

## Publication of a vacancy notice

### Personal Assistant to the Director

Ref.: FRA-TA-PADIR2-AST4-2018

### JOB PROFILE

#### 1. Job Framework

<b>Job Title:</b>	<b>Personal Assistant to the Director</b>
<b>Job Location:</b>	<b>Vienna, European Union Agency for Fundamental Rights (FRA)</b>
<b>Area of activity:</b>	<b>Director's team</b>
<b>Grade:</b>	<b>AST 4</b>
<b>Status:</b>	<b>Temporary Agent</b>

#### 2. Job Content

The mission of the Director's office is to guide and manage the Agency, ensuring that its objectives and related tasks, set out in the founding Regulation, are achieved efficiently and effectively and in accordance with the direction given by the Management Board of the Agency.

#### Functions and Duties:

The jobholder will, under the direct supervision of the Director, contribute to the smooth administration of the Director's secretariat. He/she will have particular responsibility in the coordination and organisation of the Director's activities.

The responsibilities of the successful candidate will be:

- Assist in the overall administration of the Director's office, i.e. provide administrative support in managing priorities and work flows involving the Director, coordinating and monitoring multiple and diverse activities and work processes to ensure that Director's decisions are properly conveyed and carried out;
- Take responsibility for planning the Director's agenda with appropriate consultation; effectively prioritise and resolve related conflicts and competing demands; coordinate the attendance to the meetings of the Director;
- Serve as first point of contact and liaison with the Units; communicate on behalf of the Director and keep Units informed by conveying status updates and other relevant information; bring sensitive and urgent matters to the

attention of the Director; follow-up on commitments made and ensure timely collection and submission of documents to the Director (e.g. briefing notes, speaking points, meeting documentation, administrative files);

- Deal with incoming emails and letters (including registration of correspondence, routing to relevant staff, tracking of replies); draft written correspondence on behalf of the Director; screen phone calls, enquiries and requests, and handle them as appropriate;
- Organise and attend internal meetings, and draft minutes and action points; ensure the Director is well prepared and has all relevant documentation for such meetings;
- Organise external meetings on behalf of the Director, handling all necessary arrangements (e.g. room reservations, participant lists, meeting agendas, invitations, catering, seating arrangements, background documentation, technical equipment, greeting of high-level visitors);
- Organise the Director's missions (including travel arrangements, preparation of mission file, communication with external partners etc.)
- Devise and maintain office systems, including data management (e.g. Director's contacts) and filing (electronic and paper);
- Handle a wide range of administrative duties/processes (e.g. timesheets, travel arrangements, visa applications, mission reimbursements and other expense statements, office supply requisitions, conference room bookings).

## **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 diploma<sup>1</sup> and, following the diploma, at least six (6) years of professional experience

OR

A secondary education attested by a diploma<sup>2</sup> giving access to post-secondary education and following this diploma, at least nine (9) years of professional experience;

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<sup>1</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 said Member States shall be taken into consideration. In the case that an equivalence certificate was issued, this should as well have been done by the deadline for application.

<sup>2</sup> See footnote 1

(b) Thorough knowledge of one of the official languages of the European Union and a satisfactory<sup>3</sup> knowledge of another of the EU official languages<sup>4</sup>;

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 or her full rights as a citizen<sup>5</sup>;
- Have fulfilled any obligations imposed on him/her by the laws on military service;
- Be physically fit to perform the duties linked to the post<sup>6</sup>.

## **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**

- Minimum of 6 years professional experience in the area mentioned under "Functions and duties";
- Professional experience in a public administration;
- Professional experience of working with senior managers in a front office;
- Excellent English written and oral communication skills;
- Strong interpersonal, excellent organisational skills, and capacity to prioritise work effectively, dealing with multiple tasks and meeting tight deadlines;
- Proficiency in using MS Office software.

### **Advantageous**

The following characteristics will be considered as additional assets:

- Good command of German and/or French (level B2 and above);
- Professional experience in an intergovernmental organisation or EU body;
- Good knowledge of the EU administrative and financial procedures, or equivalent procedures in an intergovernmental body;
- Knowledge and experience in the area of fundamental rights;

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<sup>3</sup>The level of knowledge considered satisfactory for the second language is B2 - Please refer to <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>4</sup> In addition, in order to be eligible for their first promotion, staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

<sup>5</sup> Prior to appointment, successful applicants will be required to produce an official document showing that they do not have any criminal record.

<sup>6</sup> Before being engaged, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of article 12(2)(d) of the Conditions of Employment of other Servants of the European Communities.

- Knowledge in the field of EU decision-making processes and its institutions.

### **SUBMISSION OF APPLICATIONS**

Candidates are requested to submit their application electronically through the Agency's website: [www.fra.europa.eu](http://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>.

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).

### **DEADLINE**

Applications must be sent no later than **09/01/2019 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.**

### **EQUAL OPPORTUNITIES**

FRA urges anyone meeting the eligibility criteria and interested in the position to apply. FRA is an equal opportunities employer and encourages applications without distinction 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, nationality, age, sexual orientation or gender identity.

**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.

### **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 Agency will invite for an interview the top 8 candidates among those who have obtained at least 60%.**

The selection procedure will be composed of an Interview and a written part. Both parts will be held in English. It 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. 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 from the date of its establishment (in year 'N') until 31 December of year 'N+5'. Its validity 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 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.

The successful candidate will be recruited in the grade AST 4. The basic monthly salary for the grade AST 4 (Step 1) is **€ 4,160.50**. 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.

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:

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

## **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 (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies 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 the following address: [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu).

## **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>.

If the complaint is rejected, the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union before:

The European Union Civil Service Tribunal  
Rue du Fort Niedergruenewald  
L-2925 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 must be made within two years of receiving the Agency's final position on the matter. (<http://www.ombudsman.europa.eu>)