



EUROPEAN  
COURT  
OF AUDITORS

## Call for expressions of interest

### Medical controller (Special adviser contract)

#### WHO WE ARE

The European Court of Auditors (ECA) is the European Union's external auditor. Established in 1975, the ECA is one of the EU's seven institutions.

We are based in Luxembourg, and employ around 1 000 staff of all EU nationalities.

The ECA's Medical Service is responsible for preventive medicine and for meeting work-related medical needs. It provides staff with medical and psychosocial support through a wide range of activities: annual medical check-ups, organising vaccination campaigns, and raising awareness about health and wellbeing. The Service has one medical officer, one nurse and two administrative assistants. An ophthalmologist and a physiotherapist are also available for checks and visits upon request.

#### WHAT WE ARE OFFERING

The Court has decided to initiate a procedure with a view to drawing up a list of medical practitioners who will be in charge of medical controls of staff on sick leave, and for carrying out administrative follow-up. The work will be done either on site in the ECA's Medical Service, or at staff members' homes.

The medical practitioners who are selected will be hired as special advisers for a renewable period of one year, in accordance with Article 5 of the Conditions of Employment of Other Servants (CEOS)<sup>1</sup>.

The remuneration for each check carried out is 275 euros. This amount will be updated as Luxembourg's price index changes. A flat-rate contribution of 25 euros<sup>2</sup> will also be paid to cover travel expenses.

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<sup>1</sup> [Regulation No 31 \(EEC\), 11 \(EAEC\), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community.](#)

<sup>2</sup> Subject to an increase based on distance.

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## WHAT WE ARE LOOKING FOR

### i. ELIGIBILITY CRITERIA

On the deadline for applications, candidates must satisfy the following requirements.

#### 1. Legal requirements

In accordance with Article 12(2) of the CEOS, candidates must:

- be a national of one of the EU's member states;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed on them by the recruitment laws concerning military service; and
- meet the character requirements for the duties involved.

#### 2. Qualifications

Candidates must have:

- completed a course of study leading to a medical degree (in general medicine, internal medicine, or another speciality) delivered in an EU member state;
- been licensed to practise medicine by a competent authority of an EU member state.

#### 3. Professional experience

Candidates must have at least five years of experience as a medical practitioner.

#### 4. Knowledge of languages

As English and French are the ECA's official working languages, a good knowledge of both languages (a minimum level of B2 in understanding, speaking and writing) is required.

Knowledge of additional EU languages is an asset.

To assess your foreign language skills, see:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

### ii. SELECTION CRITERIA

Candidates will be assessed against the following criteria:

- overall experience as a medical practitioner;
- experience in a multicultural environment;
- language skills;
- communication skills.

## SELECTION PROCEDURE

The selection committee will pre-select a maximum of 10 candidates from among the eligible applicants<sup>3</sup>, based on the information they have provided. The shortlisted candidates will be invited for an interview.

The interview will assess the candidates' suitability for the position (see ii. Selection criteria).

At the end of this procedure, the selection committee will draw up a reserve list of (a maximum of) three candidates who best meet the requirements of this call for expressions of interest.

The authority empowered to conclude contracts of employment (AECCE) will offer a contract to all the candidates on the reserve list.

The list will remain valid until 31 December 2026, and may be renewed.

## APPLICATIONS

**The deadline for applications is 12:00 (midday) Luxembourg time on 31 March 2025.**

Applications must be drafted in **English or French**, and sent to the following address: [ECA-Selection@eca.europa.eu](mailto:ECA-Selection@eca.europa.eu).

Applications must include the following documents:

- a cover letter;
- an up-to-date CV, preferably in the "Europass" format (see: <http://europass.cedefop.europa.eu/>);
- proof of inclusion in the medical register (including a reference number) of the EU member state where the candidate is currently practising;
- a recent copy (no more than six months old) of the candidate's criminal record;
- a certified "true" copy<sup>4</sup> of the candidate's medical degree.

**Any applications received after the deadline or which fail to adhere strictly to these instructions will be rejected.**

The selection committee will evaluate applications based solely on the information provided in these documents. It may ask candidates to provide evidence in support of the statements they have made in their applications. If candidates fail to provide such evidence, their applications will be rejected.

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<sup>3</sup> Provided that there are sufficient candidates.

<sup>4</sup> The diploma may be certified by any competent public or private legal person (e.g. a notary, lawyer, public authority, university, or hospital).

## RECRUITMENT POLICY

In line with its diversity and inclusion policy and Article 1d of the Staff Regulations, the ECA embraces diversity and promotes equal opportunities. We accept applications without discrimination on any grounds, and we take steps to ensure that recruitment is evenly balanced between women and men, as required by Article 23 of the Charter of Fundamental Rights of the European Union. We also take measures to reconcile working life with family life.

If you require any special arrangements for a specific disability in order to take part in this selection procedure, please send an email in good time to [ECA-Selection@eca.europa.eu](mailto:ECA-Selection@eca.europa.eu).

## DATA PROTECTION

The ECA is committed to ensuring that applicants' personal data are processed in compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

For more information, see our specific privacy statement on recruitment at the following address:

[https://www.eca.europa.eu/Lists/ECADocuments/Specific\\_Privacy\\_Statement\\_vacancies/Specific\\_Privacy\\_Statement\\_vacancies\\_EN.PDF](https://www.eca.europa.eu/Lists/ECADocuments/Specific_Privacy_Statement_vacancies/Specific_Privacy_Statement_vacancies_EN.PDF)

The reserve list containing the names of successful candidates will be published on the ECA website. The list will remain on our website until it is no longer valid. Prior to publication, candidates will be given an opportunity to have their names removed from the published list by sending an email to [ECA-Selection@eca.europa.eu](mailto:ECA-Selection@eca.europa.eu).

## REQUESTS FOR RECONSIDERATION — COMPLAINTS AND APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage in the selection procedure, you believe that a decision adversely affects you, the following options are available:

### Request for the selection committee to reconsider its decision

You may submit a reasoned written request for the committee's decision to be reconsidered. Such a request must be submitted to [ECA-Recours@eca.europa.eu](mailto:ECA-Recours@eca.europa.eu) within 10 calendar days of notification of the decision. Where the last day of this period is a public holiday, Saturday or Sunday, the period will end with the expiry of the last hour of the following working day.

## Complaints

Under Article 90(2) of the Staff Regulations, you may submit a written complaint against the ECA's decision to reject your application within three months of being notified thereof, to the following address:

The Secretary-General  
European Court of Auditors  
12, rue Alcide De Gasperi  
L-1615 Luxembourg  
LUXEMBOURG

## Judicial appeals

Under Article 91 of the Staff Regulations, you may appeal against a decision to reject your complaint, insofar as it adversely affects you, to the Court of Justice of the European Union. The action must be brought by a lawyer within three months of notification of the decision to reject the complaint.

## Complaints to the European Ombudsman

If you believe that the handling of your application has involved maladministration by the ECA, you may submit a complaint to the European Ombudsman, having first contacted the ECA with a view to settling the dispute. You must submit your complaint in writing within 2 years of discovering the relevant facts. An electronic complaints form is available on the European Ombudsman's website. Complaining to the European Ombudsman will not suspend the above-mentioned appeal deadlines.