# Eligibility criteria grid

# Office manager

|  |  |
| --- | --- |
| First name: Click here to enter text. | Family name(s): Click here to enter text. |

## 1.1. General **Yes No**

|  |  |  |
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| I have a thorough knowledge of one of the languages of the EU and a satisfactory knowledge of another language of the European Union | [ ]  | [ ]  |
| I am a national of a member state of the European Union, Iceland, Liechtenstein, Norway**Please specify country:** | [ ]  | [ ]  |
| Click here to enter text. |
| I am entitled to my full rights as a citizen | [ ]  | [ ]  |
| I have fulfilled any obligations imposed by applicable laws on military service | [ ]  | [ ]  |
| I am physically fit to perform the duties linked to the post | [ ]  | [ ]  |

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| 1.2. Specific |
| 1.2.1. a) I have a level of post-secondary education attested by a diploma | [ ]  | [ ]  |
| 1.2.1. b) I have a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.. | [ ]  | [ ]  |
| 1.2.2. I have at least 3 years (on the basis of 1.2.1 a) of relevant proven fulltime professional experience in managing and supporting the operations of business or an organisation after completing the education  | [ ]  | [ ]  |
| 1.2.2. I have at least 6 years (on the basis of 1.2.1 b) of relevant proven fulltime professional experience in managing and supporting the operations of business or an organisation after completing the education. | [ ]  | [ ]  |
| 1.2.3. I have an excellent knowledge of English language (written and spoken) | [ ]  | [ ]  |

**Declaration:**

I declare in my word of honour, that the information provided above is true and complete.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: | Click here to enter a date. |