



Publication of Vacancy Notice

Stakeholder Relations and Policy Analysis Support Officer

Ref.: CA-SREPA-FGIII-2015

JOB PROFILE

1. Job Framework

Job Title:	Stakeholder Relations and Policy Analysis Support Officer
Job Location:	Vienna, European Union Agency for Fundamental Rights (FRA), Communication and Outreach Department
Function Group:	FG III
Status:	Contract Agent

2. Job Content

Overall purpose:

The Communication and Outreach Department works to support the FRA in its role of providing evidence-based advice through consultation, communication and cooperation activities. The department's main roles include implementation of the Agency's communication and cooperation framework; supervision of the organisation of the Agency's public information events and media communication; development of targeted project communication strategies and management of the Agency's online tools such as its website, social media pages, online documentation and multimedia materials.

Main objective of the cooperation tasks of the Department are developing and sustaining effective modalities of cooperation with EU institutions and EU Member States governments to stay abreast of key developments, needs, and possibilities for providing them with relevant and useful assistance and expertise. The department also works to provide assistance and expertise to key FRA partners and general public through raising awareness and providing information on FRA's work using different tools such as press releases, news and event items on the FRA webpage, weekly email news updates and a monthly newsletter. Media relations in preparation of, and following report publications, along with media monitoring contribute to increased awareness of FRA research, and improve the Agency's visibility and reputation. Social media channels create growing online communities where stakeholders and the general public alike can actively engage in discussing and sharing information about fundamental rights, increasing the online presence, visibility and relevance of the agency. Internal databases of FRA references and statistics

are collected to analyse the reach of FRA's work in order to inform the Agency's future communication strategies.

The Communication and Outreach Department is composed of three Sectors:

- Cooperation with EU Institutions and EU Member States
- Cooperation with Civil Society and Awareness Raising
- Communication

Functions and Duties:

The job holder will work in the Communication and Outreach Department, in the Cooperation with EU Institutions and EU Member States Sector, under the supervision of the Head of Department. The successful candidate will develop and maintain stakeholder relations with EU institutions (European Parliament, Commission and the Council) and other EU bodies. He/she will work closely with members of the sector and the department, as well as staff in other departments.

The responsibilities of the successful candidate will be to:

- Provide support in liaising, developing and maintaining working relations and cooperation partnership with counterparts in EU institutions ;
- Provide support in developing strategic policy analysis and advice on key legislative and policy dossiers at the EU level, mainly in the area of Justice and Home Affairs, but also in relation to Employment and Social Affairs; Equality and other EU policy areas of relevance to FRA's mandate;
- Provide support in stakeholder engagement, including stakeholder analysis, in particular within the context of FRA's projects and activities;
- Provide support in drafting of concise and policy focused papers, for internal (FRA) and external (stakeholder) audiences
- Contribute to background papers, briefings and other documents for internal use as well as for external meetings and conferences;
- Contribute to the implementation and update of FRA's Communication and Cooperation Strategy;
- Participate in FRA's integrated project management, including project budgeting and budget implementation;
- Perform any other related tasks, as assigned by the Head of Department.

JOB REQUIREMENTS

3. Qualifications and experience required

A. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for applications:

(a) a post-secondary education attested by a diploma¹,

OR

a secondary education attested by a diploma giving access to post-secondary education and following the diploma, at least 3 years professional experience

(b) Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages;

Furthermore, in order to be eligible candidates must:

- Be a citizen of one of the Member States of the European Union;
- Be entitled to his/her full rights as a citizen²;
- Have fulfilled any obligations imposed on them by the laws on military service;
- Be physically fit to perform the duties linked to the post³;

B. Selection criteria

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria, which must be clearly specified in the applicant's Europass CV.

Essential:

a) Professional experience:

- Minimum of 3 years working experience relevant to the items listed under "Functions and Duties";

¹ 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

² Prior to appointment, successful applicants will be required to produce an official document showing that they do not have any criminal record.

³ Before being engaged, a member of the contract staff shall be medically examined in order that the Agency may be satisfied that he/she fulfils the requirements of Article 83 of the Conditions of Employment of Other Servants of the European Communities.

b) Professional knowledge:

- Good knowledge of EU policies and EU-decision-making mechanisms;
- Thorough knowledge of fundamental rights issues and of key policy areas of relevance to FRA.

c) Technical skills and competencies:

- Excellent communication skills in English, both verbal and in writing, with the ability to communicate with a variety of stakeholders and audiences;
- Ability to process great flows of information combined with quick hands-on delivery;
- Excellent organisational skills including the ability to plan, manage and prioritise workload to meet deadlines;
- Accuracy and attention to detail;
- Proficient user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet.

d) Social skills and competencies:

- Excellent interpersonal skills including the capacity to work in a multi-cultural environment;
- Ability to work well under pressure, both independently and in a team;
- High level of commitment, sense of responsibility and service-orientation;
- Initiative, flexibility and creativity in view of problem solving.

Advantageous

The following characteristics will be considered as additional assets:

- Experience of having worked with deliberative public engagement approaches and other forms of stakeholder engagement methodologies;
- Experience of working in a matrix based organisational structure.

SUBMISSION OF APPLICATIONS

Candidates are requested to submit their application electronically through the Agency's website: www.fra.europa.eu.

Only online applications will be accepted.

An application will be deemed admissible only if it includes:

- a **CV in Europass format** (other formats will not be considered);
- a **motivation letter** (preferably no more than one page);
- a fully filled in **eligibility and selection criteria grid**.

Information concerning the status of the selection procedure can be found at the following address:

<http://fra.europa.eu/en/about-fra/recruitment/vacancies>

EQUAL OPPORTUNITIES

FRA urges anyone meeting the eligibility criteria and interested in the position to apply. **FRA is an equal opportunities employer and ensures that its recruitment procedures do not discriminate on the basis of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation, or any other status.**

Men are currently under-represented at this level. Therefore, male applicants are particularly encouraged to apply.

FRA encourages candidates with disabilities to apply. If you consider yourself to have a physical, mental, intellectual or sensory disability please tick the appropriate box on the on-line application form and indicate any adjustments or arrangements, relating to your disability, that you require to enable you to take part in the interview and tests.

SELECTION PROCEDURE

A Selection Committee is nominated by the Appointing Authority of FRA.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications (please see 3.A. Eligibility criteria).

Only the applications of eligible candidates will be evaluated in accordance with the selection criteria as specified in the publication notice (see point 3.B). The Selection Committee will select the candidates that obtain at least 60% of the total points available to rank their compliance with the selection requirements. **The Agency will invite for an interview the top 8 candidates among those who have obtained at least 60%.** The interview will mainly be held in English and the candidates will undergo a written test in English. The interview will take place in Vienna (Austria), where the Agency has its seat and where the place of employment is.

Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the length and nature of their experience and whether full time or part time work. If, for reasons of confidentiality a candidate is unable to provide the necessary statement for their current employment, he/she must provide photocopies of the contract, the letter of recruitment and/or the first pay slip. **The candidate must in any event provide a copy of the latest pay slip.** However, prior to contract signature, the successful candidate/s will be requested to provide FRA with original or certified copies of all relevant documents proving the eligibility requirements.

Successful candidates will be included on a reserve list drawn up by the Selection Committee. This reserve list will be proposed to the Appointing Authority of FRA. The Appointing Authority will decide on the establishment on the reserve list. This reserve list will be valid for 12 months from the date of its establishment (the validity of the reserve list may be extended). The reserve list may be used for future recruitment, should vacancies arise. Each candidate will be informed by letter whether or not he/she has been placed on

the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

On the basis of the adopted reserve list, the Appointing Authority of FRA may offer a contract of engagement.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, **the Agency regrets that only candidates selected for the interviews will be contacted.** Applicants are invited to follow the recruitment process on the FRA website.

ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

A contract will be offered as a member of the contract staff pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union for a fixed period of **2 years**. The contract may be renewed.

The successful candidate will be recruited in Function Group III. The grade (8, 9 or 10) will be determined in accordance with the number of years of experience of the successful candidate (i.e. professional experience of up to 7 years for grade 8; professional experience of more than 7 years for grade 9 and professional experience of more than 15 years for grade 10). **The basic salary for grades 8, 9 and 10 are respectively € 2476,74, € 2802,28 and € 3170,60.**

In addition to the basic salary, **staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance.** The salary is subject to a Union tax deducted at source and it is exempt of national taxation.

FRA also offers a comprehensive **welfare package** including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Moreover, FRA offers different opportunities of **schooling services** through service level agreements with international schools and pre-school establishments, and has introduced policies on **teleworking and flexitime** in its attempt to reconcile work and private life.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

Additional information on Contract Agents can be obtained from the web site of the European Commission at the following address:

http://ec.europa.eu/civil_service/job/contract/index_en.htm

For any further information on the contractual and working conditions please refer to the Staff Regulations of Officials of the European Union and the Conditions of Employment of other Servants of the European Union which is accessible at the following address:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

APPEAL PROCEDURES

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Union, at the following address:

The Director

European Union Agency for Fundamental Rights
Schwarzenbergplatz 11
A-1040 Vienna
Austria

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure start to run from the time the completion of the selection procedure is published on the Web-site at the following link:

<http://fra.europa.eu/en/about-fra/recruitment/vacancies>

DEADLINE

Applications must be sent no later than **10/02/2016 at 13:00** (Vienna Local time).

Please note that due to the large number of applications we receive, the system may face problems in processing such amounts of data when reaching the deadline for submission of applications. We therefore advise to apply well ahead of the deadline.

In case you experience technical problems during your application please contact, within the above mentioned deadline, the e-mail address below providing an explanation of the issue: recruitment@fra.europa.eu