**ELIGIBILITY AND SELECTION CRITERIA GRID**

**SECONDED NATIONAL EXPERTS**

**Ref. SNE-FRA-FJ-2016**

Last Name (in capitals):

First name:

Gender: Male:

Female:

# A. Eligibility criteria

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | I have been employed on a permanent contract basis for at least 12 months before the secondment AND I shall remain employed throughout the period of secondment by a national, regional or local public administration, or a public intergovernmental organization (IGO) or an independent university or research organization that does not seek to make profit for redistribution | Yes | No |
| (2) | I have a university degree, attested by a diploma\* | Yes | No |
| (3) | I have at least 3 years of full-time professional experience of administrative, scientific, technical, advisory or supervisory functions gained after obtaining the relevant degree, at a level equivalent to the post | Yes | No |
| Number of years of professional experience acquired after the award of my diploma\* | Specify: | |
| (4) | I am a citizen of one of the Member State of the European Union | Yes | No |
| (5) | I have thorough knowledge of one EU language, and a satisfactory knowledge of a second EU language | 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)

|  |  |  |  |
| --- | --- | --- | --- |
| (6) | I have knowledge and experience with respect to EU legal and policy provisions concerning information society and/or data protection | Yes | No |
| (7) | My organisational skills and ability to work quickly, multi-task and prioritise are | 1  2 3 4 | |
| (8) | My ability to draft high quality analyses and policy papers, (as supported by a list of publications/reports in applicant’s CV) is | 1  2 3 4 | |
| (9) | My written English and the ability to summarize complex and technical information in layman’s terms are | 1  2 3 4 | |
| (10) | My ability to use Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) is | 1  2 3 4 | |
| (11) | My communication, organisational and interpersonal skills are | 1  2 3 4 | |
| (12) | I have a flexible approach to working in an interdisciplinary and diverse team that facilitates collaboration and teamwork | Yes  No | |