

**Call for Expression of Interest for  
SECONDED NATIONAL EXPERTS  
Ref. SNE-FRA-DIR-2-2017**

**JOB PROFILE**

**1. Job Framework**

<b>Name of the Post:</b>	<b>Seconded National Expert</b>
<b>Reference:</b>	<b>SNE-FRA-DIR-2-2017</b>
<b>Department:</b>	<b>Director's Office</b>
<b>Place of Secondment:</b>	<b>Vienna, European Union Agency for Fundamental Rights (FRA)</b>
<b>Suggested date of beginning:</b>	<b>As soon as possible</b>
<b>Specificities:</b>	<b>Cost-free</b>

**2. Job Content**

**Overall Purpose:**

The mission of the Director's office is to support and advise the Director in the day-to-day management of 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 agency's Management Board.

**Functions and Duties:**

The successful candidate will work in the Director's Office under the supervision of the Director and the Head of the Director's Office.

S/he will work closely with team members of the Director's Office, in particular the EU Institutions Officer and the Senior Legal Adviser through the provision of legal and policy advice regarding EU and national developments relevant for the Agency.

In addition, the successful candidate is expected to contribute to other areas related to the Director's Office work where he/she has relevant expertise and experience.

More specifically, the responsibilities of the jobholder will be to:

- Advice and support the Director in maintaining and developing effective relations with relevant counterparts in the EU institutions – mainly within the Council of the European Union and the Presidencies of the Council of the European Union;
- Advice and support the Director and his/her office with expertise and analysis on key developments at the EU and national levels, in the area of fundamental rights;
- Working closely with the operational departments, contribute to the drafting of FRA deliverables and provide legal expert input where need arises;
- Organise and prepare briefing files and speaking notes for internal use as well as for external meetings and conferences;
- Contributing to the annual planning and reporting exercises as required;
- Perform any other related tasks, as assigned by the Director or the Head of the Director's Office;
- Act as back up to the EU Institutions Officer in the Director's Office.

## **JOB REQUIREMENTS**

### **1. 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:

- Be employed by a national, regional or local public administration or an intergovernmental organization (IGO), or an independent university or research organization that does not seek to make profit for redistribution or is in fact part of the public sector;
- Have worked for their employer on a permanent or contract basis for at least 12 months before the secondment and shall remain in the service of that employer throughout the period of secondment;
- Have a university degree, attested by **a diploma in Law<sup>1</sup>**

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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.

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- Be nationals of a EU Member State or EFTA Member State or a country with which the Council has decided to open accession negotiations;
- Have thorough knowledge of one EU language, and a satisfactory knowledge of a second EU language.

## **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 CV:

- Proven experience in EU and international relations;
- Knowledge of EU law and international human rights law;
- Experience of having drafted policy papers, legal analysis and briefings for decision-makers;
- Excellent communication skills in English, both verbally and in writing, with the ability to communicate with a variety of stakeholders and audiences;
- Proficiency in the use of various MS Office tools (Word, Excel, etc.);
- Excellent interpersonal skills including the capacity to work in a team and multi-cultural environment.

## **Advantageous**

- Good knowledge of German and/or French considered as an asset.

## **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>

### **DEADLINE**

Applications must be sent no later than **28/06/2017 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](mailto:recruitment@fra.europa.eu)

### **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 5 candidates.** The interview will mainly be held in

English and it will take place in Vienna (Austria), where the Agency has its seat and where the place of secondment is.

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 two years from the date of its establishment (the validity of the reserve list may be extended). The reserve list may be used for future secondment, 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 secondment.

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

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.

## **CONDITIONS OF SECONDMENT**

Seconded national experts are staff employed by a national, regional or public administration or IGO, who are seconded to FRA so that it can use their expertise in a particular field. The secondment will be subject to an exchange of letters between the Director of FRA and the representative from the sending employer.

A seconded national expert remains in the service of his/her employer throughout the period of secondment and shall continue to be paid by that employer. The SNE shall be cost-free for FRA in line with Article 2 of the MB Decision 2017/01<sup>2</sup>.

The initial period of secondment will be for one year, renewable up to a maximum of four years in total. The place of secondment shall be Vienna, Austria, where FRA is located.

## **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

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<sup>2</sup> Rules on the Secondment to FRA of National Experts and National Experts in Professional Training:  
<http://fra.europa.eu/en/about-fra/recruitment/seconded-national-experts>

(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)