

## **VACANCY NOTICE TO CONSTITUTE A RESERVE LIST**

<b>Job title</b>	<b>Head of Unit</b>
<b>Function group/grade</b>	AD 9
<b>Type of contract</b>	Temporary Agent - Administrator
<b>Reference</b>	FRA-TA-ERS-AD9-2022
<b>Deadline for applications</b>	08/07/2022 13:00
<b>Place of employment</b>	Vienna, AUSTRIA

The European Union Agency for Fundamental Rights (FRA) is organising a selection procedure to constitute a reserve list, from which to fill a vacant post for a Head of Unit (temporary agent function group AD, grade 9) in the Equality, Roma and Social Rights Unit.

### **1 BACKGROUND**

FRA provides independent, evidence-based advice to policy-makers to help ensure full respect for fundamental rights across the EU, for everyone. To this end, the Agency collects and analyses information and data on a range of fundamental rights issues, communicates its findings, provides assistance and expertise to EU Institutions and to EU Member States' governments, raises rights awareness and strengthens cooperation and ties between fundamental rights actors.

#### **The Equality, Roma and Social Rights Unit**

The Equality, Roma and Social Rights Unit is responsible for, inter alia, the thematic areas of anti-racism and non-discrimination, Roma inclusion and social rights. The main focus of the unit is research, data collection and analysis - including undertaking qualitative and quantitative research (in particular, it is the main unit responsible for carrying out large-scale surveys).

In addition to the core research tasks, the unit carries out extensive projects and conducts legal and social analysis, delivering legal opinions, advice and policy papers on substantive matters in the areas falling within the unit's remit, including equality, anti-racism, non-discrimination and Roma inclusion. This unit leads the Agency's work in the area of social rights. The unit collects objective, reliable and comparable data and identifies trends in order to contribute to better law making and implementation. In this context, the unit delivers opinions based on socio-legal analysis and provides assistance and expertise to the Agency's stakeholders within the area of its competence.

### **2 DUTIES**

The successful candidate will be expected to carry out the following tasks:

#### **Staff management tasks**

- Plan unit activities and manage the unit to ensure resources are used in the most efficient, effective and economic manner;

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- Ensure effective staff management within the unit in line with the Agency's human resources policies. Manage staff performance, develop staff in line with learning and development policies and manage working time and absence;
- Develop team spirit within the unit, as well as with other units. Take initiative to prevent and resolve any internal conflicts;
- Keep staff informed of all relevant policy and strategic aspects of the work of the unit, providing feedback and maintaining interactive communication;
- Develop and promote cooperation with other units to optimise efficiency and effectiveness.

### **General tasks**

- Contribute to the development of strategies, policies and procedures on the basis of the mission statement and to achieve the common strategic priorities of the Agency;
- Ensure accurate planning and reporting in the unit, in compliance with the principle of sound financial management;
- Define, manage and supervise the activities and projects of the unit, ensuring proper delivery within the agreed timelines, budget and quality requirements;
- Act as the main channel for the exchange of information between the Director and the unit's members;
- Advise the Director on all matters falling within the competence of the unit;
- As part of the Management Team, support the Director in the overall management of the Agency.

### **Specific tasks**

- Propose, develop, and follow up analytical instruments and statistical and other methodologies relating to surveys, data and information gathering activities;
- Follow EU legal and policy developments in the areas covered by the unit and provide relevant advice;
- Supervise and manage the analysis of relevant data and information in order to support the needs of EU law and policy-making;
- Supervise the unit's research and analysis outputs and contribute to the Agency's annual Fundamental Rights Report;
- Define and supervise the unit's projects and ensure that the Agency's project management tools and reports to the Director are regularly updated.

### **Duties applicable to all staff:**

- Actively work towards the achievement of the goals of FRA in accordance with the Strategic Plan;
- Perform any other duties and responsibilities that may be assigned by the Director.

## **3 ELIGIBILITY CRITERIA**

Candidates who do not meet one or more of the following eligibility criteria by the deadline for submission of applications will be marked ineligible and their application will not be considered further:

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### **General conditions<sup>1</sup>**

- Be a national of one of the Member States of the European Union and be entitled to full rights as a citizen<sup>2</sup> ;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Meet the character requirements as to suitability for the performance of the duties involved;
- Be physically fit to perform the duties linked to the post<sup>3</sup>.

### **Education<sup>4</sup>**

- A level of education which corresponds to completed university studies attested by a diploma in law, or a degree in social or political science, when the normal period of university education is four years or more and, after having obtained the university degree, at least twelve years of professional experience;

OR

- A level of education which corresponds to completed university studies attested by a diploma in law, or a degree in social or political science, when the normal period of university education is three years and, after having obtained the university degree, at least thirteen years of professional experience.

### **Professional experience**

- Out of the total years of professional experience above, a minimum of 5 years' experience in positions related to the profile of the post as described under the section "Duties"; and
- A minimum of 3 years of experience in a management role.

### **Language skills**

- Have a thorough knowledge (level C1) of English, as this is the working language of FRA, and
- Have a satisfactory knowledge (minimum level B2) of another language of the EU.

The levels indicated correspond to the Common European Framework of Reference for Languages<sup>5</sup>.

### **Computer skills**

- Candidates should have extensive practical experience with computer applications such as MS Office package or similar (mainly Word, Excel, PowerPoint, Outlook).

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<sup>1</sup> See Article 12 of the Conditions of Employment of Other Servants of the European Union.

<sup>2</sup> Prior to appointment, successful applicants will be required to prove that they do not have any criminal record.

<sup>3</sup> Before being engaged, successful applicants will be required to undergo a medical examination.

<sup>4</sup> 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 Member States shall be taken into consideration. Any certificate of equivalence should be obtained by the deadline for applications.

<sup>5</sup> See <https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

## 4 SELECTION CRITERIA

In order to select the best-qualified candidates for interview and test phase, the applications will be scored against the following **essential** criteria:

- Knowledge of the European Union functioning and priorities in the field of human rights;
- Proven experience in overseeing large-scale transnational research;
- Proven experience in overseeing or delivering social and legal analysis;
- Experience in conducting or overseeing research or policy development on non-discrimination and/or economic & social rights;
- Experience in the coordination of policy dossiers;
- Experience leading teams;
- Experience in dealing with diverse stakeholders.

The following criteria will be considered as **advantageous**:

- Knowledge of European Union policies on non-discrimination and/or economic & social rights;
- Experience in overseeing quantitative data collection (e.g. surveys).

In addition to the **essential and advantageous** criteria, candidates invited to the interview and test phase will also be assessed against the following requirements:

- **Management:** Ability to build and empower strong teams, motivate team members to meet their goals, provide feedback and support development;
- **Communication:** ability to communicate clearly and present complex subjects simply, both orally and in writing. Capacity to solicit input and listen to staff, partners and stakeholders;
- **Analysis and Problem-solving:** ability to identify the critical facts in complex issues and develop creative and practical solutions;
- **Working with Others:** ability to build productive and cooperative working relationships with hierarchy and with other units and colleagues. Negotiation skills, ability to steer discussions and generate best possible results without compromising working relationships. Capability to deal with people effectively, respectfully and courteously;
- **Prioritisation and Organisation:** ability to set and revise objectives for the unit, determine and focus on priorities and monitor progress;
- **Quality and Results:** responsibility for ensuring work is delivered to a high standard within set procedures; clear customer orientation (internal and external); capability to build systematic and methodical processes into work;
- **Resilience:** ability to remain effective under work pressure, be flexible and adapt to a changing work environment. Aptitude to encourage others to do the same and adjust own and team's approach to embrace changing circumstances.

## 5 SUBMISSION OF APPLICATIONS AND DEADLINE

Candidates are requested to submit their application electronically through the Agency's website: [fra.europa.eu](http://fra.europa.eu). **Only online applications will be accepted.**

An application will be deemed admissible only if it includes:

- a CV in [Europass format](#) (applications submitted in **other formats will not be considered**);
- a **motivation letter** (preferably no more than one page);
- a complete electronic application.

Applications must be sent no later than **08/07/2022 13:00** (Central European Time (CET)).

Information concerning the status of the selection procedure can be found at the following address: <http://fra.europa.eu/en/about-fra/recruitment/vacancies>.

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](mailto:recruitment@fra.europa.eu).

**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.**

## 6 EQUAL OPPORTUNITIES

FRA is an equal opportunities employer and ensures that its recruitment procedures do not discriminate on any ground such as sex, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, gender identity or sexual orientation. 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, so FRA can ensure your full and equal participation in the interview.

## 7 SELECTION PROCEDURE

The Appointing Authority of the Agency shall set up a pre-selection panel, which will assess the eligibility of candidates according to compliance with all formal requirements by the closing date for the submission of applications (please see 3 Eligibility criteria). Only eligible candidates will be evaluated in accordance with the selection criteria as specified point 4.

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Applicants who best match the selection criteria will be invited for a written test and interview, which will be held in English. It will take place in Vienna (Austria), the place of employment where the Agency has its seat. In case the COVID-19 situation does not allow candidates to have their written and/or oral tests at the FRA premises, all short-listed candidates will be invited for online written and/or oral tests.

Candidates invited to an interview will be requested to submit, on the day of the interview, a 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. 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.

The pre-selection panel shall draw up a shortlist of the applicants who most correspond to the profile sought, who shall be invited to an interview with the Appointing Authority (i.e. Director) and at least one member of a grade and management function equal to that of the function to be filled (selection panel). The Appointing Authority may also decide to invite other eligible applicants.

The shortlisted applicants will be assessed in an assessment centre, unless the applicant has taken part in such assessment centre in the two years preceding the closing date for applications. If an applicant has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, s/he may at her/his request be admitted to the assessment centre. The assessment centre shall evaluate the applicant's potential and shall provide an in-depth analysis of managerial skills, adaptability, and other core competencies. The result of the assessment centre shall be taken into consideration by the Appointing Authority.

Successful candidates will be included on a reserve list. This reserve list will be valid from the date of its establishment (in year 'N') until 31 December of year 'N+1'. Its validity may be extended. The reserve list may be used for future recruitment, should vacancies arise. Each candidate will be informed whether 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 reserve list, the Appointing Authority of FRA may offer a contract of engagement.

Please note that the pre-selection panel and selection panel'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.

## 8 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

A temporary agent contract will be offered pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union for an indefinite period.

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The successful candidate will be recruited in the grade AD 9. The basic monthly salary for the grade AD 9 (Step 1) is € 8.211,43. 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 to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

Additional information on the type of contracts 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](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 and the Conditions of Employment of other Servants of the European Union which is accessible at the following address:

[EUR-Lex - 01962R0031-20140501 - EN - EUR-Lex \(europa.eu\)](#)

## 9 DATA PROTECTION

Personal data shall be processed solely for the purpose of the selection procedure.

Please note that FRA will not return applications to candidates. The personal information FRA requests from applicants will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to: [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu).

For further information with regard to the processing of personal data, please see [FRA's Privacy Statement](#).



## **10 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 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>.

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, a candidate may request judicial review of the act. The appeal must be lodged within 3 months from the date of notification to the following address:

**Court of Justice of the European Union**  
**Rue du Fort Niedergrünwald**  
**L-2925 Luxembourg**  
**Luxembourg**

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the statute of the Ombudsman and the implementing provisions adopted by the Ombudsman. Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to the Agency. Any complaint to the Ombudsman (<http://www.ombudsman.europa.eu>) must be made within two years of receiving the Agency's final position on the matter.