

**Call for Expressions of Interest for
SECONDED NATIONAL EXPERTS
Ref. SNE-ECR-2012**

JOB DESCRIPTION

Name of the Post:	SNE – Research and Data Analysis
Departments:	Equality and Citizens' Rights
Location:	FRA, Vienna
Suggested date of beginning:	As early as possible

The mission of Equality and Citizens' Rights Department (ECR) is to provide the highest possible scientific and technical expertise in the fields of racism, xenophobia and related intolerance, discrimination, as well as the participation of the citizens of the Union in the Union's democratic functioning and the rights of the child.

In the Equality and Citizens' Rights Department four teams exist that work on the following substantive research fields, which SNEs will be variously required to address: Racism; Discrimination; Rights of the Child, Editing and Publications.

1. Secondment

Seconded national experts are staffs employed by a national, regional or public administration or IGO, who are seconded to the 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 the FRA and the permanent representation of the country of the national expert.

Seconded national experts remain 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 daily and monthly subsistence allowance in line with EC Decision C(2008) 6866.

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.

2. Function and duties

Under the responsibility of the Head of Department, the successful candidate will assist in the work of the department with the following duties:

- Analysis of social or legal information and data; or analysis of statistical data;
- Drafting social, statistical or legal analyses in the form of reports, as well as policy papers, briefing notes, etc;

- More specifically - Support in the production of both ad hoc and scheduled outputs (publications, articles etc.) by assisting, as required, with conceptualization, data analysis, scientific review and revision of social or legal reports;
- Assist in further developing and applying as appropriate and, where possible, innovative methodologies in social or legal research;
- Organise and facilitate workshops, and other events relevant to the research activities.

3. General Requirements

Candidates for secondment **MUST:**

- Have a current employment in a national, regional or local public administration¹ or an IGO;
- Have a university degree in the field relevant to the areas of work described in this call;
- Have at least 3 years of full-time experience of administrative, scientific, technical, advisory or supervisory functions gained after obtaining the relevant degree, at a level equivalent to the post;
- Be nationals of a EU or EFTA Member State or a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement with the Commission on Staff Secondment;
- Have thorough knowledge of one EU language, and a satisfactory knowledge of a second EU language;

Advantageous qualifications:

- Candidates should be able to demonstrate a proven ability to draft high quality analyses and policy papers;
- Excellent written English and the ability to summarize complex and technical information in layman's terms;
- Proficiency in the use of various IT tools (Word, Excel, etc.); ability to use SPSS would also be advantageous for those seeking a position as a social science SNE in either of the Agency's two research departments.
- Excellent communication, organizational and interpersonal skills;
- A flexible approach to work with others that facilitates collaboration and teamwork.

¹ The public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the court, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.