Your Career
at the European Food Safety Authority

Frequently Asked Questions
This document is designed to be a reference for all applicants and potentially interested aspirants for a career within the European Food Safety Authority.

It provides answers to the most frequently asked questions received by the European Food Safety Authority on recruitment process and employment related issues.

We recommend that you read this document carefully and in case your answer cannot be found here, write to us at recruitment@efsa.europa.eu and we would be happy to deal with your query.

**Disclaimer:** The information provided herein is for general informational purposes only. It is not intended and should not be considered as legally binding. The European Food Safety Authority reserves the right to modify the information contained here at any time without prior notice.
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INTRODUCTION

Who is EFSA?

The European Food Safety Authority (EFSA) is the keystone of European Union (EU) risk assessment regarding food and feed safety. In close collaboration with national authorities and in open consultation with its stakeholders, EFSA provides independent scientific advice and clear communication on existing and emerging risks.

EFSA is an independent European agency funded by the EU budget that operates separately from the European Commission, European Parliament and EU Member States.

It was set up in January 2002, following a series of food crises in the late 1990s, as an independent source of scientific advice and communication on risks associated with the food chain.

The European Food Safety Authority is located in Via Carlo Magno 1A, 43126, Parma, Italy.

How many people work at EFSA?

EFSA currently employs around 450 staff members and works along side over 1500 external experts.

What is the working language of EFSA?

The working language in EFSA is English (ref. EFSA Executive Director’s Decision concerning the linguistic regime of EFSA).

Candidates applying for posts at EFSA must have an excellent command of oral and written English and a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties for the job profile - Staff Regulations and Conditions of Employment of Other Servants (SR and CEOS).
ACQUISITION OF BEST TALENT

To achieve its mission in ensuring food safety in Europe EFSA relies on its talent community and is constantly searching for a passionate and committed workforce.

Which are the possible employment opportunities?

EFSA launches recruitment procedures for Temporary Agents and Contract Agents through the announcement of vacant posts on EFSA website under Careers/Vacancies section. The vacancy notice of the selection procedure provides information on the job requirements and the conditions of employment.

EFSA may also recruit Officials and Contract Agents from the European Personnel Selection Office - EPSO's reserve lists.

The working and contractual conditions of EFSA staff are based on the SR and CEOS.

How can I apply for a position at EFSA?

Vacancy notices at EFSA are regularly published on:

- **EFSA’s website – under section ‘Careers/Vacancies’**
- **EPSO’s website – under section ‘Apply - Temporary Staff’**

Candidates are requested to submit their application by means of the EFSA online application tool found on EFSA’s website.

The online application tool is the only acceptable means of submitting job applications and allows candidates to enter their application and update it until the deadline. Applications sent via email or post are not accepted.

How long are the vacancies open for applications?

Generally vacancies are online for one month during which time candidates can submit their applications (SR, Annex III, Art. 1). Exceptionally, this period may be extended.

The exact deadline to apply for a job is indicated in each vacancy.

May I submit an unsolicited/spontaneous application?

EFSA does not consider unsolicited/spontaneous applications whether received by post, e-mail or fax. Only applications for published vacancies can be taken into
consideration. EFSA will publish all vacancies as and when they become available on
its website under [Careers/Vacancies] section. Unsolicited/spontaneous applications will not receive any response.

Are all applications and applicants for a position at EFSA treated in the same way?

EFSA applies a policy of equal opportunities and accepts applications without bias on
the grounds of gender, race, colour, ethnic or social origin, genetic features, religion
or belief, political or any other opinion, membership of a national minority, property,
birth, disability or sexual orientation.

What does a recruitment procedure consist of?

The selection procedure and the conditions of recruitment will be clearly set out in all
EFSA’s vacancy notices ([SR, Annex III, Art. 1]).

Each application will be screened for compliance with the vacancy notice (e.g.
concerning the required educational qualifications, years of work experience etc.).
Any application which does not meet the requirements specified in a vacancy notice
(i.e. incomplete applications or those which do not meet the detailed criteria listed
under the ‘eligibility criteria’) will be rejected.

Following evaluation of the eligible applications, on the basis of the specific
competences and skills required for the post, the best-qualified applicants will be
called for an interview and test. Further to the assessment phase, a reserve list may
be established.

The Executive Director takes the final decision to offer the job to a selected
candidate from the reserve list established by the selection board.

Before confirming employment at EFSA, candidates will have to undergo a pre-
employment medical visit in order to attest that they are physically fit to perform the
duties linked to the post.

How long does a recruitment procedure last?

As an average estimation only, a recruitment procedure for a given vacancy may
take around six months from the date on which a position is first advertised to the
final offer being made.
Can I apply for two vacancies at the same time?

Vacancies advertised by EFSA are independent from each other and if not indicated otherwise, candidates are welcome to apply to any of them should they satisfy the eligibility criteria.

I am a national of a country that is not a Member State of the EU. Am I eligible to apply for a vacancy advertised by EFSA?

In order to apply for a position at EFSA it is mandatory to be a citizen of a Member State of the EU, Iceland or Norway as stated in the vacancies. Applicants with nationalities other than those indicated in the vacancies will be considered as not eligible.

I have a degree from a country that is not a Member State of the EU. Am I eligible to apply for a vacancy advertised by EFSA?

Candidates that possess university diplomas and degrees awarded in a country that is not a Member State of the EU, Iceland or Norway should have the degree officially recognized in one of the Member States of the EU, Iceland or Norway in order to be eligible to apply for a position which requires such degree.

My degree/diploma will not be awarded until after the closing date for applications. May I apply?

To be eligible to apply for a vacancy, you must have gained the minimum entry qualifications by the closing date. Qualifications gained after that date cannot be taken into consideration.

I do not have the required number of years of professional experience at the closing date for the online applications however, I will have them soon after. May I apply?

You must meet all the eligibility requirements by the closing date for submission of applications. Professional experience acquired after this date cannot be taken into account and therefore the application will be considered as not eligible.
What language should I use in my application for a post at EFSA?

Applicants may use any of the official languages of the European Union when applying for a post advertised by EFSA. However, in order to speed up the selection process and to reduce the amount of translations needed, applicants are invited to use English, which is the working language of EFSA.

Can I change the information I inserted in my application after I submitted it?

Should you need to modify your application, you can click on http://www3.efsa.europa.eu/cfm/index.cfm within the deadline to apply for the vacancy. You will be asked to insert your application ID number and fill in the necessary fields.

Will I receive an acknowledgement that my application has been received?

When submitting an application you will receive an email notification that your application has been successfully received and you will be assigned an application ID number. This number should be quoted, together with the vacancy reference number, in any correspondence with EFSA regarding your application.

How can I check the status of my application?

EFSA publishes regularly the status of recruitment procedures on its website. No additional information can be given to candidates until the selection procedure has been concluded. Candidates are invited to regularly check the website for any updates on the status of procedures by clicking here.

Will I be notified if my application is unsuccessful?

Candidates that have been shortlisted for an interview will receive an invitation by email, whereas those candidates that are not selected for interviews will be notified via email of the outcome once the procedure has been concluded.
How is the personal information I enter in my application being processed?

The personal information EFSA requests from candidates will be processed in line with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data. For more information on this please click here.

When may I expect to receive an invitation for an interview?

The time taken to invite applicants for an interview depends on the number of applications received for a particular vacancy notice. Applicants short-listed for an interview will be informed once all applications have been evaluated. It may take around eight weeks from the closing date of the vacancy notice before the invitations for interviews can be sent out.

I am invited for an interview. How can I reach EFSA and where can I stay?

In order to facilitate your travel arrangements, please click here to get information about finding accommodation. For indications to Parma, please click here.

What shall I study for the written test and interview?

As a recommendation you should use the vacancy notice for your preparation.

The written tests are designed to assess some of the competencies indicated in the vacancy notice under the essential and advantageous criteria.

The interviews aim to give an opportunity to bring forward the range of competencies and skills for the position you have applied to. The interviews are being held in English. If your mother tongue is English, knowledge of your second EU language that you indicated in your application will be assessed during the interview.

How long will the test and interview last?

The written tests usually take between 45 minutes to 2 hours depending on the job specificity.

The interviews last on average 45 minutes depending on the vacancy notice applied for and the complexity of the questions.
Will my travel expenses be reimbursed if I am invited for an interview?

All candidates who attend an interview and have their place of residence/departure more than 200 km distance from Parma, are eligible to receive a contribution to their travel and subsistence expenses.

The contribution shall be processed according to the rules laid down by EFSA which can be consulted on EFSA’s website by clicking here.

I am on an EFSA reserve list. When shall I expect an offer of employment?

Inclusion on the reserve list does not guarantee a job offer. As long as the reserve list remains valid, EFSA may offer a position to a successful candidate who best matches the specific needs of EFSA. Candidates’ profiles will be considered with all due care each time a position for which they are qualified becomes available. You can check the status concerning the validity of existing reserve lists on EFSA’s website by clicking here.

Is it possible to lodge an appeal against the decision of the Selection Board?

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can:

- lodge a complaint under Article 90(2) of the SR at the following address:
  
  The Executive Director
  EFSA
  Selection procedure Ref.:
  Via Carlo Magno, 1/A
  I-43126 PARMA

  The complaint must be lodged within three months. The time limit for initiating this type of procedure (see SR as modified by Council Regulation No 723/2004 of 22 March – http://eur-lex.europa.eu/) starts running from the time the candidate is notified of the act adversely affecting him/her.

- submit a judicial appeal under Article 270 of the TFEU and Article 91 of the SR to the:
  
  European Union Civil Service Tribunal
  Boulevard Konrad Adenauer
  Luxembourg 2925
  LUXEMBOURG


- **make a complaint to the European Ombudsman:**
  
  European Ombudsman  
  1 avenue du Président Robert Schuman  
  CS 30403  
  67001 Strasbourg Cedex  
  FRANCE  

   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 [SR](http://eur-lex.europa.eu) for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 236 of the Treaty establishing the European Community. Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman’s duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.
What is a Temporary Agent?

Information concerning temporary staff within the meaning of Article 2 of the CEOS can be found on the website of the European Commission at:
http://ec.europa.eu/civil_service/job/temp/index_en.htm

Temporary Agent contracts are generally offered for five years with the possibility of renewal for another definite period. Any further renewal would be for an indefinite period.

Temporary Agent posts are classified according to the nature and importance of the duties in:

• Administrators' function group (AD): comprises twelve grades from AD 5 to AD 16 corresponding to technical, administrative, advisory, linguistic and scientific duties;
• Assistants' function group (AST): comprises eleven grades from AST 1 to AST 11 corresponding to administrative, technical and clerical duties.

What is a Contract Agent?

Information concerning contract agents as contract staff members under the provisions of title IV, Article 80 of the CEOS can be found on the website of the European Commission's Directorate General of Personnel and Administration at:
http://ec.europa.eu/civil_service/job/contract/index_en.htm

Contract Agent positions are classified in four function groups corresponding to the duties and responsibilities involved:

• Function group IV: comprises six grades corresponding to administrative, advisory, linguistic and equivalent technical tasks;
• Function group III: comprises five grades corresponding to administrative tasks, drafting, accountancy and other equivalent technical tasks;
• Function group II: comprises four grades corresponding to clerical and secretarial tasks, office management and other equivalent tasks;
• Function group I: comprises three grades corresponding to manual and administrative support service tasks.

Contract Agent contracts are generally offered for five years with the possibility of renewal for another definite period. Any further renewal would be for an indefinite period.
Where can I find more information related to grades and salary of EFSA staff?

For more information regarding grades and salary please click here.
Please also find below a recap table of basic salary for Temporary and Contract Agents:

**Basic salary table for Temporary Agents recruited at EFSA**

<table>
<thead>
<tr>
<th>1/07/10</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade</strong></td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>8.064,86</td>
</tr>
<tr>
<td>9</td>
<td>7.127,99</td>
</tr>
<tr>
<td>7</td>
<td>5.568,11</td>
</tr>
<tr>
<td>6</td>
<td>4.921,28</td>
</tr>
<tr>
<td>4</td>
<td>3.844,31</td>
</tr>
<tr>
<td>3</td>
<td>3.397,73</td>
</tr>
<tr>
<td>2</td>
<td>3.003,02</td>
</tr>
<tr>
<td>1</td>
<td>2.654,17</td>
</tr>
</tbody>
</table>

**Basic salary table for Contract agents recruited at EFSA**

<table>
<thead>
<tr>
<th>Group</th>
<th>1/07/10</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade</strong></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>5.154,85</td>
<td>5.262,04</td>
</tr>
<tr>
<td>13</td>
<td>3.145,45</td>
<td>3.210,86</td>
</tr>
<tr>
<td>9</td>
<td>2.780,03</td>
<td>2.837,84</td>
</tr>
</tbody>
</table>
What benefits does EFSA offer?

In addition to the basic salary, EFSA staff may receive various benefits depending on their personal circumstances.

The benefits package contains family allowances for spouse and dependent children, worldwide medical insurance cover for staff member and dependents, accident insurance for staff member, flexible working hours, parental and family leave, final-salary pension scheme, work-life balance policy and well-being initiatives, access to the European school for parents who wish their children to benefit from an education at European level near their working environment.

The final salary is calculated by adding the relevant allowances and by deducting social security contributions (health and accident insurance, pension rights, unemployment) and other taxes. Salaries and allowances paid by EFSA staff are exempt from any national taxation in all EU Member States, but are subject to a European tax (deducted at source) for the benefit of the European Communities.

The main benefits, deductions and contributions can be consulted in the SR and CEOS.
HEALTHY WORKING ENVIRONMENT

Wellbeing is a dynamic state in which the individual is able to develop their potential, work productively and creatively, build strong and positive relationships with others and contribute to their community.

How is EFSA taking care of employees’ wellbeing?

Staff wellbeing is an increasingly relevant and important consideration in a modern workplace. Wellbeing at its simplest level is about personal happiness – feeling good and leading a balanced and healthy lifestyle. This means not allowing work to undermine the basic purposes and needs in our lives and by extension those of our families and loved ones. In this respect wellbeing is a hugely significant aspect of our work and careers.

Wellbeing is a key area of engagement for EFSA. In particular, we promote and encourage a culture oriented to healthier lifestyles, boosting your overall mental and physical wellbeing. In this context, we bring together a comprehensive range of resources on health and wellbeing in the workplace, highlighting their relevance to our employees.

What about life-work balance at EFSA?

EFSA enables staff members to reconcile family and professional life by offering flexible work arrangements, part-time work and parental leave.

EFSA staff members are entitled to annual leave as well as EFSA holidays. On top of this entitlement, additional leave days are granted for age and distance from the place of origin. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, death of a close relative etc.

The Scuola per l’Europa located in Parma was set for all parents who wish their children to benefit from an education at European level near their working environment. The Scuola per L’Europa in Parma covers from nursery to baccalaureate.
ENHANCEMENT OF INDIVIDUAL KNOWLEDGE AND COMPETENCES

EFSA makes every effort to develop the competences of its staff in order to actively and significantly contribute to the achievement of EFSA’s goals as well as to enhance their career prospects.

Are there any training and development opportunities at EFSA?

To provide EFSA staff and experts with an exceptional learning offer and experience, a centre of knowledge for Risk Assessment through the EFSA Academy was created, where knowledge and experiences can be shared.

In order to develop employees’ professional skills and performance and to better contribute to EFSA’s mission, learning and development at EFSA includes the full development spectrum from formal to informal learning of both general and technical nature:

- Instructor-led face-to-face training through EFSA’s procured training providers;
- Web-based training;
- Group learning via communities of practice;
- Self-managed learning via e-learning, reading and further education;
- On the job learning such as demonstration and observation, coaching and mentoring;
- Role change, secondments, transfers, exchange with universities and attendance to conferences.

Is there a career and performance appraisal system at EFSA?

Temporary, Contract Agents and Seconded National Experts at EFSA are subject to an annual performance appraisal system called ‘Performance Dialogue’.

The Performance Dialogue is a key moment of the year where line managers and staff build new opportunities for professional growth together and set priorities of the year through an open and constructive dialogue. The Performance Dialogue is a moment of sound reflection and exchange between both actors.

In general terms, the purpose of the Performance Dialogue is to bring alignment and consistency between EFSA’s long, medium and short-term objectives and the motivations and aspirations of staff members – if staff members are continuously developing their skills and abilities, so is EFSA.

Linked to the performance appraisal dialogue is a merit-based promotion policy applied on an annual basis.
OTHER COLLABORATION OPPORTUNITIES

What is a Seconded National Expert (SNE)?

Seconded National Experts are seconded to EFSA while remaining in the service of their national employer. Secondment is not equivalent to employment at EFSA, nor does it lead to employment by the Authority. SNEs receive from the Authority a daily subsistence allowance per calendar day as well as a monthly travel allowance for the duration of their secondment. Candidates for an SNE post must be supported by their national authorities or governments. The duration of a secondment to EFSA is limited to a maximum of four years. The place of secondment is Parma.

For further information on this please click here. Any further enquiries on this subject should be sent to the e-mail address: SNE@efsa.europa.eu

What is a National Expert in Professional Training (NEPT)?

National experts in professional training are staff from the public administrations of EU Member States or, depending on the places available, of countries with which the Council has decided to open accession negotiations and which have concluded a specific agreement with EFSA on staff secondments, or from public intergovernmental organisations (‘IGOs’ such as the United Nations) or from EFTA Member States (Norway, Switzerland, Iceland and Liechtenstein).

The purpose of such in-service professional traineeship is:

• To give NEPT experience of the European working methods and European Food Safety Risk Assessment;
• To enable NEPT to develop experience and understanding of the day-to-day work of EFSA;
• To enhance and harmonise the knowledge of EFSA’s Risk Assessment in the Member states;
• To strengthen the scientific cooperation between EFSA and its partners.

The in-service professional traineeship shall last up to 5 months maximum and shall take place under the supervision of a ‘Tutor’. The NEPT shall be posted in one of the three scientific Directorates according to the areas indicated in the expression of interest form.

For further information on this please click here. Any further enquiries on this subject should be sent to the e-mail address: NEPTs@efsa.europa.eu
Are there any traineeship opportunities at EFSA?

A traineeship period spent at the European Food Safety Authority enables trainees to acquire practical experience by means of their work and to put into practice the knowledge they have learnt during their academic studies or professional careers in the areas of science, communication or administration.

EFSA has launched a traineeships call in order to create a database of eligible (eligibility criteria defined on the ‘Decision on the traineeship and short-term study visit schemes at EFSA’) candidates. The database will be used by the Authority in order to select the trainee applications which better suit EFSA’s needs. Traineeships shall start either on the 1st May or on the 1st October of each year.

Trainees receive a monthly grant of €1,071.19.

For further information on this please click here. Any further enquiries on this subject should be sent to the e-mail address: Traineeships@efsa.europa.eu

What is a Short-term Study Visitor?

A short-term study visit gives the opportunity to students (as part of a compulsory training or to complete a concrete project) and young university graduates to experience a EU working environment.

EFSA has launched a permanent study visits call in order to create a database of eligible (eligibility criteria defined on the ‘Decision on the traineeship and short-term study visit schemes at EFSA’) candidates. The database will be used by the Authority in order to select the study visitor applications which better suit EFSA’s needs.

The short-term study visit is an unpaid programme.

For further information on this please click here. Any further enquiries on this subject should be sent to the e-mail address: Study-visit@efsa.europa.eu

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The Staff Regulations for Officials and the Conditions of Employment of Other Servants of the European Union have been amended by a proposal of the European Commission and published as Regulation (EU, EURATOM) No. 1023/13 in the Official Journal J No. L 287, 29.10.2013.

The amended Staff Regulations will impact the conditions of employment and the careers of officials and other servants. Selected candidates may receive a job offer based on the new provisions of the Staff Regulations without prejudice to other consequences of a legal or financial nature.