

ANNEX I

SELF ASSESSMENT FOR ADMINISTRATOR OFFICER

Experts in the area of programme management	MAXIMUM SCORE	SCORE	JUSTIFICATION
Merits assessment:	40		
1. Professional experience:	14		
<ul style="list-style-type: none"> • Professional experience in office administration within international context, preferably with relations with the Spanish public administration: (2 points for each year, 1 point each 6 months y 0,50 points for each 3 months) 			Employment Contract <input type="checkbox"/> Employment history <input type="checkbox"/>
2. Complementary training	2		
<ul style="list-style-type: none"> • Master's degree relevant to this specific position: 2 points 			Title <input type="checkbox"/>
<ul style="list-style-type: none"> • Other bachelor's degree (different from the one presented in the section of the specific requirements and relevant to this position) 1 point 			Title <input type="checkbox"/>
<ul style="list-style-type: none"> • Postgraduate courses of at least one academic year, in an area related to the job (international cooperation, management of international or European projects/programmes, human resources management, etc.) 0,5 points 			Title <input type="checkbox"/>
<ul style="list-style-type: none"> • Courses relevant to this position 0,1 points 			
3. Knowledge of other official European languages, attested by a level certificate, in accordance with the Common European Framework of Reference for Languages. (Exceptions are English and mother tongue)	4		

• B1 (1 point)			Certificate <input type="checkbox"/>
• B2 (2 points)			Certificate <input type="checkbox"/>
• C1 (3 points)			Certificate <input type="checkbox"/>
• C2 (3.5 points)			Certificate <input type="checkbox"/>
4. Experience in Spanish public procurement.	15		
Experience in Spanish public procurement. (1 point for each year, 0,5 points each 6 months)			Employment Contract <input type="checkbox"/> Employment history <input type="checkbox"/>
5. Another professional experience	5		
• In organization of EU wide events • In international multicultural teams. (1 point for each year of relevant experience 0.5 points for a period of six months).			Employment Contract <input type="checkbox"/> Employment history <input type="checkbox"/>
TOTAL			

Instructions:

- Candidates should clearly refer in the CV to the relevant sections in the Self-Assessment Sheet.
- Submit an index with all the Certificates and diplomas that accredit the fulfilment of the requirements specified in the Self-Assessment and an explanation if necessary.
- Tick the appropriate box for each of the diplomas and certificates to be provided.
- If there is more than one contract in any section, this must be specified in the index and the score must be added in the corresponding box.