

**Publication of Vacancy Notice
Junior Researcher Officer
Ref. n°: CA-RES2-FGIV-2010**

JOB PROFILE

1. Job Framework

Job Title:	Junior Researcher Officer
Job Location:	Vienna, European Union Agency for Fundamental Rights (FRA), Equality and Citizens' Rights Department
Area of activity:	Discrimination and integration
Function Group:	FG IV
Status:	Contract Agent

2. Job Content

Overall purpose:

The mission of the Equality and Citizens' Rights Department is to provide scientific and technical expertise in the following fields: racism, xenophobia and related intolerance; discrimination on all grounds; the participation of the citizens of the Union in the Union's democratic functioning; and the rights of the child.

The Equality and Citizens' Rights Department is composed of:

- Team Racism
- Team Discrimination
- Team Rights of the Child
- Team Publications and Editing

In order to report on the situation in the European Union regarding fundamental rights, the Agency undertakes both social and legal research through its two research departments – Freedoms and Justice, and Equality and Citizens Rights. Both departments undertake primary research consisting of data collection and information gathering, as well as analyses of secondary sources. The research outputs from the Agency provide an insight into the situation of fundamental rights in the EU's Member States, and offer conclusions and opinions based on the findings.

Functions and Duties:

The job holder will work in the Department under the supervision of the Head of Department and Research Project Managers, in the Team Discrimination. She/he will carry out and support research and analysis, coordinating contractors and research projects working closely with others. More specifically, the responsibilities of the successful candidate will be to:

- Contribute to social science research mainly on issues of discrimination (on all grounds) and integration;
- Draft and edit academically robust and policy relevant reports and other documents, such as summaries and short fact sheets summarising complex scientific reports, addressed to different target groups; this will necessitate reviewing and substantially revising, in English, reports submitted by external contractors;
- Contribute to the development of interdisciplinary comparative research methodologies combining a legal, policy and social analysis in close collaboration with other research staff and external contractors;
- Support the planning, development, implementation and monitoring of research projects involving primary and/or secondary research; this will necessitate on-site visits to monitor fieldwork research.
- Draft technical specifications for contracting external research and ensure the timely execution of procurement procedures in close cooperation with the Administration Department;
- Monitor payments and budget implementation according to contracts;
- Represent the Agency at research-related and institutional meetings, as well as training events, and organise expert working groups, as required;
- Any other tasks assigned by the Head of 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) Completed university studies of at least three years attested by a diploma and appropriate professional experience of at least one year,

(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)

- (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/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:

- Proven experience in social science research – including evidence of having undertaken research in areas in relation to discrimination and migrant integration issues;
- Knowledge of and experience in applying quantitative and/or qualitative social research methodologies;
- Excellent command of spoken and written English;
- Evidence of ability to draft research papers, reports, and/or policy papers in English; which should be substantiated by a list of publications in the applicant's CV;
- Excellent communication, organisational and interpersonal skills;
- Ability to work to tight deadlines and under pressure, and to work effectively as part of a team;
- Computer literacy and good familiarity with MS Office.

Advantageous

The following characteristics will be considered as additional assets:

- Experience with using quantitative data analysis software, such as SPSS, and/or qualitative data analysis software, such as Atlas.ti or Nvivo in relation to research projects and analyses;

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.

- Some experience in working with international institutions/organisations;
- Knowledge of Financial Rules and Procurement Rules of the EU Institutions;
- A flexible approach to work with others that facilitates collaboration and teamwork;
- Excellent command of written and spoken French;
- Experience of working in a multicultural/multilingual environment.

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 a fully filled in **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.

In case of a disability or if candidates find themselves in a particular situation which could cause difficulties during the interviews and tests, they should tick the appropriate box in the on-line application form and indicate which arrangements they consider necessary to enable them to take part in the interviews and tests.

SELECTION PROCEDURE

A Selection Committee 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 Committee will select the candidates that obtain at least 60% of the total points available to rank their compliance with the selection requirements. 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 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 Committee. 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 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.

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 IV. The grade (13, 14 or 16) 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 **12/11/2010 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 such amounts of data when reaching the deadline for submission of applications. We therefore advise to apply well ahead of the deadline