**ELIGIBILITY AND SELECTION CRITERIA GRID**

**SECONDED NATIONAL EXPERTS
Ref. SNE-FRA-HRL-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 good knowledge and experience in human resources and legal services as in the areas described above under Functions and Duties | Yes [ ]  | No [ ]  |
| (7) | I have good experience in developing and administering human resources strategies and policies as well as organisational development systems | Yes [ ]  | No [ ]  |
| (8) | My ability to interpret and apply staff regulations is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (9) | My ability to communicate at all levels in a multi-cultural environment, and my ability to interact and explain concepts, proposals and plans are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (10) | My ability to deal courteously with people, to be service –minded, to take initiatives, to work both independently and as part of a team is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (11) | My set of ethics and integrity is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (12) | My organisational skills and ability to work quickly, multi-task and prioritise are | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (13) | My ability to work under pressure and manage my duties is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (14) | My ability to use Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and web tools is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |
| (15) | My command of spoken and written English is | 1 [ ]  2 [ ] 3 [ ] 4 [ ]  |