

ADDENDUM TO THE CALL FOR EXPRESSIONS OF INTEREST FOR CONTRACT STAFF

(1) On page 2, Section 1 paragraph 1 should read:

“(1) This Call for expression of interest concerns the following profiles and function groups:

No	Reference	Profile	Function group (FG)
1	EPSO/CAST/P/1/2017	Finance	FG III
2	EPSO/CAST/P/2/2017	Finance	FG IV
3	EPSO/CAST/P/3/2017	Project / programme management	FG III
4	EPSO/CAST/P/4/2017	Project / programme management	FG IV
5	EPSO/CAST/P/5/2017	Finance	FG II
6	EPSO/CAST/P/6/2017	Secretaries/Clerks	FG II
7	EPSO/CAST/P/7/2017	Administration / Human resources	FG II
8	EPSO/CAST/P/8/2017	Administration / Human resources	FG III
9	EPSO/CAST/P/9/2017	Administration / Human resources	FG IV
10	EPSO/CAST/P/10/2017	Communication	FG III
11	EPSO/CAST/P/11/2017	Communication	FG IV
12	EPSO/CAST/P/12/2017	Political affairs / EU policies	FG III
13	EPSO/CAST/P/13/2017	Political affairs / EU policies	FG IV
14	EPSO/CAST/P/14/2017	Law	FG III
15	EPSO/CAST/P/15/2017	Law	FG IV
16	EPSO/CAST/P/16/2017	Information and communication technology	FG III
17	EPSO/CAST/P/17/2017	Information and communication technology	FG IV
18	EPSO/CAST/P/18/2017	Manual and administrative support workers	FG I
19	EPSO/CAST/P/19/2018	Childcare staff	FG II
20	EPSO/CAST/P/20/2018	Educational psychologists	FG IV
21	EPSO/CAST/P/21/2019	Proof-readers	FG III
22	EPSO/CAST/P/22/2019	Translators	FG IV
23	EPSO/CAST/P/23/2022	Building Management - Logistics and technical agent	FG II
24	EPSO/CAST/P/24/2022	Building Management - Building specialist	FG III
25	EPSO/CAST/P/25/2022	Building Management - Engineer/architect	FG IV
26	EPSO/CAST/P/26/2023	Security operations, including regional security	FG IV
27	EPSO/CAST/P/27/2023	Security operations, including regional security	FG III
28	EPSO/CAST/P/28/2023	Security operations	FG II
29	EPSO/CAST/P/29/2023	Technical security	FG IV
30	EPSO/CAST/P/30/2023	Technical security	FG III
31	EPSO/CAST/P/31/2023	Technical security	FG II
32	EPSO/CAST/P/32/2023	Information and document security	FG IV
33	EPSO/CAST/P/33/2023	Information and document security	FG III
34	EPSO/CAST/P/34/2023	IT security	FG IV
35	EPSO/CAST/P/35/2023	IT security	FG III
36	EPSO/CAST/P/36/2024	Records manager - archivist	FG IV
37	EPSO/CAST/P/37/2024	Records manager - archivist	FG III”

(2) At the end of Annex I, "Typical duties", the following sections should be added:

"RECORDS MANAGER - ARCHIVIST - FG IV

- Assisting and advising management on all aspects of the records management and archiving policy.
- Developing and implementing rules and procedures for records management and archiving and contributing to improving existing working procedures, records management tools (retention schedules, filing plan, archive inventory and other archival tools) and IT systems.
- Ensuring access to documents in compliance with the applicable provisions and following the handling of internal and external requests for information.
- Training users in procedures and methods related to records and archives management.
- Contributing to ensuring the authenticity and long-term preservation of documents, particularly in an electronic environment.
- Managing projects in the field of records management and archives.
- Taking part in public procurement and contracting, and in the planning and financial monitoring of activities related to records management and archives.

RECORDS MANAGER - ARCHIVIST - FG III

- Assisting in the implementation of document management rules and in the efficient use of dedicated IT systems.
- Assisting in the drawing up of guidelines and improvement of existing working procedures in the field of records management and archives.
- Collecting, sorting, indexing, classifying and conserving documents, writing a contextual historical description of holdings, entering document and file references, preparing and analysing files for processing.
- Drawing up and updating a classification plan and archive inventories, ensuring the authenticity of documents.
 - Providing assistance for users; helping researchers, supervising the archiving activities, organising, ensuring the security of and making available consultation rooms and archives in cases where secret or confidential documents are to be examined; training users and staff in the relevant professional domain.
- Budget administration (contact with suppliers, preparation of requests to commit expenditure, etc.); preparing/verifying tender documents and assisting in other public contract procedures."