

Publication of Vacancy Notice
Editing & Production Support Officer
Ref. n°: CA-EDIT-FGIV-2015

JOB PROFILE

1. Job Framework

Job Title:	Editing & Production - Support Officer
Job Location:	Vienna, Equality and Citizens' Rights Department, European Union Agency for Fundamental Rights (FRA)
Area of activity:	Editing and Production
Function Group:	FG IV
Status:	Contract Agent

2. Job Content

Overall purpose:

The mission of the Equality and Citizens' Rights Department is to conduct research and provide evidence based advice on issues of racism, xenophobia and related intolerance, discrimination on all grounds; Roma and migrant integration; the rights of the child; in addition, the Department is responsible for the production of all FRA reports, coordinating the Agency's Annual Report, as well as an EU-wide network of contractors, FRANET. The Equality and Citizens' Rights Department works closely with the other research department of the Agency, Freedoms and Justice, as well as with the Agency's Communication and Outreach Department.

The Equality and Citizens' Rights Department is composed of five Sectors:

- Equality; dealing mainly with issues of equality concerning racial or ethnic origin, sexual orientation, disability, age and gender
- Roma & Migrant Integration; dealing with social inclusion and integration issues concerning minorities, in particular Roma, and migrants, as well as broader social and economic rights issues
- Rights of the Child; dealing with issues concerning children and justice, child protection, and child poverty
- FRANET & Annual Report; responsible for the coordination of the FRA's research network of contractors covering all Member States and the coordination of the Agency's Annual Report.

- Editing and Production; responsible for editing and production of FRA's main research deliverables in English, French and German, including proof-reading, layout and production.

Functions and Duties:

The job holder will work in the Equality and Citizens' Rights Department under the supervision of the Head of Department and the coordination of the Head of Sector Editing and Production. She/he will work closely with staff in other departments.

She/he will support the process of editing and production of FRA's publications to meet the highest professional quality standards. This includes editing and proofreading, as well as managing relevant contracts outsourcing such tasks to external contractors.

More specifically, the responsibilities of the successful candidate entail:

- Editing scientific reports for diverse audiences into clear and concise English to ensure accuracy, clarity, cohesion and conformity with the Agency's professional standards. This involves rewriting, abridging and restructuring scientific text in close cooperation with staff who have drafted the text to improve readability and logical sequence, as well as correcting language errors, such as grammar, spelling and punctuation;
- Contribute to improving readability of FRA reports by structuring text in layout production – such as adding, as appropriate, boxes, shading and other graphical elements;
- Assist in the preparation and follow-up of relevant administrative files, such as technical specifications and editorial guidelines for external contractors, as necessary to outsourcing editing and production tasks, and monitor contract implementation, including all budgetary aspects;
- Any other tasks 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) Completed university studies of at least three years attested by a diploma and appropriate professional experience of at least one year,

(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)

- (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 citizen¹;
- Have fulfilled any obligations imposed on them by the laws on military service;
- Be physically fit to perform the duties linked to the post²;

B. Selection criteria

Essential

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria:

- Proven work experience of at least two years in editing scientific documents, as described in the section 'Functions and duties';
- Proven work experience of at least two years in administrative tasks, including contract management, as described in the section 'Functions and duties';
- Excellent command of spoken and written English at C2 level, which should be clearly indicated in the candidate's CV;
- Excellent writing and analytical skills which should be clearly indicated in the candidate's CV including a list of published editorial works;
- Experience of having worked as part of a team with respect to editing and production work, preferably in a multicultural environment – which should be clearly indicated in the candidate's CV;
- Excellent command of MS Office, in particular MS-Word and MS-Excel;
- Precise attention to detail and ability to meet very tight deadlines.

Advantageous

The following characteristics will be considered as additional assets:

¹ Prior to appointment, successful applicants will be required to produce an official document showing that they do not have any criminal record.

² 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.

- Excellent command of an EU language other than English or the candidate's mother tongue at C2 or C1 level;
- Experience in drafting reader-friendly documents simplifying complex concepts and research findings for different target audiences which should be clearly indicated in the candidate's CV;
- Proven work experience in editing scientific texts related specifically to law, political or social sciences;

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

The FRA urges anyone meeting the eligibility criteria and interested in the position to apply. **The 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.**

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.

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

SELECTION PROCEDURE

A Selection Committee is nominated by the Appointing Authority of the 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 the 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 the 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 Communities for a fixed period of 2 years. The contract may be renewed.

The successful candidate will be recruited in Function Group IV. The grade (13, 14 or 16) 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 13; professional experience of more than 7 years for grade 14 and professional experience of more than 20 years for grade 16). **The basic salary for grades 13, 14 and 16 are respectively € 3170,61, € 3587,37 and € 4592,43.**

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 Community 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 Communities, 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 **26/02/2015 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