

## CALL FOR EXPRESSION OF INTEREST - SECONDED NATIONAL EXPERTS

<b>Job title</b>	<b>SNE – Technical Assistance and Capacity Building</b>
<b>Status</b>	Seconded National Expert
<b>Reference</b>	SNE-TACB-2020
<b>Deadline for applications</b>	<b>16/10/2020 13:00</b> (Central European Time (CET))
<b>Place of employment</b>	Vienna, AUSTRIA

The European Union Agency for Fundamental Rights (FRA) is organizing a call for expression of interest in order to constitute a reserve list from which to fill vacant post(s) of Seconded National Experts in the Technical Assistance and Capacity Building Unit.

### 1 BACKGROUND

The European Union Agency for Fundamental Rights (FRA) helps policy makers understand how they can do more for their citizens. It shares insights and raise rights awareness at the EU, national and local level. It does this by collecting and analysing law and data; providing independent, evidence-based advice on rights; identifies trends by collecting and analysing comparable data; helps better law making and implementation; support rights-compliant policy responses and strengthens cooperation and ties between fundamental rights actors.

#### **The Technical Assistance and Capacity Building Unit**

The Technical Assistance and Capacity Building Unit supports the objective of the Agency to provide tailor-made technical assistance to EU and national actors to strengthen their capacities to protect fundamental rights. This is done by providing advice, guidance, targeted training and awareness raising and real-time support to strengthen fundamental rights compliance in areas where the Agency can provide added value. The Unit works in partnerships with other actors to create multiplier effects and complementarity.

The unit is also in lead for the thematic areas of Roma equality and inclusion, rights of the child and combatting hate crime. It also supports other areas of work of the Agency, such the broader area of equality and non-discrimination, including of persons with disabilities, social rights, and the strengthening of capacities to apply the Charter, falling within the Agency's 'Fair and Equal Societies' or 'Supporting Human Rights Systems' Programmes.

## 2 DUTIES

The successful candidate will work in the Technical Assistance and Capacity Building Unit under the supervision of the Head of Unit. She/he will also work closely with other members of the unit, as well as staff in other units.

The jobholder will support the management of technical assistance and capacity building projects as set out in the [Agency's Programming Document](#), by promoting fundamental rights compliance through strong legal and policy analysis.

The successful candidate will be expected to carry out the following tasks:

- Contribute to project management; this includes tasks related to the overall planning, development, implementation and monitoring of projects – including oversight of quality of deliverables
- Based on FRA data and research findings, develop tailor made tools, advice, guidance documents and targeted trainings to institutional and national stakeholders within projects promoting respect for fundamental rights;
- Draft high quality and sound legal and policy analysis, in a manner, which is accessible to non-experts;
- Contribute to the drafting of technical specifications for contracting external work related to the unit and ensure the timely execution of procurement procedures in close cooperation with the Corporate Services Unit; monitor payments and budget implementation according to contracts;
- Represent the Agency at meetings and events, and organise internal meetings;

### **Duties applicable to all staff:**

- Actively work towards the achievement of the goals of the FRA in accordance with the [Strategic Plan](#);
- Perform any other work-related duties and responsibilities that may be assigned by the Head of Unit in the interest of the service.

## 3 ELIGIBILITY CRITERIA

To be admissible for this selection, candidates must fulfil all the following conditions by the deadline for submission of applications:

### **General conditions**

- Be employed by a national, regional or local public administration or an intergovernmental organisation (IGO), or an independent university or research organisation that does not seek to make profit for redistribution or is in fact part of the public sector;

- Have worked for their employer on a permanent or contract basis for at least 12 months before the secondment and shall remain in the service of that employer throughout the period of secondment;
- Be a national of one of the Member States of the European Union.

#### **Education**

- Have a university degree attested by a diploma<sup>1</sup>.

#### **Professional experience**

- Have at least 3 years of full-time professional experience of administrative, legal, scientific, technical, advisory or supervisory functions gained after obtaining the relevant degree, at a level equivalent to the post and relevant to the tasks listed under section 2 “Duties”.

#### **Language skills**

- Have thorough knowledge of one EU language, and a satisfactory knowledge<sup>2</sup> of a second EU language.

## **4 SELECTION CRITERIA**

In order to select the best-qualified candidates for interview and possible test phase, the Agency will consider the following:

- Minimum of **three** years working experience relevant to the items listed under “Duties”;
- Proven experience in project management, including administrative and budgetary management;
- A proven ability to draft high quality analyses and policy/research papers in English; which should be substantiated by a list in the applicant’s CV of publications and/or reports/policy papers that he/she has written;
- Proficiency in the use of various MS Office tools (Word, PowerPoint, Excel, etc.);
- Strong organisational skills and ability to work quickly, multi-task and prioritise;
- Excellent communication and interpersonal skills;
- A flexible approach to working in an interdisciplinary and diverse team that facilitates collaboration and teamwork.

The following criteria will be considered as advantageous:

- Experience in providing training, technical assistance and/or capacity building in the field of fundamental rights.

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<sup>1</sup> Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration. Any equivalence certificate shall be issued by the deadline for applications.

<sup>2</sup> The knowledge is required at least at B2 level. The assessment at B2 level is done in accordance with the Common European Framework of Reference for Languages (CEFR) (<http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>)

- Knowledge of the human and fundamental rights law frameworks especially in the area of equality and non-discrimination and/or rights of the child, demonstrated through academic and/or working experience;
- Project Management training supported by a relevant certification.

In addition to the above criteria, candidates invited to the interview and test phase will be assessed against the following requirements too:

- **Communication:** communicate clearly and precisely both orally and in writing;
- **Analysis and Problem-solving:** ability to identify the critical facts in complex issues and develop creative and practical solutions;
- **Working with Others:** work cooperatively with others in teams and across organisational boundaries and respect differences between people; create a sense of team spirit by encouraging shared goals and exchange of knowledge and experience;
- **Learning and Development:** develop and improve personal skills and knowledge of the organisation and its environment; commit to train others, share knowledge, and systematically improve working methods;
- **Prioritisation and Organisation:** ability to prioritise the most important tasks, work flexibly and organise own and others' workload efficiently;
- **Quality and Results:** take personal responsibility and initiative for delivering work to a high standard quality within set procedures; show clear customer orientation (internal and external); build systematic and methodical processes into projects and work of self and own team;
- **Resilience:** remain effective under work pressure, be flexible and adapt to a changing work environment; encourage others to do the same and adjust own and team's approach to embrace changing circumstances.

## 5 SUBMISSION OF APPLICATIONS AND DEADLINE

Candidates are requested to submit their application electronically through the Agency's website: [www.fra.europa.eu](http://www.fra.europa.eu).

**Only** electronic applications will be accepted.

An application will be deemed admissible only if it includes:

- a **CV** in [Europass format](#) (other formats will not be considered);
- a **motivation letter** (preferably no more than one page);
- a fully filled in **eligibility and selection criteria grid** (done via the online application).

Applications must be sent no later than **16/10/2020 at 13:00** (Central European Time (CET)).

Information concerning the status of the selection procedure can be found at the following address: <http://fra.europa.eu/en/about-fra/recruitment/vacancies>.

In case you experience technical problems during your application please contact, within the above mentioned deadline, the e-mail address below providing an explanation of the issue:

[recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu).

**Please note that due to the large number of applications we receive, the system may face problems in processing such amounts of data when reaching the deadline for submission of applications. We therefore advise to apply well ahead of the deadline.**

## 6 EQUAL OPPORTUNITIES

FRA urges anyone meeting the eligibility criteria and interested in the position to apply. FRA is an equal opportunities employer and encourages applications without distinction on the basis of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

FRA encourages candidates with disabilities to apply. If you consider yourself to have a physical, mental, intellectual or sensory disability, please tick the appropriate box on the on-line application form and indicate any adjustments or arrangements, relating to your disability, so FRA can ensure your full and equal participation in the interview.

## 7 SELECTION PROCEDURE

A Selection Committee is nominated by the Appointing Authority of FRA.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications (please see section 3 “Eligibility criteria”). Only the applications of eligible candidates will be evaluated in accordance with the selection criteria as specified in the publication notice (see section 4 “Selection criteria”).

**The Agency will invite for an interview the top 8 candidates among those who have obtained at least 60 %.** The interview will mainly be held in English and it will take place in Vienna (Austria), where the Agency has its seat and where the place of secondment is.

In case the COVID-19 situation does not allow candidates to have their written and oral exams at the FRA premises, all short-listed candidates will be invited for online written and oral tests. The short-listed candidates will receive further detailed information in due time.

Successful candidates will be included on a reserve list drawn up by the Selection Committee. This reserve list will be proposed to the Appointing Authority of FRA. The Appointing Authority will decide on the establishment on the reserve list. This reserve list will be valid for two years from the date of its establishment (the validity of the reserve list may be extended). The reserve list may be used for future secondment, should vacancies arise. All invited candidates will be informed by letter whether

or not they have been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee secondment.

On the basis of the adopted reserve list, the Appointing Authority of FRA may offer a contract of secondment.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, **the Agency regrets that only candidates selected for the interviews will be contacted.** Applicants are invited to follow the recruitment process on the FRA website.

## 8 CONDITIONS OF SECONDMENT

Seconded national experts are staff employed by a national, regional or public administration or IGO, who are seconded to FRA so that it can use their expertise in a particular field. The secondment will be subject to an exchange of letters between the Director of FRA and the representative from the sending employer.

A seconded national expert remains in the service of his/her employer throughout the period of secondment and shall continue to be paid by that employer. The SNE shall be entitled to a daily and monthly subsistence allowance in line with [MB Decision 2017/013](#)<sup>3</sup>.

The initial period of secondment will be for one year, renewable up to a maximum of four years in total. The place of secondment shall be Vienna, Austria, where FRA is located.

## 9 DATA PROTECTION

Personal data shall be processed solely for the purpose of the selection procedure.

Please note that FRA will not return applications to candidates. The personal information FRA requests from applicants will be processed in line with Regulation (EC) N° 1725/2018 of the European Parliament and of the Council of 21 November 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. This applies in particular to the confidentiality and security of such data.

Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu).

For further information with regard to the processing of personal data, please see [FRA's Privacy Statement](#).

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<sup>3</sup> Rules on the Secondment to FRA of National Experts and National Experts in Professional Training:  
<http://fra.europa.eu/en/about-fra/recruitment/seconed-national-experts>