

**Publication of call for expressions of interest
Human Resources Assistant
Ref. n^o: CA-HRAS-III-2009**

JOB PROFILE

1. Job Framework

Job Title:	Human Resources Assistant
Job Location:	Vienna, FRA, Human Resources and Planning Department
Area of activity:	Human Resources
Function Group:	III
Status:	Contract Agent

2. Job Content

Overall purpose:

The Human Resources and Planning Department is responsible for ensuring the highest standards for the management and development of the Agency's human resources. Furthermore, the department is responsible for ensuring the continuous development and implementation of the Agency's strategies and facilitating and supporting transversal activities within FRA.

The Human Resources and Planning Department is composed of:

- Team Human Resources
- Team Planning

Functions and Duties:

The job holder will work in the Human Resources Team, under the supervision of the HR Manager and the Head of Human Resources and Planning Department.

The responsibilities of the successful candidate will be to:

- Manage the workflow of the mission applications and mission reimbursement for FRA staff;
- Verify the correctness of mission applications and reimbursements in respect to the existing Staff Regulation, FRA implementing rules and Guide to Missions;
- Facilitate the mission process through liaison with the external travel agency;
- Provide support to the follow-up of the mission budget and statistics;
- Assist in Human Resources financial initiation and payroll;
- Assist in the Agency's Human Resources management in the areas of recruitment, grading, training, budget, Human Resources management concerning leave and absence;
- Assist in liaising with relevant services of the European Commission and other EU Institutions and Agencies on Human Resources administration issues;
- Assist in all Human Resources administrative activities related to the smooth and efficient functioning of the office;
- Other related tasks as required within the Department.

JOB REQUIREMENTS

3. Qualifications and experience required

A. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for applications:

- (a) A level of post-secondary education attested by a diploma,

OR

A level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years;

- (b) Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages;

Furthermore, in order to be eligible candidates must:

- Be a citizen of one of the Member States of the European Union;

- Be entitled to his or her full rights as a citizen¹;
- Have fulfilled any obligations imposed on them by the laws on military service;
- Be physically fit to perform the duties linked to the post²;

B. Selection criteria

Essential

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria:

- Relevant professional experience of at least two years and knowledge in the areas mentioned above under “Job Content”;
- Solid knowledge of the EU Staff Regulations;
- High sense of discretion and confidentiality;
- Effective organizational and communication skills;
- Ability to work under pressure and manage his/her duties in a timely manner;
- Good team spirit, ability to listen, to consult, and to share information and ideas;

Advantageous

The following characteristics will be considered as additional assets:

- Excellent command of spoken and written English;
- Professional experience in EU Institutions or multicultural environments, preferably in a similar function to the one described under “Job Content”;
- Computer literacy and in particular a good knowledge of MS Outlook, MS Office and Internet;
- Excellent ability to communicate and deal courteously with people;
- Good knowledge of German and/or French;
- Knowledge of the EU Financial Rules;
- Knowledge of ABAC would be considered an asset.

¹ Prior to appointment, successful applicants will be required to produce an official document showing that they do not have any criminal record.

² Before being engaged, a member of the contract staff shall be medically examined in order that the Agency may be satisfied that he/she fulfils the requirements of Article 83 of the Conditions of Employment of Other Servants of the European Communities.

SUBMISSION OF APPLICATIONS

Candidates are requested to submit their application electronically through the Agency's website: www.fra.europa.eu

Only online applications will be accepted. An application will be deemed admissible only if it includes a **motivation letter** (preferably no more than one page) a **CV in Europass format** (other formats will not be considered) and **an eligibility and selection criteria grid**.

Information concerning the status of the selection procedure can be found at the following address:

http://fra.europa.eu/fraWebsite/recruitment/recruitment_en.htm

EQUAL OPPORTUNITIES

The FRA urges anyone meeting the eligibility criteria and interested in the position to apply. The FRA is an equal opportunities employer and ensures that its recruitment procedures do not discriminate 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, age or sexual orientation, or any other status.

SELECTION PROCEDURE

A Selection Board is nominated by the Appointing/Contracting Authority.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. The applications of the eligible candidates will be reviewed in accordance with the selection criteria as specified in the publication notice. The selection board will select the candidates that obtain at least 60% of the total points available to rank their compliance with the selection requirements. Those candidates who have obtained at least 60% will be invited to attend an interview. The interview will mainly be held in English and the candidates will undergo a written test in English. The interview will take place in Vienna (Austria), where the Agency has its seat and where the place of employment is.

Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the length and nature of their experience and whether full time or part time work. If, for reasons of confidentiality a candidate is unable to provide the necessary statement for their current employment, he/she must provide photocopies of the contract, the letter of recruitment and/or the first pay slip. The candidate must in any event provide a copy of the latest pay slip. However, prior to contract

signature, the successful candidate/s will be requested to provide FRA with original or certified copies of all relevant documents proving the eligibility requirements.

Successful candidates will be included on a reserve list drawn up by the Selection Board. This reserve list will be proposed to the appointing/contracting authority of the FRA. The appointing/contracting authority will decide on the establishment on the reserve list. This reserve list will be valid for 12 months from the date of its establishment (the validity of the reserve list may be extended). Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

On the basis of the adopted reserve list, the appointing/contracting authority of the FRA may offer a contract of engagement.

Please note that the Selection Board'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.

ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

A contract will be offered as a member of the contract staff pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities for a fixed period of 2 years. The contract may be renewed.

The successful candidate will be recruited in Function Group III. The grade (8, 9 or 10) will be determined in accordance with the number of years of experience of the successful candidate. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and it is exempt of national taxation.

FRA also offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

Additional information on Contract Agents can be obtained from the web site of the European Commission at the following address:

http://ec.europa.eu/civil_service/job/contract/index_en.htm

For any further information on the contractual and working conditions please refer to the Staff Regulations of Officials of the European Communities and the Conditions of Employment of other Servants of the European Communities which is accessible at the following address:

http://ec.europa.eu/dgs/personnel_administration/statut/tocen100.pdf

PROTECTION OF PERSONAL DATA

Please note that FRA will not return applications to candidates. The personal information FRA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

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

Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the following address:

recruitment@fra.europa.eu.

APPEAL PROCEDURES

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

The Director
European Union Agency for Fundamental Rights
Schwarzenbergplatz 11
A-1040 Vienna
Austria

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure start to run from the time the completion of the selection procedure is published on the Web-site at the following link:

http://fra.europa.eu/fra/index.php?fuseaction=content.dsp_cat_content&catid=3e1c3319b03eb

DEADLINE

Applications must be sent no later than **22/07/2009 at 13:00** (Local time, GMT +1).

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