**ELIGIBILITY AND SELECTION CRITERIA GRID**

**Stakeholder Relations and Policy Analysis Support Officer
Ref: CA-SREPA-FGIII-2015**

Last Name (in capitals):

First name:

Gender: Male: [ ]

 Female: [ ]

# A. Eligibility criteria

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | I have a post-secondary education attested by a diploma,**OR** | Yes [ ]  | No [ ]  |
| I have a secondary education attested by a diploma giving access to post-secondary education and following the diploma, at least 3 years professional experience. | Yes [ ]  | No [ ]  |
| Number of years of professional experience acquired after the award of my diploma\* | Specify:      |
| (2) | I have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages  | Yes [ ]  | No [ ]  |
| (3) | I am a citizen of one of the Member State of the European Union | Yes [ ]  | No [ ]  |
| (4) | I am entitled to my full rights as a citizen  | Yes [ ]  | No [ ]  |
| (5) | I have fulfilled any obligations imposed on them by the laws on military service | Yes [ ]  | No [ ]  |
| (6) | I am physically fit to perform the duties linked to the post | Yes [ ]  | No [ ]  |

# \* Note:

* **A given period of professional experience may be counted only once;**
* **where additional periods of training and studies are accompanied by period of professional activity, only the latter shall be considered as professional experience;**
* **professional activities pursued part-time shall be calculated pro-rata, on the basis of certified percentage of full-time hours worked.**

# B. Selection criteria

(1 = slight; 2 = good; 3 = very good; 4 = excellent)

|  |  |  |  |
| --- | --- | --- | --- |
| (7) | I have a proven experience of at least 3 years relevant to the items listed under “functions and duties” | Yes [ ]  | No [ ]  |
| Number of years of working experience in the area mentioned above | Specify:       |
| (8) | My knowledge of EU policies and EU-decision-making mechanisms is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (9) | My knowledge of fundamental rights issues and of key policy areas of relevance to FRA is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (10) | My communication skills in English, both verbal and in writing (with the ability to communicate with a variety of stakeholders and audiences) are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (11) | My ability to process great flows of information combined with quick hands-on delivery is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (12) | My organisational skills including the ability to plan, manage and prioritise workload to meet deadlines are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (13) | My accuracy and attention to detail is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (14) | My ability to use Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (15) | My interpersonal skills including the capacity to work in a multi-cultural environment are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (16) | My ability to work well under pressure, both independently and in a team is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (17) | My level of commitment, sense of responsibility and service-orientation is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (18) | My capacity to be initiative, flexible and creative in view of problem solving is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (19) | I have experience of having worked with deliberative public engagement approaches and other forms of stakeholder engagement methodologies | Yes [ ]  No [ ]  |
| (20) | I have experience of working in a matrix based organisational structure | Yes [ ]  No [ ]  |