**ELIGIBILITY AND SELECTION CRITERIA GRID**

**SECONDED NATIONAL EXPERTS  
Ref. SNE-FRA-DIR-2-2017**

Last Name (in capitals):

First name:

Gender: Male:

Female:

# A. Eligibility criteria

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | I am employed by a national, regional or local public administration or an intergovernmental organization (IGO), or an independent university or research organization that does not seek to make profit for redistribution or is in fact part of the public sector; | Yes | No |
| (2) | I have worked for my employer on a permanent or contract basis for at least 12 months before the secondment and shall remain in the service of that employer throughout the period of secondment;[[1]](#footnote-1) | Yes | No |
| (3) | I have a university degree, attested by **a diploma in law[[2]](#footnote-2)** | Yes | No |
| (4) | I am a national of a EU Member State or EFTA Member Stateor a country with which the Council has decided to open accession negotiations | Yes | No |
| (5) | I have thorough knowledge of one EU language, and a satisfactory knowledge of a second EU language | Yes | No |

# B. Selection criteria

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

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | I have proven experience in EU and international relations | Yes | No |
| (2) | I have knowledge of EU law and international human rights law | Yes | No |
| (3) | My experience of having drafted policy papers, legal analysis and briefings for decision-makers is | 1  2 3 4 | |
| (4) | 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 | |
| (5) | I have proficiency in the use of various MS Office tools (Word, Excel, etc.) | Yes  No | |
| (6) | My interpersonal skills including the capacity to work in a team and multi-cultural environment are | 1  2 3 4 | |
| (7) | I have good knowledge of French | Yes  No | |
| (8) | I have good knowledge of German |  | |

1. 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. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)