



EU CAREERS

FREQUENTLY ASKED QUESTIONS



GOVERNMENT OF MALTA
MINISTRY FOR FOREIGN AND
EUROPEAN AFFAIRS AND TRADE

SEM

Servizzi Ewropej f' Malta



TABLE OF CONTENTS

Section 1: General Queries	1
1.1 What is meant by the term EU careers?	2
1.2 Why an EU Career?	2
1.3 I would like to work in the EU... where do I start?.....	2
1.4 Where do I find the vacancy notices?	2
1.5 Do EPSO and the EU Agencies Network publish the same information?	2
1.6 Are specific profiles required to work within the EU Institutions and Agencies?	3
1.7 Is there an age limit?	3
1.8 I am currently a student reading for an undergraduate degree. Are there any initiatives which I can participate in during my undergraduate years?	3
1.9 In which location would I be working?	4
1.10 Who will be my employer?	4
1.11 Are there any local websites to visit in order to have more information on the different type of contracts?.....	4
1.12 Are vacancy notices promoted in Malta?	5
1.13 When moving abroad where should I start?	5
1.14 What is Europe Direct?	5
1.15 What is Eurodesk?	6
Section 2: Type of Contracts	7
2.1 Does the EU offer only permanent jobs?	8
2.2 What is a Traineeship?	8
2.3 What is a Contract Agent?	9
2.4 What is a Temporary Agent?	10
2.5 I would like to seek a more permanent job, how do I become a Permanent Official?	10
2.6 I would like to apply for a Seconded National Expert position. However, I am not a public employee. May I still apply?	12
2.7 I would like to apply for a National Expert in Professional Training. However, I am not a Public Service/Sector employee. May I still apply?	13



2.8 I am informed that the European External Action Services offer other possibilities, what types of opportunities exist?	14
Section 3: Eligibility Requirements.....	15
3.1 What are the eligibility requirements for an open competition?.....	16
3.2 What are the language requirements to work in the EU?.....	16
Section 4: Entitlements and Taxes	18
4.1 If I apply for a Permanent Official, Temporary Agent or Contract Agent position am I entitled to other benefits besides the salary?	19
4.2 Will supplementary aid be given to cover travel costs?	19
4.3 If I work with an EU Institution, am I subject to the tax contribution in the country?.....	20
4.4 Can I find more information concerning medical provisions?	20
4.5 What are the A1 and the S1?	20
Section 5: Selection procedures and preparation	23
5.1 How do I apply?.....	24
5.2 Is it possible to request special assistance?.....	24
5.3 How do I find information regarding in-progress competitions, closed selection procedures and upcoming competitions?.....	24
5.4 How do I prepare myself for the EPSO competitions?	24
5.5 Do you have additional information concerning the structure of the competition including the stages and steps?.....	25
5.6 If I pass the competition or the CAST, am I automatically recruited?.....	25
Section 6: Contact details	27
6.1 Where do I find the contact details to request additional information, raise concerns or any other feedback?.....	28
6.2 Any additional information?.....	28

GLOSSARY OF TERMS

AD	Administrators
AST	Assistants
AST/SC	Secretaries/Clerks
CAST	Contract Agent Selection Tool
CBT	Computer Based Testing
CA	Contract Agent
EPSO	European Personnel Selection Office
EEAS	European External Action Services
EU	European Union
EUAN	EU Agencies Network
FG	Function Groups
JPD	Junior Professional in Delegation
IPS	Institute for the Public Service
L1	Language 1
L2	Language 2
MFET	Ministry for Foreign and European Affairs and Trade
NI	National Insurance
OPM	Office of the Prime Minister
PREU	Permanent Representations of the Member States to the European Union
SEM	Servizzi Ewropej f'Malta
SNE	Seconded National Experts
SR	Staff Regulations
TA	Temporary Agent



GOVERNMENT OF MALTA
MINISTRY FOR FOREIGN AND
EUROPEAN AFFAIRS AND TRADE



Section 1: General Queries

The following Frequently Asked Questions provide information on general queries, different types of contracts, the selection process and reserve lists amongst others. Links are being provided to facilitate access to further information.



1.1 What is meant by the term EU careers?

EU Career opportunities are offered by the EU Institutions and Agencies. Various EU Career opportunities are offered depending on the type of contract, specialisation, and qualifications.

1.2 Why an EU Career?

An EU Career offers the opportunity to work in an interesting, challenging, and international working environment. It also grants individuals the opportunity to make a difference for Europe and contribute to Europe's future. Job mobility is also possible, thereby individuals will have the opportunity of internal mobility and mobility between an EU Institution to an Agency and vice versa. For more information visit the EPSO [website](#).

1.3 I would like to work in the EU... where do I start?

The EU offers various career prospects within its Institutions and Agencies. Interested and prospective candidates are recommended to familiarise themselves with the EU structure before applying for EU jobs. The following are some useful links:

- [Institutions and bodies](#)
- [EU Agencies network](#)

1.4 Where do I find the vacancy notices?

Vacancy notices are published on the Official Journal of the EU, EPSO website, EU Agencies network and respective websites of EU Institutions and Agencies. Thereby, it is advised to visit these websites frequently to apply for job positions, depending on the individual's qualifications and skills. Interested individuals may wish to access the EPSO section '[Job Opportunities](#)'. One may also access the 'Upcoming competitions' section to find out more about upcoming opportunities. For EU Agencies, 'Job Vacancies' may be accessed [here](#).

1.5 Do EPSO and the EU Agencies Network publish the same information?



EPSO and the EU Agencies Network are two separate platforms. The EU Agencies Network is a network composed of different Agencies. EU Agencies public vacancies on their website and the EU Agencies Network and also at times inform EPSO to promote on their website and social media channels. Agencies also regularly promote vacancies on their social media pages. Thereby, it is recommended to access both websites regularly and also social media channels to have up-to-date information.

1.6 Are specific profiles required to work within the EU Institutions and Agencies?

The EU Institutions and Agencies require different career profiles. Common profiles required: Audit, Communications, Economics, Statistics, European Public Administration, External Relations, Finance, Information Technology, Languages and Law. Other technical and specific profiles may also be required to work within EU Institutions or EU Agencies, such as in the fields of science, engineering, maritime, fisheries, transport, energy, climate change, and human resources, among others.

1.7 Is there an age limit?

No, there is no age limit. The Staff Regulations lay down the rules and conditions for Permanent Officials, Temporary Agents and Contract Agents. Other categories of staff are governed by specific Decisions, which are also included in the vacancy notice. For more information, the Staff Regulations may be accessed via this [link](#) (which is updated on a yearly basis to reflect updates in remuneration, pensions and correction coefficient).

1.8 I am currently a student reading for an undergraduate degree. Are there any initiatives which I can participate in during my undergraduate years?

Yes, there are. During the undergraduate years, students may apply to become an EU Careers Student Ambassador. Further information may be accessed via this [link](#). These opportunities are specifically designed for undergraduates to learn more on the EU and EU Career opportunities, meet other fellow students from across Europe, and more importantly, to grow both personally and professionally. Students interested in such opportunities are encouraged to access the EU Careers



section and watch the uploaded online footage regarding the EU Careers Student Ambassadors by clicking [here](#).

Other initiatives available for youths may be accessed through the [Eurodesk portal](#). For type of contracts and education level, one may wish to consult 'Section 2: Type of contracts' in this document.

1.9 In which location would I be working?

The EU Institutions are based in Brussels, Luxembourg and Strasbourg. Executive Agencies are based in Brussels, while Decentralised Agencies and Joint Undertakings are spread across the EU Member States. All vacancy notices, clearly indicate the location and country designated for that particular call. If an individual is interested to work in a particular Member State, the search facilities of the EPSO and EU Agencies Network websites allows one to filter the vacancies by Location.

The websites can be accessed via the following links:

- [EPSO](#)
- [EU Agencies and Networks](#)

1.10 Who will be my employer?

The employer will be the EU Institution or Agency that an individual is working with.

1.11 Are there any local websites to visit in order to have more information on the different type of contracts?

The [EPSO](#) website and [EU Agencies Network](#) provide the necessary information. However, Servizzi Ewropej f'Malta (SEM) previously organised webinars on EU Careers and the different types of contracts. Interested individuals may follow these webinars through the links provided below:

- Session one - [An Introduction to EU Careers](#)
- Session two - [Contract Agents & Temporary Staff Positions in the EU](#)
- Session three - [Permanent Staff Positions in the EU](#)



They may also wish to access the website of the Permanent Representation of Malta to the EU under the section Careers and click '[EU Careers](#)'.

1.12 Are vacancy notices promoted in Malta?

Vacancy notices circulated by the EU Institutions and Agencies are uploaded on the [DOI website](#), SEM social media ([Facebook](#) & [LinkedIn](#)) and EU Careers - Malta social media ([Facebook](#) & [LinkedIn](#)). However, some vacancy notices may not be brought to the attention of EU Member States, and the EU Institutions and Agencies may prefer to promote notices on their respective websites or social media channels.

1.13 When moving abroad where should I start?

The starting point should be the European Employment Service (EURES). The EURES network was set up to aid mobility in EU/EEA/Switzerland not only by providing job placement and matching services but also valuable living and working information. The [EURES portal](#) contains information compiled by Member States at least once a year that details several topics related to moving from one country to another. Interested individuals should contact EURES advisers in their country as they can assist with the administrative processes required before one leaves. The EURES advisers in the country that one will be moving to can then assist with what is needed once the individual gets there. [EURES Malta](#) can be contacted via email on eures.jobsplus@gov.mt.

1.14 What is Europe Direct?

The [Europe Direct](#) is a network of information offices that the European Commission uses to engage with citizens on EU-related topics at local and regional level. EU citizens may request information on the EU including information on EU Careers, via phone or email. Staff of Europe Direct Contact Centres include native speakers of all the EU's 24 official languages.

There are three Europe Direct Centres which are designated to offer their services in Malta and Gozo:

- [Europe Direct Valletta](#) may be contacted on +356 27797320 or edvalletta.sem@gov.mt



- [Europe Direct CORE](#) may be contacted on +356 99680214 or ed@core.org.mt
- [Europe Direct Gozo](#) may be contacted on +356 21563389 or info@europedirectgozo.org

One may also contact the Europe Direct Contact Centre by calling from anywhere in the EU, for free at 00 800 6789 1011 or through a contact form found [here](#).

1.15 What is Eurodesk?

Eurodesk is a network which provides information and opportunities to youths on learning, volunteering, internships, participating and grants, between the age of 18 and 30. Each EU Member State has a national contact point. The Maltese national contact point is [Aġenzija Żgħażaġħ](#) that may be contacted via the Eurodesk Malta website [here](#).

Youths who are interested in learning about different opportunities in the EU and across Europe may visit the Eurodesk website [here](#).



GOVERNMENT OF MALTA
MINISTRY FOR FOREIGN AND
EUROPEAN AFFAIRS AND TRADE



Section 2: Type of Contracts



2.1 Does the EU offer only permanent jobs?

No, the EU offers various career opportunities and types of contracts.

- **External** calls include: Traineeships, Contract Agents, Temporary Agents and Permanent Officials. The only exception concerns Temporary Agents wherein calls may be issued as internal and external and diplomats may apply for EEAS posts.
- **Internal** calls include: Seconded National Experts and National Experts in Professional Training. Only officers serving within the Public Administration of Malta, who are considered as public employees may apply. Access to the Public Administration Act can be found [here](#). Public Service employees should consider the Public Service Management Code and the respective manuals, which can be found [here](#), before applying and consulting with their respective Ministries .

2.2 What is a Traineeship?

The EU Institutions and Agencies offer possibilities for traineeships, especially for young people, with the aim of increasing their professional skills, develop their personal qualities, and enhance their EU knowledge through the EU traineeships programmes. Traineeships are quite popular with recent graduates. All EU institutions and the majority of EU agencies have their respective traineeship programmes that typically last for a period of five months. The majority of traineeships are paid, usually around €1,200 a month.

Requirements: Trainees are typically required to have completed their first university degree, and thus would receive tasks similar to those of the lower AD grade officials. More information can be obtained by clicking [here](#).

All traineeship programmes have different application and selection procedures. For specific guidance, kindly contact SEM.



2.3 What is a Contract Agent?

Contract Agents are recruited to perform manual duties, administrative or support-service tasks, or to provide additional capacity in specialised fields, where there are not enough officials with the required skills available. Contract Agent positions are available for a wide range of jobs, requiring different levels and types of qualifications. There are four functional groups:

- i. **Function Group I (FGI):** Manual and administrative support-service tasks.
- ii. **Function Group II (FGII):** Clerical or secretarial tasks, office management and other equivalent tasks.
- iii. **Function Group III (FGIII):** Executive tasks, drafting, accountancy and other equivalent technical tasks.
- iv. **Function Group IV (FGIV):** Administrative, advisory, linguistic and equivalent technical tasks.

The requirements may defer, however, usually a degree is required for FGIII and FGIV. Professional experience in the field may also be required in terms of eligibility. The basic salary range pegged to each function group can be accessed [here](#).

Contract Agents are recruited in two ways:

1. CAST Permanent

Contract Agents may be selected via the [CAST Permanent Tool](#) selection process (wherein there is no deadline), which is different from competitions. The main difference is that only a limited number of pre-selected candidates are tested. The submission of an application does not mean that a candidate will automatically be invited to sit for the Computer Based Tests.

Only candidates shortlisted by the recruiters will be invited to sit for the selection tests when a vacancy arises. Furthermore, only those who successfully pass the tests may be invited to an interview and eventually be recruited.



2. Ad Hoc Vacancies

The EU institutions, bodies and agencies may also recruit contract staff to fill specific positions whenever the need arises. In this case, experts may be required to cover a variety of roles, from financial assistant to cyber security engineer. Unlike the CAST Permanent process, each vacancy has an application deadline and contains information about the application, recruitment procedure and all other details. EU institutions, bodies and agencies publish *ad hoc* contract staff vacancies and set their own application and recruitment procedures. Open contract staff vacancies can be found on EPSO's website under '[Job Opportunities](#)'.

More information on the respective selection procedures for Contract Agents can be found [here](#).

For more information, one may follow a recording of the [webinar](#) prepared by SEM on Contract Agents & Temporary Agents.

2.4 What is a Temporary Agent?

Temporary Agents may be employed to perform a wide variety of highly specialised or temporary tasks. A degree is required to apply for Temporary Agent posts. A candidate may apply for a Temporary Agent position through the [EU CV Online Database](#) managed by the Commission's Human Resources and Security (DG HR). Selection competitions for Temporary Agents generally fall within the remit of the respective EU Institution or Agency.

Additional information on the application process can be obtained [here](#). For more information, one may follow a recording of the [webinar](#) prepared by SEM on Contract Agents & Temporary Agents.

2.5 I would like to seek a more permanent job, how do I become a Permanent Official?

Permanent contracts are awarded to candidates, after a rigorous open competition procedure that enables an official to become a member of the EU civil service.



Within the EU civil service there are three types of Permanent contracts that can be awarded:

- a) **Administrators (AD 5-16)** - drafting policies, implementing EU law, analysis or advisory work. The policy sectors covered include administration, law, finance, economics, communications and science. Translators and interpreters are also recruited as administrators. As a minimum, a degree is required. However, for Specialist profiles, professional experience in the field may be required.

Positions are divided into:

AD5	Entry level grade for university graduates.
AD6 or AD7	More specialised roles, whereby the applicant needs to demonstrate several years' relevant experience.
AD8	Competitions are organised, however these are not held frequently.
AD9 to AD12	Middle management level (selection/recruitment in these grades requires previous management experience).
AD13 to AD16	Usually senior management positions.

- b) **Assistants (AST 1-11)** - executive or technical role in administration, finance, communications, research, or policy development and implementation. As a minimum, an AST 1 candidate must have completed secondary education and have previous relevant experience or have a relevant vocational qualification.
- c) **Secretaries/Clerks (AST/SC 1 to 6)** - office management or providing administrative support at the EU institutions. AST/SC 1, being the entry grade for new staff, in possession of a post-secondary certificate of at least one year attested by a diploma directly related to the nature of the duties, or secondary education attested by a diploma giving access to post-secondary



education followed by at least three years professional experience directly related to the nature of the duties, or professional training of at least one year, followed by a minimum of three years of professional experience. Both the training and experience must be directly related to the nature of the duties.

The basic salary range pegged to each contract type can be accessed [here](#).

Additional information on the selection procedure for Permanent Officials can be found on the EPSO [website](#).

For more information, one may follow a recording of the [webinar](#) delivered by EPSO and SEM on Permanent Officials.

2.6 I would like to apply for a Seconded National Expert position. However, I am not a public employee. May I still apply?

Seconded National Experts (SNEs) are public employees who hold a definite or indefinite contract with the Public Service/Sector and are seconded on a definite period with the EU Institutions/EU Agencies. Periodically, the EU Institutions and Agencies request the support of Member States to consider nominating experts from within the public administration in specific fields, areas, or missions abroad, depending on the exigencies of the service of the Union. The provisions set out in the Manual on Resourcing Policies and Procedures, 'Secondment of National Experts to Institutions of the European Union' (Section 4.9) are to be adhered to as well as respected, and are subject to change. Therefore, prospective applicants are to carefully read the necessary provisions.

To be eligible to apply for an SNE position within the EU, interested public employees, working within the Public Service or Public Sector need to be confirmed in their current post or position; must have performed duties, in the same department/unit/entity, during the previous 12 months and must have at least three years of professional experience in the field at salary scale 10 level of responsibility in the Public Service or comparable in the public entity. As a minimum, a degree is required. In addition, applicants are to consult the HR Department within their respective Ministry and request the support of their respective Ministry through the Permanent Secretary. Ministries are reminded that cost-free SNE positions imply that the total cost needs to be financed by the respective Ministry, i.e., basic salary



and allowances (daily and monthly allowances), whilst in the case of co-financed SNE positions, Ministries finance the salary, whilst the Institutions and Agencies finance the respective allowances. Other conditions emanating from sectoral agreements and/or contractual obligations in relation to the public officer, should be discussed directly with P&SD.

The Ministry responsible for European Affairs will only accept applications which have been endorsed by the Permanent Secretary of the respective Line Ministry.

2.7 I would like to apply for a National Expert in Professional Training. However, I am not a Public Service/Sector employee. May I still apply?

No, you must be a Public Service or Public Sector employee to participate in the National Expert in Professional Training (NEPT). NEPT is an exchange programme between the Commission and Member States, governed by the [2008 Decision](#). NEPT is offered for a maximum of five months, and renewal is not permitted.

The purposes of the professional training are:

- to give NEPTs experience of the Commission's working methods and policies;
- to enable staff to gain practical experience and understanding of the day-to-day work of the Commission departments, with the possibility to work in a multicultural and multilingual environment; and
- to enable staff of national administrations to put into practice the knowledge they have acquired in their studies, particularly in their respective areas of responsibility.

The number of places available in the Commission's services for this exercise allows for the integration of a maximum of three trainees from national administration (the quota for Malta is three candidates per year). The selected officer should not be below the grade of Principal or analogous grade and have a degree as a minimum. Nominations of candidates who have already benefitted from any kind of contract, employment or traineeship with a European institution are not accepted. It is important to note that the Ministries or Departments of the selected officers are to



bear the cost of this placement as well as the officers' salaries for the period in question. The Institute for the Public Services (IPS) provides prospective candidates with the application form, once nominations have been received through the relevant Permanent Secretaries. Selection is carried out on a first come first served basis. More information: a letter circular is issued by the IPS twice a year. If interested in this initiative, Public officers are encouraged to inform their respective Ministry. Usually circulars are issued between February/March and September/October.

Further information may be obtained from the IPS, on 2200 1900, or by email on ips@gov.mt. For additional information on the IPS click [here](#).

2.8 I am informed that the European External Action Services offer other possibilities, what types of opportunities exist?

The European External Action Service ([EEAS](#)) offers various possibilities to junior professionals such as the Junior Professionals in Delegation ([JPD](#)), which is open every two years. The programme is offered to junior professionals with less than four years professional experience, and a master's degree as a minimum. This call is published on social media channels, the DOI website, and the Government Gazette.

Other programmes are offered to diplomats. Should these programmes be available, the Ministry for Foreign and European Affairs and Trade shall inform staff accordingly.



GOVERNMENT OF MALTA
MINISTRY FOR FOREIGN AND
EUROPEAN AFFAIRS AND TRADE



Section 3: Eligibility Requirements



3.1 What are the eligibility requirements for an open competition?

To be eligible to apply for an open competition or a selection procedure one must:

- be a citizen of an EU country.
- be entitled to full rights as an EU citizen.
- have fulfilled any obligations imposed by the laws concerning military service in one's country.
- have thorough knowledge of one of the official EU languages (Level C1) and satisfactory knowledge of a second (Level B2) official EU language.
- (for language competitions), one must have a perfect knowledge of one official EU language (Level C2) and a thorough knowledge of a second and third (Level C1) official EU language.

More information on eligibility requirements can be found [here](#).

3.2 What are the language requirements to work in the EU?

Usually, two EU Official languages are required. For open competitions, Language 1 (L1) and Language 2 (L2) are required.

- a) L1 must be one of the 24 official languages and is the main language. It can be either one's mother tongue or another language with a thorough knowledge (level C1) as defined in the [European Language Levels - Self-Assessment Grid](#). For some competitions/selections, one needs to have a perfect command (level C2) of this language.
- b) L2 needs to be different than Language 1 (L1). Candidates need at least a satisfactory knowledge (level B2) of their chosen language. For some competitions/selections for linguists, candidates will need to have a thorough knowledge (level C1) of it.

Kindly note that each vacancy notice may differ in terms of language requirements, since it depends on the exigencies of the EU Institutions (in the majority of cases



English and/or French are required). It is recommended to read carefully the vacancy notice and access EPSO's LinkedIn profile to watch the online webinars being presented for competitions.



GOVERNMENT OF MALTA
MINISTRY FOR FOREIGN AND
EUROPEAN AFFAIRS AND TRADE



Servizi Ewropej f' Malta

Section 4: Entitlements and Taxes



4.1 If I apply for a Permanent Official, Temporary Agent or Contract Agent position am I entitled to other benefits besides the salary?

Yes. The following are some of the benefits, in line with the Staff regulations, Chapter Five, '[Remuneration and Expenses](#)', Article 21:

- Basic salaries, including annual adjustments in line with inflation and purchasing power in the EU countries;
- An expatriation allowance of 16% of the basic salary is granted to officials who left their home country; and
- Family-related allowances are available to Permanent officials according to their family situation, including a household allowance, a dependant child allowance, an educational allowance and a pre-school allowance.

Other benefits for learning, development and well-being include:

- Training, such as language courses; and
- Fit @ Work initiative.

Information can be found on the EPSO [website](#). Other information can be requested by the HR department of the Institution or Agency as soon as one starts their employment.

4.2 Will supplementary aid be given to cover travel costs?

When candidates are invited to sit for Computer Based Testing or other tests, usually test centres are offered in the EU Member State. Thereby, EPSO does not finance travel expenses. More information including information on the assessment centre reimbursement contribution can be found [here](#).



4.3 If I work with an EU Institution, am I subject to the tax contribution in the country?

European civil servants' salary is not subject to national income tax. Instead, salaries are directly subject to a Community Tax, which is paid directly back into the EU's budget. This tax is levied progressively at a rate of between 8% and 45% of the taxable portion of one's salary. An additional 'solidarity levy' is in place from 2014 to 2023. This applies to all type of External calls. Additional information may be requested by the HR of the Institution or Agency which the candidate will be working for. For calls such as SNE and NEPT, successful candidates are obliged to pay their taxes and NI in Malta. A declaration is signed before the actual posting.

4.4 Can I find more information concerning medical provisions?

- a) Permanent Officials, Temporary Agents and Contract Agents are covered by the Joint Sickness Insurance Scheme (JSIS). Additional information including the help desk online can be found [here](#).
- b) Traineeships may also benefit from this scheme; however, it is suggested to request information during the welcome session organised for traineeships as each Institution and Agency has its own implementing rules and decisions.
- c) SNEs and NEPT fall outside the scope of Staff Regulations, thereby, cannot be covered by the JSIS system. Thereby, the A1 and the S1 need to be transferred to be eligible for medical services.

4.5 What are the A1 and the S1?

- a) The A1 form entitles Maltese SNE'S to remain insured in Malta under Articles 11-16 of [EU Regulation on the coordination of social security systems](#) (Form A1). The A1 Form certifies which social security legislation applies to the holder of the form. This form is to be considered as a certificate which attests that the applicant is exempt from paying National Insurance in the hosting country. A person is only subject to the legislation of one country at any one time. The A1 remains valid until the date of expiry as indicated on the form or until it is withdrawn by the issuing Institution.



- b) Maltese SNE's may apply for the S1 form as soon as the A1 form is issued. The S1 confirms that whilst living abroad, the SNE and their dependants, are still covered by the Maltese healthcare.

The underlying principle is that an expat from an EU Member State is treated in the same way as any other resident in Belgium. The following is a step-by-step guide on the procedure to apply for the A1 and S1 form, respectively:

- **Step 1:** A person may apply for the A1 form with the Maltese Department of Social Security Directorate: by accessing the online application available [here](#).
- **Step 2:** The A1 form is presented to the Entitlement Unit within the Ministry for Health - entitlement.health@gov.mt - at St Luke's Hospital in order to apply for the S1 form. An S1 form needs to be requested for every accompanying dependant or spouse. The S1 form is to be renewed each year.

A certificate which covers the duration of the activity is issued and forwarded to the individual electronically. A copy of the said certificate is presented to the respective HR Department to attest exemption of any additional NI payment in the country of posting.

- **Step 3:** Depending on the country of posting, the S1 form needs to be registered accordingly. It is advised to consult the conditions stipulated by the country of posting. In the case of Belgium, the S1 form must be registered by a *mutualité* (Partena is the most common among expats in Brussels) for the purpose of registering for health insurance. Refunds are based on established percentages and according to pre-established rates. Dependants are also covered by a *mutualité*. For SNEs posted in other EU MS, it is advised to consult the legislation of that country.
- **Step 4:** The EU country of posting and Maltese health authorities would then settle bills accordingly.

The Department of Social Security advises that Maltese serving abroad are to consult their team through the following address: iru.dss@gov.mt or +356 2590 3420, in view that each situation may be different. In this manner, a case-by-case



approach is applied since the outcome depends on the duration, location, and the job.

For other conditions in relation to SNEs, interested individuals are to kindly consult the HR Department within their respective Ministry.



GOVERNMENT OF MALTA
MINISTRY FOR FOREIGN AND
EUROPEAN AFFAIRS AND TRADE



Servizzi Ewropej f' Malta

Section 5: Selection procedures and preparation



5.1 How do I apply?

In order to apply for vacancy notices promoted on the EPSO website, namely for Permanent Officials, Contract Agents and Temporary Agents, one needs to create an [EPSO account](#). The EPSO website now includes a simple [subscription feature](#) allowing users to subscribe to notifications whenever new competitions are published on the EPSO website.

For jobs promoted on the [EU Agencies Network](#), one needs to access the vacancy notice and follow the necessary steps included in the vacancy notice.

5.2 Is it possible to request special assistance?

The EU Institutions and Agencies thrive to offer equal opportunities for all, irrespective of age, gender, disability, ethnicity etc. Thereby, special assistance is possible and medical and disability issues should not be considered as obstacles. Special assistance is offered both during [selection procedures](#) and also when a candidate has been selected and [requires accommodation](#).

5.3 How do I find information regarding in-progress competitions, closed selection procedures and upcoming competitions?

This information can be found under the '[Job Opportunities](#)' tab on the EPSO website. Here one can find information on current opportunities, in-progress competitions, closed selection procedures, upcoming opportunities, and traineeships.

5.4 How do I prepare myself for the EPSO competitions?

In order to prepare for EPSO competitions, it is suggested to visit the [EPSO Tests](#) page that includes guidance on the types of tests associated with the different staff categories and grades. On this page one can find a number of sample tests in the different EU Languages that allow candidates to prepare themselves for the competition.

In addition, candidates may also look into private companies that offer training programmes to help them prepare for the EPSO test. It is significant to note that these services are usually offered against payment.



5.5 Do you have additional information concerning the structure of the competition including the stages and steps?

Recently, EPSO introduced a new open competition model that is aimed at making the procedure faster leaner and more accessible. As part of the change, EPSO has decided to remove the oral tests and instead put greater emphasis on candidates' equalisation and on a set of written tests.

Furthermore, all tests will now be done fully remotely and will be conducted in one testing session.

The following is an overview of the new open competition model and the different steps included in the section procedure, each with a variety of tests and other methods assessing core competencies and professional skills:

- Computer-based verbal, numerical and abstract reasoning tests.
- Multiple-Choice Questionnaire tests in the field for specialists' competitions or an EU Knowledge test for generalist competitions.
- A written test (usually a case study) to assess candidates' drafting skills, that will replace the 'Assessment Centre' and its related oral tests.
- Digital Skills tests may also be introduced for some competitions for specific profiles, in line with the EU institutions' needs.

More information on the new competition model can be found on EPSO's [website](#).

It is significant to note that the selection procedure is designed to establish a reserve list of [successful candidates](#).

5.6 If I pass the competition or the CAST, am I automatically recruited?

No. Successful candidates are placed in a 'reserve list' which is a database which contains information on the profile, competences and availability of all the



successful candidates in a particular selection procedure. Reserve lists are valid for one year or three years for Specialists profiles. Candidates on the reserve list, may wish to contact the Permanent Representation of Malta on maltarep@gov.mt. Additional information on reserve lists and what to expect should one be successful candidate, can be found [here](#).



GOVERNMENT OF MALTA
MINISTRY FOR FOREIGN AND
EUROPEAN AFFAIRS AND TRADE



Servizi Ewropej f' Malta

Section 6: Contact details



6.1 Where do I find the contact details to request additional information, raise concerns or any other feedback?

One may wish to access the EPSO [website](#), where they may ask questions for instance regarding vacancy notices, complaints, contact their Member State or use the postal address. In Malta, one may contact [Servizzi Ewropej f' Malta](#) on +356 2779 7300 or info.sem@gov.mt for all the latest information on EU careers.

6.2 Any additional information?

For other information in relation to selection procedure, EPSO account and application, selection and tests, Permanent Officials, Contract Agents and other contracts, successful candidates and recruitment, EPSO opportunities and more, one may visit EPSO's dedicated '[Help](#)' section. For more information regarding EU careers, one may also contact SEM on info.sem@gov.mt.