**ELIGIBILITY AND SELECTION CRITERIA GRID**

**SECONDED NATIONAL EXPERTS
Ref. SNE-FRA-FJ-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 **[[2]](#footnote-2)** | Yes [ ]  | No [ ]  |
| (4) | 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 diploma1 | Specify:      |  |
| (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 knowledge and experience with respect to EU legal and policy provisions in the area covered by the department’s work; | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (2) | My organisational skills and ability to work quickly, multi-task and prioritise are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (3) | My ability to draft high quality analyses and policy papers, (as supported by a list of publications/reports in my CV) is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (4) | My written English and the ability to summarize complex and technical information in layman’s terms are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (5) | My ability to use Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (6) | My communication, organisational and interpersonal skills are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (7) | I have a flexible approach to working in an interdisciplinary and diverse team that facilitates collaboration and teamwork | Yes [ ]  No [ ]  |

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. Any equivalence certificate shall be issued by the deadline for applications. [↑](#footnote-ref-2)