rules and procedures;
- Contributing to the management of imprest accounts.

JOB DESCRIPTION

PUBLIC PROCUREMENT I EPSO/AST/154/22 - 3

- Contributing to the programming of public procurement procedures by defining the needs, choosing the appropriate procedure, preparing related documents, establishing timetables for these procedures and ensuring their implementation;
- Assisting in the preparation or update of procurement documents templates, including model contracts;
- Assisting in organising and running public procurement procedures (initiating the procurement documents, following the procedures, preparing, participating in and following up on the opening and evaluation committees, drafting tender evaluation reports, preparing the award of contracts, drafting contracts and administrative documents, etc.);
- Assisting in drafting answers to questions, drafting requests for information or clarification regarding tenderers' participation, drafting letters announcing contract award/non-award and replies to requests from rejected tenderers for additional information;
- Assisting in the legal and financial monitoring of contracts;
- Providing training, guidance, support to the operational services in relation to public procurement rules and best practices and/or contract management.
- Assisting in designing, developing, and maintaining e-Procurement systems;
- In some institutions, public procurement assistants are also involved in organising grant procedures (call for proposals, evaluation committees, award decisions, etc.).

JOB DESCRIPTION

GRAPHIC DESIGN AND VISUAL CONTENT PRODUCTION

EPSO/AST/154/22 - 4

- Ensuring the graphic design (from concept to completion) of high-quality communication products, graphics, infographics and other visuals, across a wide spectrum of print and digital channels, media and languages, in both static and motion formats;
- Transforming complex data into clear and concise graphs, maps, and other visualisation formats;
- Applying existing institutional visual identity and communication guidelines and verifying its correct application by others;
- Defining the technical and graphic data of publications, reviewing and correcting the layout of brochures, posters, etc., and ensuring the management and follow-up of the production process;
- Monitoring of relevant technological developments and trends in communication design;
- Assisting with the implementation of the EU institutions' communication strategies and special projects related to major political and corporate occasions
- Providing consultation to clients (typically services within the institutions) and identifying their communication needs;
- Using applications such as those in Adobe Creative Cloud, in particular Illustrator, Photoshop, InDesign and After Effects;
- Finding, extracting, processing, validating data for visualisation on a varying range of subjects;
- Collaborating with IT experts to enable dynamic updates from data sources;
- Contributing to internal knowledge-sharing and further professionalisation of graphic design and visual content production assistants.

JOB DESCRIPTION

SOCIAL AND DIGITAL MEDIA I EPSO/AST/154/22 - 5

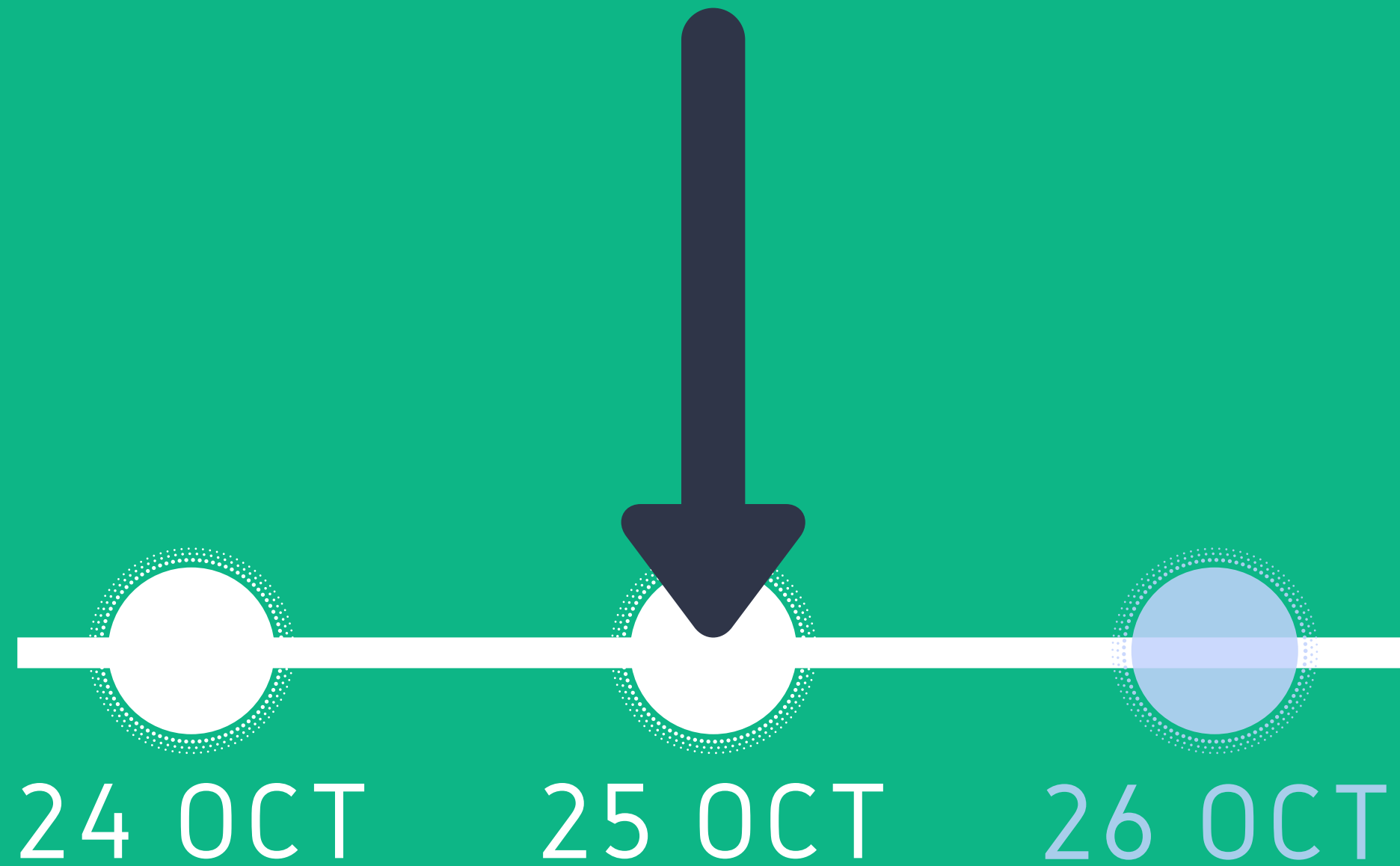
- Setting up, monitoring, and measuring organic and paid campaigns on social media;
- Preparing a social media plan including an overview of assets, platform, calendar, etc.;
- Tracking performance and assisting in social media audits;
- Monitoring and reporting on the performance of communication campaigns on social media by producing ad hoc and regular reports;
- Working closely with editors, social media teams, videographers, and graphic designers;
- Brainstorming subject matter and choosing topics for videos, writing scripts and titles, and writing a brief for the audiovisual team;
- Producing social audio and social video content to be used online;
- Communicating with other production and project stakeholders to build engaging audio/visual material that meets user needs and production goals;
- Community management, building relationships to ensure that communities on social media platforms are being nurtured and responded to;
- Contributing to managing of internal networks and organising their meetings;
- Preparing the content generation, postings, photos, videos, graphics, storytelling, and campaigns;
- Participating in the content planning with a view to target groups and social media strategy;
- Providing guidance and coaching to members and staff on the use of online tools and social media;
- Using tools such as Emplifi, Talkwalker, etc.

JOB DESCRIPTION

WEBMASTER I EPSO/AST/154/22 - 6

- Creating, managing, updating and monitoring the institution's websites, intranets and sub-sites by collecting, editing and adapting content and multimedia elements (image, video, audio, and text);
- Updating and ensuring the consistency of the structure, navigation methods, and content of websites, in order to provide a meaningful and relevant experience to users;
- Drawing up web content and putting it in the correct form, taking into consideration accessibility standards and multilingualism;
- Ensuring that content, structure and navigation are compatible with current and future browsers, devices, software and assistive technologies;
- Improving the quality and quantity of website traffic from search engines (search engine optimisation);
- Producing accurate web analytics reports and ensuring that web traffic is tracked;
- Implementing, managing, and troubleshooting the tracking solutions across digital communication platforms such as websites;
- Managing technical services such as email subscription platforms and content management systems;
- Translating business needs into technical requirements for developers and producing specification documents;
- Contributing to the planning of release cycles for new features, platform changes and bug-fixing and ensuring timely delivery;
- Ensuring the monitoring of technological developments in the field concerned;
- Liaising with the relevant services for the provision of content and providing coaching and support to intranet/web contributors.

**APPLY BEFORE
25 OCTOBER 2022**

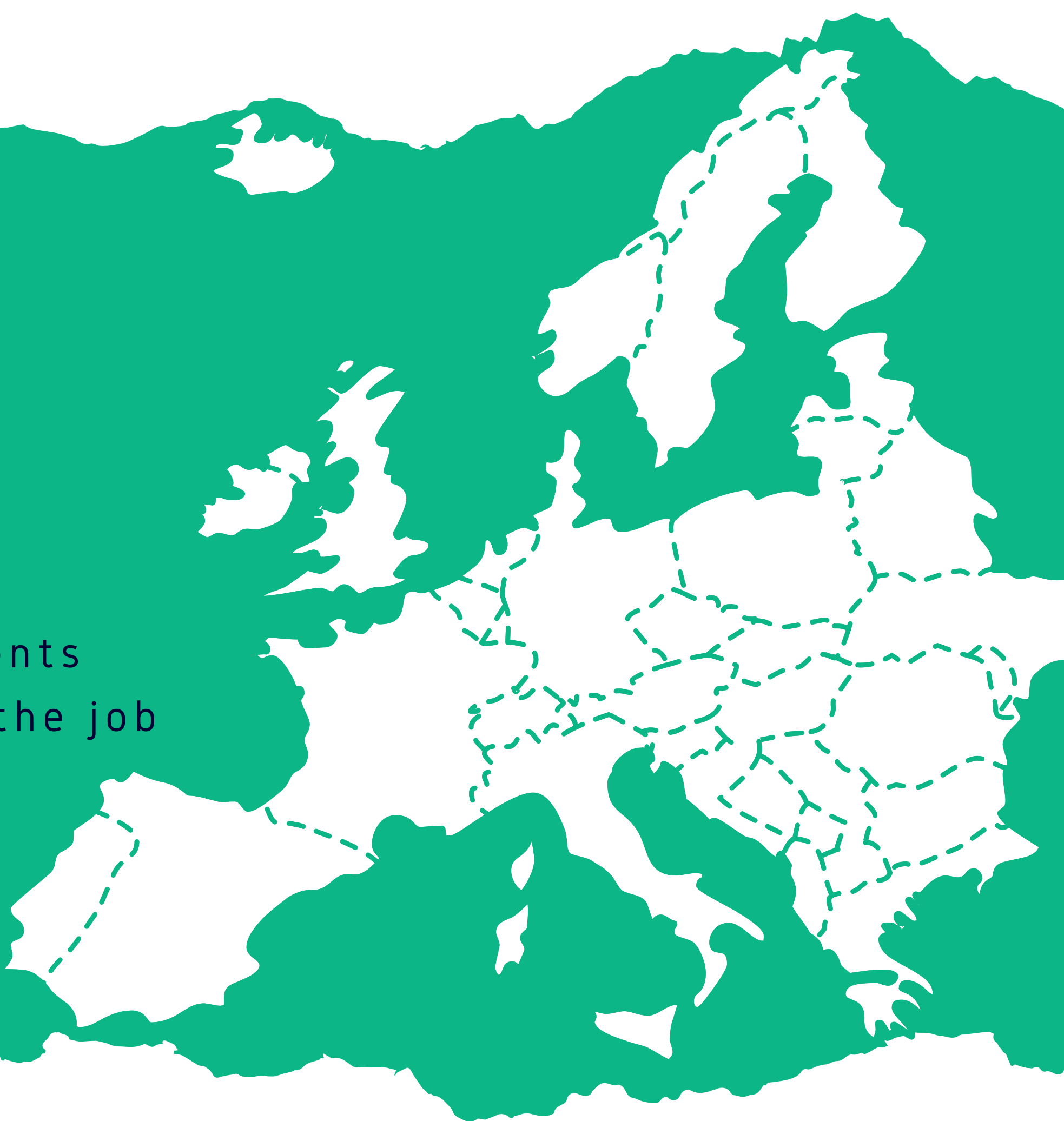




**ARE YOU
ELIGIBLE?**

GENERAL CONDITIONS

- Must have EU citizenship
- Completed military service requirements
- Meet the character requirements of the job



LANGUAGE RULES

MUST HAVE KNOWLEDGE OF
At least two of the 24 official EU languages

THOROUGH KNOWLEDGE OF ONE (MINIMUM C1 LEVEL)

HAVE A GOOD COMMAND OF ANOTHER (MINIMUM B2 LEVEL)

LANGUAGE RULES

MUST HAVE KNOWLEDGE OF
At least two of the 24 official EU languages

ONE OF THE LANGUAGES MUST BE ENGLISH
English will be used for the Assessment Centre

YOU CANNOT SELECT ENGLISH FOR THE CBT

Which means for the application and CBT you must choose the language you are most fluent in, most likely your mother tongue

QUALIFICATIONS

FINANCIAL MANAGEMENT I EPSO/AST/154/22 - 1

Post-secondary education of at least 2 years attested by a diploma in economics, public administration, business administration, accountancy, finance/financial management, law, or a directly related field, followed by at least three years of relevant professional experience.

OR

Secondary education attested by a diploma giving access to post-secondary education, followed by at least six years of relevant professional experience.



QUALIFICATIONS

FINANCIAL MANAGEMENT | EPSO/AST/154/22 - 1

Professional experience considered relevant if acquired in two or more of the following areas:

- Preparation, execution, and monitoring of annual budgets;
- Setting up financial dossiers, checking financial documentation and/or drawing up financial reports/statistics;
- Financial monitoring of procurement contracts and/or grant agreements and/or financial monitoring of administrative expenditure and/or financial entitlements for elected/appointed members of public institutions;
- Preparation (initiation) of budgetary and financial transactions;
- Independent verification of budgetary and financial transactions before (ex ante) and after (ex post) execution;
- Development and implementation of accounting and IT financial systems including reporting tools and databasemanagement;
- Implementation of the agreed action plans/recommendations further to audits or financial recommendations.



QUALIFICATIONS

ACCOUNTING AND TREASURY I EPSO/AST/154/22 - 2

Post-secondary education of at least 2 years attested by a diploma in accountancy or finance/financial management, followed by at least three years of relevant professional experience.

OR

Secondary education attested by a diploma giving access to post-secondary education, followed by at least six years of relevant professional experience.



QUALIFICATIONS

ACCOUNTING AND TREASURY | EPSO/AST/154/22 - 2

Professional experience considered relevant if acquired in two or more of the following areas:

- Introducing, verifying and/or validating invoices and credit notes;
- Executing and monitoring payments and offsetting with credit notes;
- Executing recovery of amounts receivable and making related accounting entries;
- Management of assets, depreciation, and inventories;
- VAT recoveries;
- Financial and accounting reconciliations;
- Treasury management;
- Preparing the financial statements, contributing to the annual closing and producing various financial and inventory management reports;
- Statutory audit.



QUALIFICATIONS

PUBLIC PROCUREMENT I EPSO/AST/154/22 - 3

Post-secondary education of at least 2 years attested by a diploma in economics, public administration, business administration, accountancy, finance/financial management, law, or a directly related field, followed by at least three years of relevant professional experience.

OR

Secondary education attested by a diploma giving access to post-secondary education, followed by at least six years of relevant professional experience.



QUALIFICATIONS

PUBLIC PROCUREMENT I EPSO/AST/154/22 - 3

Professional experience considered relevant if acquired in two or more of the following areas:

- Planning and programming of public procurement (and/or grant) procedures;
- Preparing or updating public procurement (and/or grant) document templates;
- Initiating and/or reviewing public procurement (and/or grant) documents;
- Organising and running public procurement (and/or grant) procedures;
- Legal and financial monitoring of contracts and/or grant agreements;
- Designing, developing, and maintaining e-Procurement systems



QUALIFICATIONS

GRAPHIC DESIGN AND VISUAL CONTENT PRODUCTION EPSO/AST/154/22 - 4

Post-secondary education of at least 2 years attested by a diploma in graphic design, visual communication, communication design, communication, or a directly related field, followed by at least three years of relevant professional experience.

OR

Secondary education attested by a diploma giving access to post-secondary education, followed by at least six years of relevant professional experience.



QUALIFICATIONS

GRAPHIC DESIGN AND VISUAL CONTENT PRODUCTION EPSO/AST/154/22 - 4

Professional experience considered relevant if acquired in two or more of the following areas:

- Working with Adobe Creative Cloud applications, in particular with Illustrator, Photoshop, InDesign and/or After Effects;
- Creating concepts and designs of communication products (publications, illustrations, icons, posters, roll-ups, backdrops, etc.) and assets for print, digital, and online use;
- Branding, branding communication, and creating and managing visual identities;
- Creating still and animated visuals for social media, infographics, and prototypes;
- Production of visuals, infographics and layouts across a wide spectrum of channels and languages;
- Ensuring the usability and accessibility of visual and digital assets and content in compliance with recognised standards (in particular for the web);
- Using graphic design, data analysis, and data visualisation tools to present data in ways that are accessible, appealing and interactive (graphs, maps, infographics and other visualisation formats) for print, digital, and online use.



QUALIFICATIONS

SOCIAL AND DIGITAL MEDIA | EPSO/AST/154/22 - 5

Post-secondary education of at least 2 years attested by a diploma in communication, marketing, journalism, image or video production, European studies, international relations, digital marketing, or a directly related field, followed by at least three years of relevant professional experience.

OR

Secondary education attested by a diploma giving access to post-secondary education, followed by at least six years of relevant professional experience.



QUALIFICATIONS

SOCIAL AND DIGITAL MEDIA I EPSO/AST/154/22 - 5

Professional experience considered relevant if acquired in two or more of the following areas:

- Managing social media channels and platforms for public or private entities;
- Producing and publishing social media contents (posts, articles, interviews);
- Community management;
- Editing visual contents for social media platforms;
- Designing, implementing, executing, and measuring social media campaigns;
- Data analysis, setting indicators, evaluating and reporting on the success of digital communication actions;
- Setting up, managing and optimising paid advertisement campaigns on social media;
- Latest trends in social media (influencer marketing, livestreaming, user-generated content, promotion of digital events).



QUALIFICATIONS

WEBMASTER I EPSO/AST/154/22 - 6

Post-secondary education of at least 2 years attested by a diploma in the field of information and communication technologies (ICT), communication, marketing, journalism, image or video production, European studies, international relations, digital marketing or a directly related field, followed by at least three years of relevant professional experience.

OR

Secondary education attested by a diploma giving access to post-secondary education, followed by at least six years of relevant professional experience.



QUALIFICATIONS

SOCIAL AND DIGITAL MEDIA | EPSO/AST/154/22 - 5

Professional experience considered relevant if acquired in two or more of the following areas:

- Creating, managing, updating, and monitoring websites and subsites by collecting, editing and adapting contents and multimedia elements in line with the visual identity of the website and corporate templates;
- Producing web analytics reports and ensuring that web traffic is tracked;
- Improving the quality and quantity of website traffic from search engines (search engine optimisation);
- Translating business needs into technical requirements for developers and producing specification documents;
- Managing a content-management system (such as Drupal, SharePoint, WordPress, Umbraco, Jahia, or JaliOS JCMS);
- Planning release cycles for new features, platform changes and bug-fixing, and ensuring timely delivery
- Ensuring the usability and accessibility of sites and/or web applications (compliance with Web Content Accessibility Guidelines) and compliance with recognised standards (such as HTML or CSS).



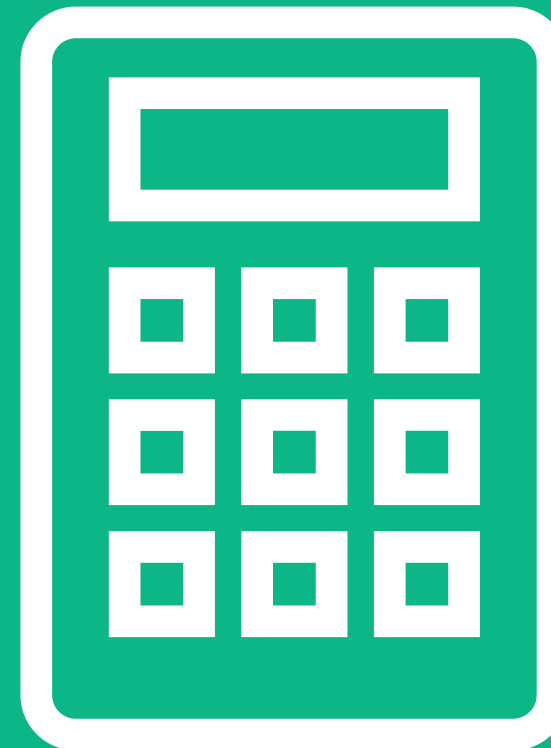


**WHY IS THIS
A GREAT
OPPORTUNITY?**

Attractive Salaries



LET'S CALCULATE:



eutraining.eu/salary-calculator

Where will you be located?

Belgium

Have you been based here for more than 6 months?

NO

What will your grade be?

AST3

What will your salary step be?

1

Are you eligible for household allowance?

YES

How many children do you have?

2

How many children do you have under 6?

NONE

Do both children attend school less than 50 km from your place of work?

YES

*Actual monthly allowance you receive as an EU official may differ from the amounts indicated here. This is just an estimate.

4100 EUR / Month*

Attractive Salaries



Good Benefits



Health
Insurance



European
Schools



HOW TO GET ONE OF THESE JOBS

STEP ONE

APPLICATION PROCESS

- Eligibility declaration
- Pick your Languages
- Application can be submitted in any of the 24 EU languages
- BUT, remember the Assessment Centre will be English

VALIDATE BY APPLICATION DEADLINE

25 OCTOBER 2022

STEP TWO



PRE-SELECTION CBT EXAM



Verbal
Reasoning



Numerical
Reasoning



Abstract
Reasoning

VERBAL REASONING

Profiles 1&2

Questions

15

Minutes

27

Profiles 3-6

Questions

20

Minutes

35

Text
Passage

Question

Four
Statements

One Correct
Answer

Outside
Information

Generalisations

Possibility
vs. Fact

Similar
Wording

NUMERICAL REASONING

Profiles 1&2

Questions

15

Minutes

30

Profiles 3-6

Questions

10

Minutes

20

**Data
Interpretation**

Reasoning

(Estimation)

Calculation

ABSTRACT REASONING

Profiles 1&2

Questions

10

Minutes

10

Profiles 3-6

Questions

10

Minutes

10

The diagram illustrates an abstract reasoning puzzle. It features a sequence of six boxes, each containing a 3x3 grid of hexagons. The first five boxes show a pattern of three elements: a black dot, a white square, and a black triangle. A green line indicates a 'MOVING' action, showing the dot moving from the top-left cell to the top-right cell, the square moving from the bottom-left cell to the middle-left cell, and the triangle moving from the bottom-right cell to the middle-right cell. The sixth box contains a question mark. Below the sequence are five options labeled A through E, each showing a different arrangement of the three elements in the hexagonal grid.

CBT SCORING

PROFILES 1 & 2

Pass Mark: 8/15

NUMERICAL
REASONING
0/15

Pass Mark: COMBINED 15/25

VERBAL
REASONING
0/10

ABSTRACT
REASONING
0/10

PROFILES 3 - 6

Pass Mark: 10/20

VERBAL
REASONING
0/20

Pass Mark: COMBINED 10/20

NUMERICAL
REASONING
0/10

ABSTRACT
REASONING
0/10

CBT SCORING

PASS MARK IS NOT ENOUGH!

Profiles 1 & 2 need to get one of the highest marks overall in Numerical Reasoning,

and Profiles 3 - 6 need to get one of the highest marks overall in Verbal Reasoning

to make it to the next stage of the competition.

STEP THREE

ELIGIBILITY CHECKS

Those who got the highest scores in the computer-based tests and make it through the Eligibility Check will have their applications reviewed to check the eligibility requirements have been met.

STEP FOUR

ASSESSMENT CENTRE

Approximately 3 times the number of candidates sought will be invited.

Tests: IN ENGLISH

Location: ONLINE



ASSESSMENT CENTRE TASKS

THREE types of exercises:



Case Study
Exam



Situational
Competency-Based
Interview (SCBI)



Interview
In The Field



ASSESSMENT CENTRE SCORING

Pass Mark: 35/70

7 GENERAL
COMPETENCIES
(each worth 10 points)

Pass Mark: 50/100

FIELD-RELATED
INTERVIEW
0/50

Those who get the highest overall score
will make it onto the RESERVE LIST.



SUCCESS!

RESERVE LIST

**Number of
places on the
Reserve List**

Validity

Recruitment





HOW TO GET THE JOB?

PRACTICE FOR 10-12 WEEKS

PREPARE FOR ONE HOUR PER DAY OR 10 HOURS PER WEEK

LEARN TEST METHODOLOGY

PERSISTENCE IS KEY

DO LOTS OF TEST SIMULATIONS



We help you pass the **EPSO** exams and get an EU job

100% realistic EPSO-style test simulations, 1000+ successful candidates, 150+ free study materials. Register today and join the largest EU career community.

Try Free Demo

View Packages



Everything You Need to Succeed

Simulated EPSO exams, performance tracking, proven methodology

EU TRAINING IS HERE TO HELP YOU GET INTO PRACTICE MODE





SIMULATED PRACTICE TESTS

- Verbal Reasoning - 24 LANGUAGES!
- Numerical Reasoning - EN, FR, ES
- Abstract Reasoning - EN, FR

EUTRAINING.EU

WEBINARS...

FREE - BEGINNER'S GUIDE WEBINARS:

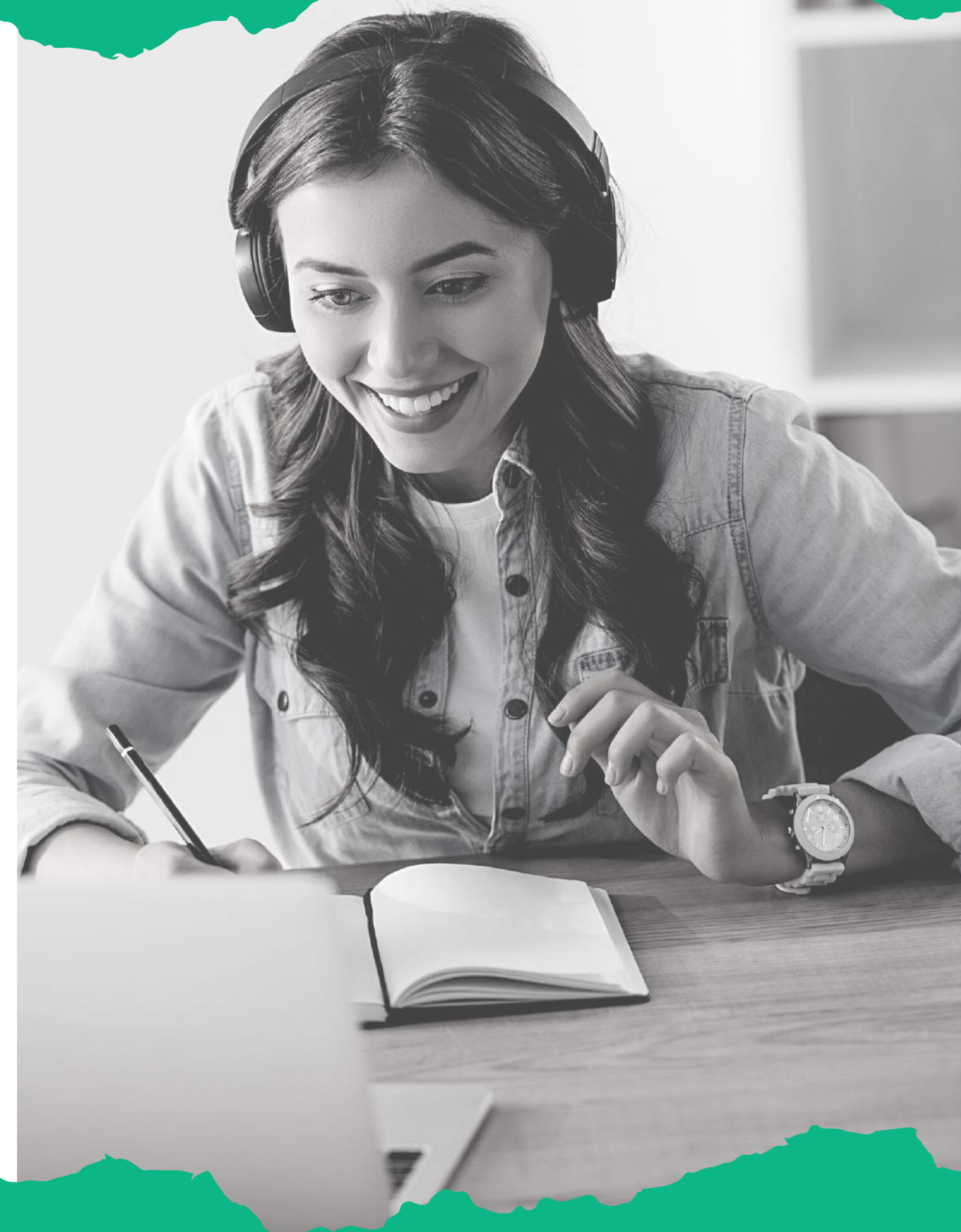
- Beginner's Guide To The EPSO Verbal Reasoning Test
- Beginner's Guide To The EPSO Numerical Reasoning Test
- Beginner's Guide To The EPSO Abstract Reasoning Test

PRO TIPS WEBINARS:

- Pro Tips For The EPSO Verbal Reasoning Test
- Pro Tips For The EPSO Numerical Reasoning Test
- Pro Tips For The EPSO Abstract Reasoning Test

OTHER:

- Maths Refresher For Numerical Reasoning



A WEALTH OF RESOURCES



**FREE
E-BOOKS**



**LOTS OF
TIPS & TRICKS**



**FREE
DEMO TESTS**



**TRAINING
SESSIONS**



**PERSONAL
COACHING**

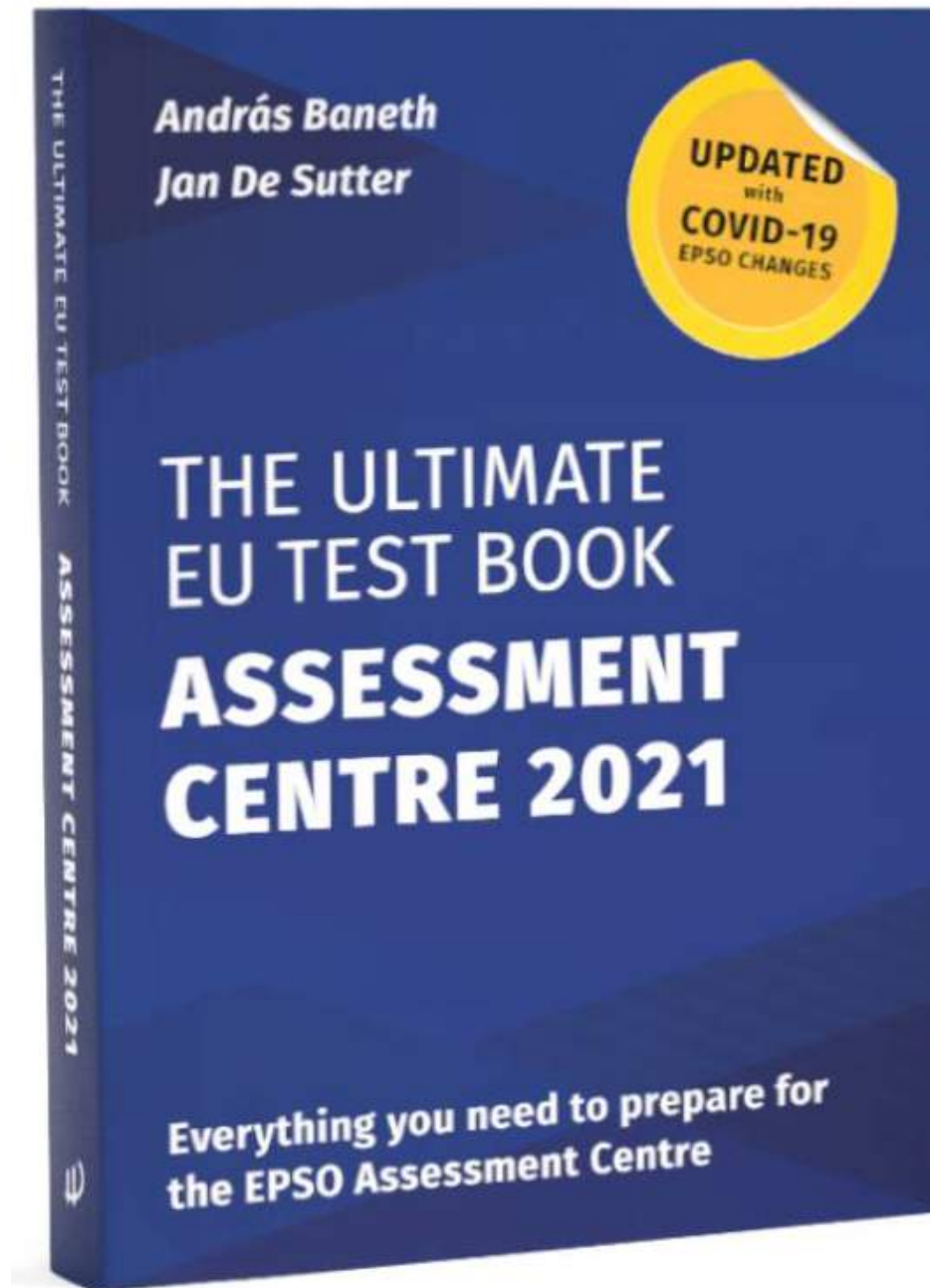
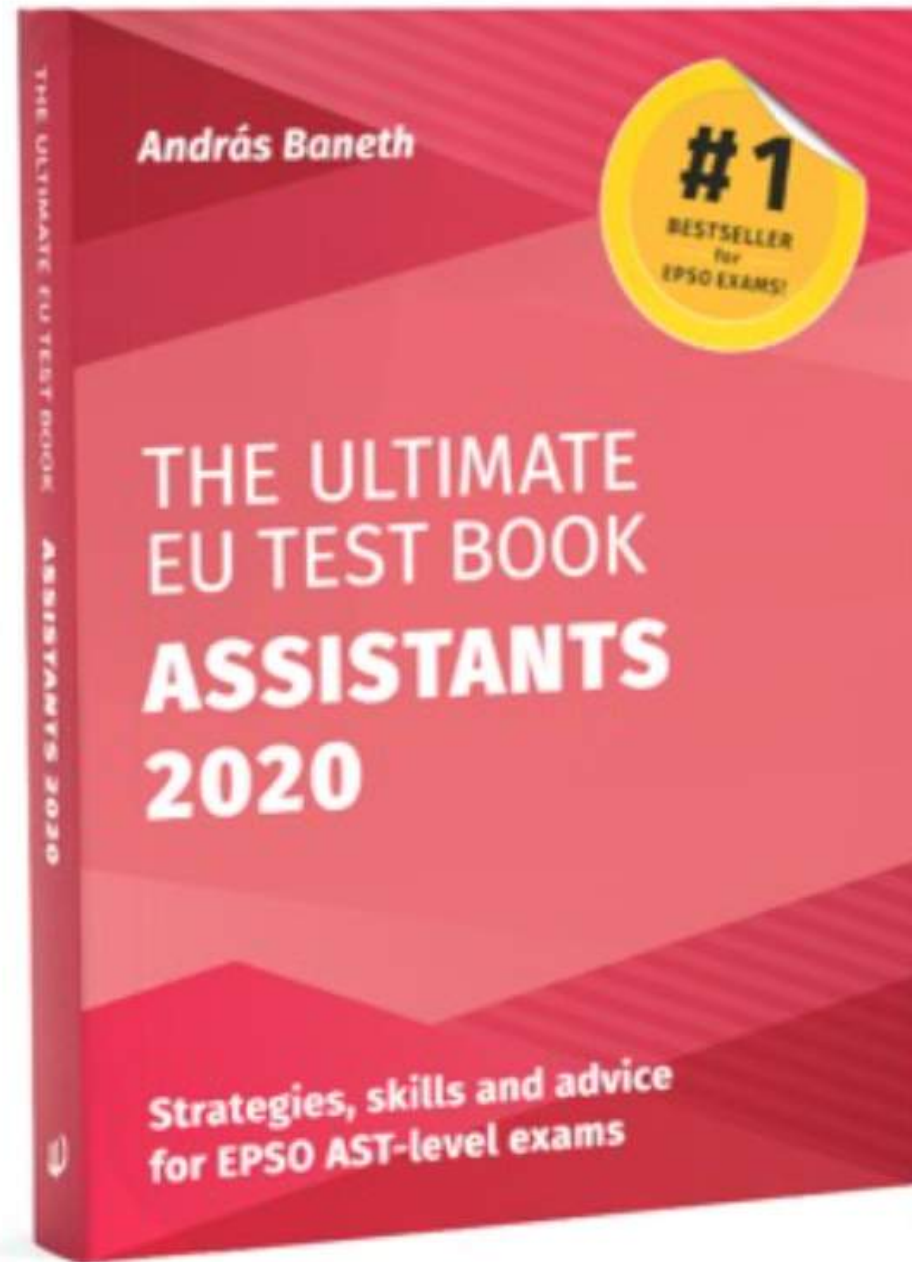
EUTRAINING.EU

Join an EPSO community.

**"EPSO AST (Assistants) Exams"
Facebook group**

Engage with other candidates and
learn from their experiences.

BOOKS



SPECIAL DISCOUNT OFFER

20% OFF

EPSO PRACTICE TEST PACKAGES
AND WEBINAR RECORDINGS

Use code: 2022AST3

Valid for 48 Hours!
(until 25 September @ 6pm)

THANK YOU FOR PARTICIPATING

**CONTACT FOR FREE ADVICE:
SUPPORT@SUPPORT.EUTRAINING.EU**

Please note that the official source of information on EU competitions is the European Personnel Selection Office (EPSO). We do everything in our power to provide you with the most accurate and up-to-date information possible.

