

Explore ELA's hiring process

ELA follows a rigorous recruitment procedure with meticulous steps. Vacancy notices are published on the ELA website and made available on EU CV Online. Candidates must meet specific requirements to qualify for ELA's vacancies, which vary based on the type of contract and position grade.

Establishment of selection committee

A selection committee is appointed for each selection procedure. The selection committee is composed of at least three (3) members, including a chairperson and a HR representative nominated by the Executive Director and a Staff Committee Representative, designated by the Staff Committee.

The selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden. Under no circumstances should candidates approach the selection committee, either directly or indirectly, concerning the selection procedure. Any infringement of this rule will lead to the disqualification from the selection procedure.

Publication of Vacancy Notice

ELA publishes its vacancy notice on its website and make them available in EU CV Online. The vacancy notice has all the relevant information as job title, type of contract, grade, job description, main tasks, eligibility requirements, selection criteria (essential and advantageous), deadline for applications.

How to apply

Please check our [guidelines for applicants](#).

Eligibility check

Candidates must fulfil specific requirements to be eligible to ELA's vacancies. The requirements of education qualifications and professional experience are different depending on the type of contract and grade of the position. You will find the relevant information in each vacancy notice. We invite you to carefully review the eligibility criteria [in this document](#).

Please only submit your application in case you are eligible to the position.

In addition to the eligibility criteria, please note that applications must be submitted in English to be taken into considera-

tion. Ineligible applications and applications not submitted in English will be excluded from the selection process.

Pre-assessment phase: scoring of applications

The selection committee assesses each eligible application with reference to the selection criteria (“Essential” and “Advantageous”) described in the vacancy notice. The top scored candidates will be invited to the assessment phase.

Once this pre-assessment phase is completed, all candidates will be informed via email. Shortlisted candidates will be invited to the assessment phase. The remaining candidates will be notified, by email, that their application will no longer be taken into consideration.

Assessment phase: interview and written tests

The assessment phase is online and conducted in English. Details of the date and time of the assessment will be communicated to the shortlisted candidates in due time.

The assessment phase involves a competency-based interview with the selection committee and one or more test(s) related to the field of the vacancy.

Reserve list

Following a careful evaluation of the assessment phase, the selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Executive Director of ELA for approval.

Being placed on the reserve list means being considered suitable for being offered the job at ELA. Please note that there are more candidates placed on the reserve list than vacant positions. Therefore, the inclusion on the reserve list is a requisite to be offered a position at ELA, but it does not imply any entitlement to employment in ELA.

The adopted reserve list will be valid until informed in the vacancy notice. When a reserve list is extended, this information will be available on ELA’s website. A candidate placed on a valid reserve list can be offered a position at any time, should a post become vacant at ELA.

Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by ELA (e.g. including a further interview with the Executive Director).

Approximate timetable

The selection process may take some months to be completed. In average, ELA’s selection procedures take up to 3,5 months to be completed.

Equal opportunities

The Authority is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and interested in the position. ELA ensures that its recruitment procedures do not discriminate on the grounds of gender, colour, race, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

In case of a disability, please feel free to inform Human Resources at ELA RECRUITMENT recruitment@ela.europa.eu and indicate which arrangements or adjustments relating to your disability are necessary, so ELA can ensure your equal participation in the interviews and tests.

Protection of personal data

Personal data shall be processed exclusively for the purpose of this selection procedure. The purpose of processing the data submitted by candidates is to evaluate applications in view of possible recruitment at ELA.

As the body responsible for organising the competition, the Authority ensures that applicants’ personal data are processed as required by Regulation (EU) 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, offices and agencies and on the free movement of such data (Official Journal of the European Union, L 295/39 of 21 November 2018). This applies

in particular to the confidentiality and security of such data. In this regards, please see [ELA Privacy Statement on selection procedures](#).

Appeals

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 and Conditions of Employment of Other Servants of the European Union, at the following address:

European Labour Authority

For the attention of the Executive Director of ELA, Mr Cosmin BOIANGIU

Please indicate the reference of the selection procedure

Landererova 12,

811 09 – Bratislava

SLOVAKIA

Or via email to: executive-director@ela.europa.eu

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, before the General Court:

Court of Justice of the European Union

Rue du Fort Niedergrünewald

L-2925 Luxembourg

LUXEMBOURG

It is also possible to complain to the European Ombudsman. Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L113 of 4 May 1994:

European Ombudsman

1 Avenue du Président Robert Schuman – CS 30403

F- 67001 Strasbourg Cedex FRANCE

<https://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, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 236 of the EC Treaty. Any complaint to the ombudsman must be made within two years of receiving the Authority's final position on the matter.

Spontaneous applications

ELA does not accept spontaneous applications.

- For Temporary Agent posts, you can apply to one of our open selection procedures, via EU CV Online.
- For Contract Agent posts, you can apply to an open selection procedure, via EU CV Online. In addition, ELA can recruit candidates from the EPSO Reserve Lists for Contract Staff (CAST Permanent) when a vacancy is open.
- For Interimaire positions, you may visit our website and read the details provided.

We invite you to visit our website, and to follow us on LinkedIn and on Twitter to be informed of our vacancies as soon as they are published.