

INTERIM PERSONNEL REQUEST FORM

TO BE COMPLETED BY THE REQUESTING UNIT:

When do you <u>need</u> the interim to start?	01/01/2022	Expected duration of assignment:	12 months		Line Manager in charge of the interim (time sheet approval, leave requests)		
Interim for maternity / long term leave:	NO	Personnel number of staff member to be replaced (only applicable for interim linked to maternity / long term leave:			Interim linked to Programme/Project:		YES
Title of Programme/Project (applicable only for interim linked to Programme/Project):	Selection and recruitment of Statutory Staff						
Requested Job profile:	ASSISTANT	Language:	ENGLISH	Level:	B2	Years of Experience:	1
Responsibilities:	<ul style="list-style-type: none"> - Support recruitment activities, including preparation of vacancies, organisation of tests and candidate relationship management - perform dissemination activities; - initiate offer to candidates and manage related documentation; - support the implementation of automated reporting in the electronic recruitment tool 						
Technical competencies:	<ul style="list-style-type: none"> - Excellent knowledge of English; - Good communications skills; - Good knowledge of HR principles in the area of selection and recruitment 						
Behavioural competencies:	<ul style="list-style-type: none"> - Working with others, cooperation as well as ability to work autonomously; - Learning agility; - Problem solving; - Communication. 						
Knowledge:	<ul style="list-style-type: none"> - EU Staff Regulations 						
Other:	<ul style="list-style-type: none"> - Experience in the use of electronic recruitment tools would be an asset 						
<p>A justification "Causale" is currently required by the Italian labour law for the deployment / extension of interim contracts in the following cases:</p> <ul style="list-style-type: none"> - the temporary contract with the same employee exceeds 12 months or - when re-engaging the same person after a first contractual period (even when this period was inferior to 12 months or when changing Unit/tasks). <p>The Italian labour law currently foresees two types of "causale":</p> <ul style="list-style-type: none"> • Macro area A: temporary and justified need, not connected to the ordinary activity, or substitution of absent EFSA staff (maternity, sick leave) • Macro area B: temporary, significant and not predictable increase of EFSA's ordinary activity 							
Justification "Causale" (select either macro area A or B and provide justification)	Macro area A:			Macro area B: The nr of Statutory staff to be recruited is foreseen to increase in view of the adoption of the new EFSA's Budgetary and Establishment Plan capacities.			
HUCAP contact person:	InterimServices@efsa.europa.eu			Resources check:			