

THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA)
is seeking to recruit
ONE ADMINISTRATIVE AND HR ASSISTANT (FGII)

Come join the EU-OSHA - a dynamic Agency of the European Union based in the highly liveable city of **Bilbao**, Spain! We are a team of 65 staff members dedicated to promoting safe, healthy, and productive workplaces through technical, scientific, and economic information that supports policy-making and workplace risk prevention.

Are you a positive, flexible, and supportive team player with strong digital and organisational skills? Are you at the start of your HR career and passionate about helping others thrive? If so, you might be the ideal candidate we're looking for to join us on a long-term, renewable three-year contract¹.

In our vibrant and respectful multicultural environment, **we foster work-life balance** and offer **flexible working arrangements such as part-time work, flexible hours, and teleworking**, all in a highly digitalised environment.

*By joining EU-OSHA, on top of receiving an **attractive salary**, you would be covered by [EU Joint Sickness Insurance](#) and would contribute [to EU pension scheme](#). For more information on our activities, go to <http://osha.europa.eu> and for more details on contractual and working conditions, go to [section 6](#) of this vacancy notice.*

If you meet all eligibility criteria (section 3), have the profile we are looking for and want to join the EU-OSHA team, just **send us your application no later than Monday 14 July 2025 at 13h00 Bilbao Time!**

EUOSHA/CA/25/03 – Administrative and HR Assistant (FGII)²

1 JOB FRAMEWORK

Under the supervision of the Human Resources Manager and reporting to the Head of Unit, **the Administrative and HR Assistant will perform clerical, technical and secretarial tasks**, office management and other equivalent support tasks.

The Administrative and HR Assistant is part of the dynamic HR Section within the Resource and Service Centre Unit (RSC). The HR Section is composed of 4 staff members. It is thus small, which requires the ability to adapt to different tasks and levels of tasks, spontaneously supporting teammates when and where needed.

2 JOB PROFILE

The jobholder will be responsible for the following key duties:

- Assist in the planning and coordination of selection procedures, staff training courses, and annual medical check-ups — including sending invitations, registering participants data, and liaising with external service providers;
- Support the management of staff absences in accordance with the applicable regulatory framework by recording data, requesting supporting documentation when necessary, offering

¹ It may be renewed for a five-year period. Any further renewal would be for an indefinite period.

² This document may be **machine** translated in other languages of the EU. In such a case, the original English version will prevail for all purposes.

- support to colleagues and liaising with external medical service providers;
- Act as contact person for the organisation of the yearly selection procedure for trainees, their welcoming and support during their traineeship;
- Contribute to internal communication efforts by creating clear, concise visuals and summaries to explain new policies or procedures;
- Ensure accurate and timely administrative follow-up related to the Protocol on the Privileges and Immunities of the European Union and Seat Agreement provisions — including issuing certificates and managing related correspondence;
- Prepare and maintain dashboards and data reports using MS Excel;
- Organise and maintain electronic filing systems to ensure easy retrieval and compliance with record-keeping policies;
- Assist with contract management tasks and related financial transactions;
- Foster effective communication and maintain strong working relationships with colleagues across the agency;
- Perform any other relevant duties as assigned by HR teammates and/or Head of Unit

3 ELIGIBILITY CRITERIA

To be considered eligible for this selection procedure, candidates must satisfy all of the following requirements.

General conditions

Candidates must:

- Be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties to the EEA Agreement);
- Have fulfilled any obligations imposed on them by the applicable laws on military service;
- Produce the appropriate character references as to their suitability for the performance of their duties³;
- Be physically fit to perform the duties.

Education and Experience (where applicable)

Candidates must have a level of:

- Post-secondary education attested by a diploma, or
- Secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only diplomas that have been awarded in EU Member States⁴ or that are the subject of equivalence certificates issued by authorities in the said Member States will be taken into consideration.

Knowledge of languages

Candidates must possess a thorough knowledge⁵ of one of the official languages of the EU and a satisfactory knowledge⁶ of another EU language to the extent necessary for the performance of their duties.

³ Prior to appointment, evidence of no criminal record is needed.

⁴ Diploma obtained in UK before 31/01/2020 are automatically recognised and are thus not subject of equivalence certificates.

⁵ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#).

⁶ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#).

Important recommendation

Please note that only candidates who meet all the above-listed eligibility criteria will be considered for the selection process. We kindly ask that **individuals who do not meet these criteria to refrain from submitting an application**, as doing so will not advance their candidacy. Concerned candidates **will not be invited for interviews or written tests**.

We appreciate your understanding and cooperation in ensuring that only eligible candidates apply.

4 SELECTION CRITERIA

The following criteria will be used to assess candidates through their application⁷, interview and written test(s).

4.1. Essential

Candidates must have:

Professional experience and skills

- At least one year of professional experience (within an HR Unit/Team) following the award of the required diploma (or three years, in case of secondary education)⁸ in line with and at the same level of responsibilities as that of the job profile (section 2);
- Excellent digital skills, particularly in creating tables, using formulas, performing (e)mail merges, and preparing presentations, with a strong ability to quickly adapt to various tools and software;
- Excellent oral and written communications skills in English (C1)⁹.

Behavioural competencies

- Good analytical skills;
- High attention to details and accuracy;
- Strong ability to self-organise, delivering quality results in a service oriented way;
- Excellent teamworking skills, valuing diversity;
- Ability to handle sensitive and confidential information and high sense of ethics.

4.2. Advantageous

The non-fulfilment of one or more of these advantageous criteria will not result in the candidate's exclusion from the selection process, but it may affect their chances of being invited for interview and written test(s).

- Preferably not more than five years of recent or current professional experience in providing administrative, technical, and/or logistical support within an HR Unit/Team;
- Experience in providing support in the management of service or goods contracts and related financial transactions, including verifying that provided services or goods align with requests and contractual obligations;
- Educational background in Human Resources.

⁷ The motivation (or other information) candidates write in their application under the section "additional information" is not considered nor assessed during the screening of applications.

⁸ Only duly documented remunerated professional activity is taken into account.

⁹ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#).

5 SELECTION PROCEDURE

A Selection Committee is appointed for this selection procedure. The composition is as follows: Nadège Perrine, Ilaria Piccioli and Michele Dinelli.

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with them or have anybody do so on their behalf. Any infringement of this rule constitutes grounds for disqualification from the selection procedure.

All inquiries for information should be addressed via email only to recruitment@osha.europa.eu, quoting the reference of the procedure (EU-OSHA/CA/25/03).

The selection procedure will be carried out in three phases.

Phase 1 – Screening of applications¹⁰

The Selection Committee will first assess the professional experience described in each application¹¹ against the relevant selection criteria listed under “Professional Experience and Skills” in section 4. Only those applications that best match the job profile based on this evaluation will then be assessed against the “Advantageous” criteria. Applications that best meet these criteria will then be further reviewed, with support from the HR Section, to ensure they meet all mandatory eligibility criteria listed in Section 3. All criteria must be met by the application deadline. Approximately 8 candidates are expected to advance to Phase 2. The interview and written test(s) are tentatively scheduled for around mid-September 2025.

Candidates can check the status of their application through EU-OSHA eRecruitment tool. This check can typically occur within one month after the aforementioned tentative date.

Phase 2 – Interviews and written test(s)

The Selection Committee will assess candidates’ professional experience, skills and behavioural competencies as per section 4, as well as motivation.

The interview and written test(s), a part of which will be in an anonymized form, will be carried out in English and remotely.

For candidates who have English as their mother tongue or first language, the level¹² of their 2nd EU language as declared in their application will be tested using appropriate means. The knowledge of other relevant languages as stated by the candidate in their application may also be tested.

Upon completion of this phase, the Selection Committee will submit to the Executive Director the list of candidates having reached at least 70% of the points allocated to behavioural competencies and motivation and at least 70% of the points allocated to professional experience and skills.

Phase 3 – Possible Job Offer

Considering the list submitted by the Selection Committee, the Executive Director will decide on the most suitable candidate for a possible job offer and/or the inclusion of suitable candidates in a reserve list, if any. Before doing so, he (or a delegated staff member) may discuss further with one or more candidates regarding their background and motivation.

This step is planned to take place within one month after the date of interview. The reserve list, if any, will be valid until 31/12/2026 and may be extended. Inclusion in the reserve list does not guarantee

¹⁰ At any phase of the procedure, candidates may be requested to provide additional information or documents. They may be disqualified if, at any stage of the procedure, it is established that the information in the application is incorrect or incomplete.

¹¹ The motivation (or other information) candidates write in their application under the section “additional information” is not considered nor assessed during the screening of applications (Phase 1).

¹² Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#).

being offered a job.

Prior to a possible job offer references check may be arranged.

When such an Administrative Assistant position becomes vacant or needs to be covered, the Executive Director may offer a job to a candidate in the list whose profile best matches EU-OSHA's needs at that time.

6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The contract of employment is pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union¹³ (CEOS) for a long-term contract of three years as Contract Agent Function Group (FG) II, which may be renewed not more than once for a fixed period of time (5 years). Any further renewal would be for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

The EU-OSHA will be bound to the job offer only if, within the set deadline prior to contract signature, the successful candidate has:

- submitted all required documentation, including proof of eligibility,
- successfully completed the mandatory medical examination that establishes confirming that they meet the physical fitness standards necessary to perform the duties of the position,
- has informed EU-OSHA of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair their independence or any other conflict of interest through a specific form.

Job environment

The position is **based in Bilbao** and staff members are required to reside in Bilbao or its surrounding areas. The jobholder will work in a multicultural environment where ongoing dialogue between management, staff and staff representatives is considered essential.

At EU-OSHA we promote **flexible working arrangements** and support a **healthy work-life balance** for our staff. In line with current applicable rules, the standard working time is based on an average 40-hour work week. For instance, we offer options such as part-time work, flexible working hours, and teleworking. **Teleworking from Bilbao** and its surroundings is possible for **up to 60% of the workweek**. Additionally, teleworking **from outside Bilbao** and its surroundings is permitted for **up to 10 days per year**.

Pay and other benefits

The remuneration of the staff members consists of a **basic salary** and possible allowances paid in Euro weighted down by the correction coefficient for Spain (currently 92.30 %).

Staff members **may be** entitled to various **allowances** depending on their personal situation, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

The salary of staff members is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes.

As an indication, the net monthly salary for a Contract Agent Function Group II, grade 4 (i.e. with less than 5 years of professional experience) is of around 2700 Euro for an expat, single, and 4100 Euro for an expat with 2 children at pre-school.

¹³ The full text is available [here](#).

Under certain circumstances, in particular where the jobholder is obliged to change their place of residence in order to take up employment, the Agency may also reimburse or contribute to some expenses incurred, notably removal expenses and travel.

From day 1, staff members are covered against sickness and accident through the EU Joint Sickness Insurance Scheme (JSIS). JSIS reimburses 80-85% of most healthcare costs and in case of accident, it reimburses up to 100%.

Staff members have also the possibility to earn an EU pension after just 10 years of working for an EU institution. Normal retirement age is 66, but one can also retire as early as 58 with a deduction of the pension amount.

To read more on the advantages of working for EU-OSHA, please follow this [link](#).

Continuity of employment within EU Agencies

Should the successful candidate currently hold a Contract Agent 3(a) contract, s/he may qualify for mobility under the terms of the CEOS and relevant Implementing Rules.

7 APPLICATION PROCESS

Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. EU-OSHA is committed to accommodating the needs of applicants and selected candidates who may have special requirements (e.g. for reasons of disability). EU-OSHA ensures that its selection procedure does not discriminate on the grounds of gender, colour, racial, 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 do inform Human Resources at recruitment@osha.europa.eu and indicate which arrangements or adjustments relating to your disability are necessary, so that EU-OSHA can ensure your equal participation in the interviews/tests.

Application

Candidates must submit their application through the Agency eRecruitment tool [[here](#)].

Candidates need first to create an account in the eRecruitment tool and then to submit their applications.

The application must be submitted in the eRecruitment tool by **no later than Monday 14 July 2025 at 13h00 Bilbao Time**.

Candidates are strongly advised not to wait until the date of the deadline to submit their applications. EU-OSHA is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise at the last minute.

Candidates can check the status of their application within the eRecruitment tool and the main steps of the selection procedure on the [website](#).

8 DATA PROTECTION

EU-OSHA respects the privacy of its candidates and processes their personal data as required by [Regulation \(EU\) 2018/1725](#). For more information please follow this [link](#).

9 LEGAL REMEDIES

Candidates can submit a request for review or a complaint within the set deadlines and as indicated in the following [link](#).