

## APPLICATION FORM

**Selection: ICT Assistant – IT Project and Application management (AST3)**

**Reference: ACER/2024/04**

### Personal Information

|                       |  |
|-----------------------|--|
| SURNAME (family name) |  |
| NAME (given name)     |  |
| Nationality           |  |
| Gender                |  |
| Date of birth         |  |

### Contact Details

|   |  |
|---|--|
| Address (Street / number /<br>post code / city / country) |  |
| Phone number  |  |
| E-mail address<br>(to be used for communication)          |  |

## Eligibility criteria (please specify)

|   |   |                                 |                                |
|---|---|---------------------------------|--------------------------------|
| 1 | A level of post-secondary education attested by a diploma and, after having obtained the diploma, at least 6 years of appropriate professional experience,<br>OR<br>A level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, at least 9 years of appropriate professional experience. | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| 2 | Have a thorough knowledge of one of the official languages of the European Union <sup>1</sup> or Norway, Iceland and Liechtenstein and satisfactory knowledge of a second of these languages (level B2 of CEFR <sup>2</sup> ) to the extent necessary to perform their duties   | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| 3 | Be a national of a Member State of the European Union, Norway, Iceland or Liechtenstein   | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| 4 | Be entitled to their full rights as a citizen;  | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| 5 | To have fulfilled any obligations imposed by the applicable laws concerning military service;   | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| 6 | Be physically fit to perform the duties linked to the post <sup>3</sup> .   | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |

**Please proceed to the following section only if you have answered YES to all of the above questions**

<sup>1</sup> The languages of the EU are Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, and Swedish.

<sup>2</sup> Language levels of the Common European Framework of Reference: <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

<sup>3</sup> Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order for the Agency to be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Union.

## Selection criteria

### Essential criteria

|   |                                 |                                |
|---|---------------------------------|--------------------------------|
| Degree in a field relevant to the post, such as Information and Communication Technologies, Programming, Engineering, Computer Science, Mathematics or similar. | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| <i>Please describe related experience / tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)</i>              |                                 |                                |
| [type here]   |                                 |                                |

|   |                                 |                                |
|---|---------------------------------|--------------------------------|
| By the deadline for applications, having acquired:  |                                 |                                |
| <ul style="list-style-type: none"> <li>- at least three (3) years of relevant professional experience in Information Systems management and</li> <li>- at least three (3) years of relevant professional experience in IT Application and service management or in Project and contract management</li> </ul> | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| as specified under point 2 of the Selection Notice (Profile, Competencies, the position)  |                                 |                                |
| <i>Please describe related experience / tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)</i>  |                                 |                                |
| [type here]   |                                 |                                |

|   |                                 |                                |
|---|---------------------------------|--------------------------------|
| Proven professional experience in the area of information and communication technologies including, but not limited to:   |                                 |                                |
| <ul style="list-style-type: none"> <li>- managing IT service providers</li> <li>- IT project management</li> <li>- designing, developing, managing and supporting IT systems and software through the entire lifecycle</li> <li>- information security</li> <li>- project management methodologies, project management tools, communication tools, document management tools, version control systems, and collaboration platforms</li> </ul> | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| <i>Please describe related experience / tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)</i>  |                                 |                                |
| [type here]   |                                 |                                |

### Advantageous criteria

|   |                                 |                                |
|---|---------------------------------|--------------------------------|
| Professional experience with ITIL 3 processes or ITIL 4 management practices  | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| <i>Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)</i> |                                 |                                |
| [type here]   |                                 |                                |

|   |                                 |                                |
|---|---------------------------------|--------------------------------|
| Possession of a certificate recognised by the IT industry   | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| <i>Please describe related tasks, your exact role and responsibilities, and the tangible results of your work (300 words maximum)</i> |                                 |                                |
| [type here]   |                                 |                                |

**Education**

| Provide information about your educational background |                                   |  |
|---|-----------------------------------|--|
| 1   | Period (from-to)                  |  |
|   | Name of educational establishment |  |
|   | Field of study                    |  |
|   | Level                             |  |
| 2   | Period (from-to)                  |  |
|   | Name of educational establishment |  |
|   | Field of study                    |  |
|   | Level                             |  |
| 3   | Period (from-to)                  |  |
|   | Name of educational establishment |  |
|   | Field of study                    |  |
|   | Level                             |  |

## Professional Experience

| Provide information about your previous work experience |                                       |  |
|---|---------------------------------------|--|
| 1   | Period (start-end date)               |  |
|   | Calculated length (X years, Y months) |  |
|   | % of full time                        |  |
|   | Name of organization                  |  |
|   | Job title / position held             |  |
|   | Main activities                       |  |

| Provide information about your previous work experience |                                       |  |
|---|---------------------------------------|--|
| 2   | Period (start-end date)               |  |
|   | Calculated length (X years, Y months) |  |
|   | % of full time                        |  |
|   | Name of organization                  |  |
|   | Job title / position held             |  |
|   | Main activities                       |  |

| Provide information about your previous work experience |                                       |  |
|---|---------------------------------------|--|
| 3   | Period (start-end date)               |  |
|   | Calculated length (X years, Y months) |  |
|   | % of full time                        |  |
|   | Name of organization                  |  |
|   | Job title / position held             |  |
|   | Main activities                       |  |

## Knowledge of languages

Please use the self-assessment grid available [HERE](#)

| EU Language     | My level of language proficiency    |              |              |
|-----------------|-------------------------------------|--------------|--------------|
|                 | Understanding (Listening + Reading) | Speaking     | Writing      |
| Select Language | Select Level                        | Select Level | Select Level |
| Select Language | Select Level                        | Select Level | Select Level |
| Select Language | Select Level                        | Select Level | Select Level |
| Select Language | Select Level                        | Select Level | Select Level |

## References

| Persons to provide professional reference on my skills, competences, achievements, and conduct |                                 |  |
|--|---------------------------------|--|
| 1  | Name and Surname                |  |
|  | Relation ( <i>superior</i> )    |  |
|  | E-mail contact                  |  |
|  | Phone number                    |  |
| 2  | Name and Surname                |  |
|  | Relation ( <i>peer</i> )        |  |
|  | E-mail contact                  |  |
|  | Phone number                    |  |
| 3  | Name and Surname                |  |
|  | Relation ( <i>subordinate</i> ) |  |
|  | E-mail contact                  |  |
|  | Phone number                    |  |

## Motivation

### Motivation statement

This page provides you with an opportunity to explain your application – Why do you think you fit the position and **why would you like to work at ACER** – by any additional information not mentioned in previous sections. (500 words maximum)

[type here]