**ELIGIBILITY AND SELECTION CRITERIA GRID**

**Stakeholder Relations Officer
Ref: CA-STARO-FGIV-2016**

Last Name (in capitals):

First name:

Gender: Male: [ ]

 Female: [ ]

# A. Eligibility criteria

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | I have completed university studies of at least three years attested by a diploma in law | Yes [ ]  | No [ ]  |
| I have appropriate professional experience of at least 1 year | 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 me 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)

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | I have proven work experience of at least 5 years in the EU or EU Member State institutional and policy-making environment | Yes [ ]  | No [ ]  |
| Number of years of working experience in the area mentioned above | Specify:       |
| (2) | I have proven experience of planning and carrying out stakeholder meetings | Yes [ ]  No [ ]  |
| (3) | I have a work record attesting for the ability to establish and maintain positive relationships with diverse stakeholder groups | Yes [ ]  No [ ]  |
| (4) | My knowledge of EU fundamental rights policies and some specific fundamental rights issues (data protection and privacy, judicial cooperation in civil and criminal matters, migration, inclusion, integration, asylum and borders, internal security, equality and non-discrimination) is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (5) | My proven experience in analysis and transforming complex data and evidence into easy to read and practical guidance notes, including the ability to understand and present complex policy files clearly is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (6) | My communication skills in English, both verbally and in writing, with the ability to communicate with a variety of stakeholders and audiences are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (7) | My organisational skills including the ability to plan, manage and prioritise workload to meet deadlines are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (8) | My ability to use Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (9) | My interpersonal skills including the capacity to work in a multi-cultural environment are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (10) | My level of commitment, service-orientation and sense of responsibility is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (11) | My level of initiative, flexibility and creativity in view of problem solving is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (12) | My diplomatic and negotiation skills are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (13) | I have a Master degree or higher in Human / Fundamental Rights | Yes [ ]  No [ ]  |
| (14) | My knowledge of one of the other official EU languages is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| Specify:            |