

CALL FOR EXPRESSION OF INTEREST - SECONDED NATIONAL EXPERTS

Job title	SNE – Institutional Cooperation and Networks Unit
Status	Seconded National Expert
Reference	SNE-INST-2021
Deadline for applications	31/01/2022 13:00 (Central European Time (CET))
Place of employment	Vienna, AUSTRIA

The European Union Agency for Fundamental Rights (FRA) is organising a call for expression of interest to constitute a reserve list from which to fill vacant post(s) of Seconded National Experts in the Institutional Cooperation and Networks Unit.

1 BACKGROUND

The European Union Agency for Fundamental Rights (FRA) provides independent, evidence-based advice to policymakers, 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, provides assistance and expertise to EU Institutions and to EU Member States' governments, raises rights awareness, communicates its findings, and strengthens cooperation and ties between fundamental rights actors.

The Institutional Cooperation and Networks Unit

The Institutional Cooperation and Networks Unit is responsible for the Agency's cooperation with partners to support fundamental rights compliant law and policy making in the EU and its Member States. The Unit works with partners at the EU, national and international levels, including EU institutions, Member State governments, national bodies with a human rights or equality remit, civil society organisations and intergovernmental organisations.

The Unit stays abreast of policy and legal developments relevant to the Agency's work and helps the Agency respond to the needs of policy and lawmakers for independent fundamental rights advice. The Unit provides substantive legal and policy inputs on the basis of the Agency's research, data collection and analysis, including in relation to the EU Charter of Fundamental Rights.

2 DUTIES

The successful candidate will work in the Institutional Cooperation and Networks Unit under the supervision of the Head of Unit. She/he will also work closely with other members of the unit, as well as staff in other units.

The jobholder will support the work of the Unit in line with its institutional cooperation and networking priorities in a given year, as set out in the [Agency's Programming Document](#). He/she will draw on their expertise and knowledge to provide input to specific projects and their deliverables.

The function and duties of the post will be to:

- Advise on appropriate strategies to engage with national authorities and implement cooperation activities to help raise awareness of the Agency's work and findings at national level, including by devising and facilitating national stakeholder meetings and other outreach activities;
- Facilitate and maintain relations with national government authorities and national parliaments in the EU, including through the networks of FRA's National Liaison Officers and national parliamentary focal points;
- Disseminate information and draft briefings on the Agency's work tailored to the needs of national authorities, parliaments and national bodies with a human right remit, based on data and evidence generated by the Agency within its areas of work;
- Organise and contribute to in-person or online information and training sessions for national stakeholders;
- Draft briefings and speaking points for the Agency's management on issues falling into the jobholder's area(s) of work;
- Support the work of specific projects in line with the jobholder's area(s) of legal and/or policy expertise relating to the field of fundamental rights;
- Contribute to project management; this includes tasks related to the overall planning, development, implementation, and monitoring of projects including oversight of quality of deliverables;
- Represent the Agency at meetings and events and help organise external and internal meetings.

Duties applicable to all staff:

- Actively work towards the achievement of the goals of the FRA in accordance with the [Strategic Plan](#);
- Perform any other work-related duties and responsibilities that may be assigned by the Head of Unit in the interest of the service.

3 ELIGIBILITY CRITERIA

To be admissible for this selection, candidates must fulfil all the following conditions by the deadline for submission of applications:

General conditions

- Be employed by a national, regional or local public administration or an intergovernmental organisation (IGO), or an independent university or research organisation, which is part of the public sector (that does not seek to make profit; in other words – is not a private institution);
- 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;
- Be a national of one of the Member States of the European Union.

Education

- Have a university degree, attested by a diploma¹;

Professional experience

- Have at least 3 years of full-time professional experience of administrative, legal, policy, scientific, advisory or supervisory functions gained after obtaining the relevant degree, at a level equivalent to the post and relevant to the tasks listed under section 2 “Duties”.

Language skills

- Have thorough knowledge of one EU language, and a satisfactory knowledge² of a second EU language to the extent necessary for the performance of his/her duties.

4 SELECTION CRITERIA

In order to select the best-qualified candidates for interview and possible test phase, the Agency will consider the following:

Essential

- Proven work experience relevant to the items listed under “Duties”;
- Proven experience in developing stakeholder engagement strategies and managing stakeholder networks;
- Proven ability to draft high quality policy briefings and analytical papers in English and experience in delivering effective oral presentations for multiple audiences;

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. Any equivalence certificate shall be issued by the deadline for applications.

² The knowledge is required at least at B2 level. The assessment at B2 level is done in accordance with the Common European Framework of Reference for Languages (CEFR) (<http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>)

- Proficiency in the use of various MS Office tools (e.g. Word, PowerPoint, Excel, etc.).

Advantageous:

- Thorough knowledge relating to specific areas of work corresponding to at least one of the following:
 - Human rights mechanisms
 - EU Charter of Fundamental Rights
 - Any of the thematic working areas of FRA
- Proven experience in project management.

In addition to the above criteria, candidates invited to the interview phase will be assessed against the following requirements too:

- **Communication:** communicate clearly and precisely both orally and in writing;
- **Analysis and Problem-solving:** ability to identify the critical facts in complex issues and develop creative and practical solutions;
- **Working with Others:** work cooperatively with others in teams and across organisational boundaries and respect differences between people; create a sense of team spirit by encouraging shared goals and exchange of knowledge and experience;
- **Learning and Development:** develop and improve personal skills and knowledge of the organisation and its environment; commit to train others, share knowledge, and systematically improve working methods;
- **Prioritisation and Organisation:** ability to prioritise the most important tasks, work flexibly and organise own and others' workload efficiently;
- **Quality and Results:** take personal responsibility and initiative for delivering work to a high standard quality within set procedures; show clear customer orientation (internal and external); build systematic and methodical processes into projects and work of self and own team;
- **Resilience:** remain effective under work pressure, be flexible and adapt to a changing work environment; 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 using the link available on the FRA website.

Only electronic 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** (done via the online application).

Applications must be sent no later than **31/01/2022 at 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

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 urges anyone meeting the eligibility criteria and interested in the position to apply. FRA is an equal opportunities employer and encourages applications without distinction based on 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.

7 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 section 3 “Eligibility criteria”).

Only the applications of eligible candidates will be assessed in accordance with the selection criteria as specified in the publication notice (see section 4 “Selection criteria”).

The Agency will invite for a written and/or oral tests the top 8 candidates among those who have obtained at least 60 % of the total score as result of the assessment. The tests 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.

In case the COVID-19 situation does not allow candidates to have their tests at the FRA premises, all short-listed candidates will be invited for online tests. The short-listed candidates will receive further detailed information in due time.

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

(e.g. 2022) until 31 December 2023. Its validity may be extended. The reserve list may be used for future secondment, should vacancies arise. All invited candidates will be informed by letter whether or not they have 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.

8 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 entitled to a daily and monthly subsistence allowance in line with the [MB Decision 2017/01](#)³.

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.

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.

³ 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>



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