

Publication of Vacancy Notice

Assistant to the Director

Ref.: TA-ASTDIR-AD6-2019

JOB PROFILE

1. Job Framework

Job Title:	Assistant to the Director
Job Location:	Vienna, European Union Agency for Fundamental Rights
Area of activity:	Director's Office
Grade:	AD6
Status:	Temporary Agent

2. Job Content

The responsibility of the Director 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.

The jobholder works under the supervision of the Director and assists him/her in the day-to-day management of the Agency.

Functions and Duties:

The responsibilities of the jobholder will be as follows:

- Coordination of the Director's Office: Develop, implement and monitor all workflows within the Director's Office and ensure the timely planning, effective implementation and follow-up of all activities involving the Director; ensure that all tasks within the Director's Office are completed within agreed timelines;
- Planning and monitoring priorities: Assist the Director in setting and managing internal priorities; effectively prioritise and resolve related conflicts and competing demands; monitor multiple activities across the Agency and pro-actively inform the Director about potential risks; and, in coordination with the

Management Team, ensure that Director's decisions are properly conveyed and carried out;

- Preparation of the Director's dossiers for his/her agenda: Coordinate the substantive inputs from the relevant Units for the Director's internal and external meetings; set appropriate deadlines and keep track of progress to ensure the timely preparation of the Director for all his internal and external engagements;
- Communication: Prepare speaking points for the Director's internal and external engagements; draft communications on the Director's activities for the Agency's external communication and internal or external reports, including the Agency's annual activity report and the Director's Report to the Management Board;
- Correspondence: Draft and coordinate internal and high-level external correspondence with the Agency's stakeholders as required by the Director, ensuring prompt and timely replies;
- Meetings: Participate in internal and external meetings and/or events, draft meeting minutes and reports as required by the Director, ensuring an appropriate follow-up of agreed action points and commitments made;
- Document management: Maintain physical and electronic document management systems and contact databases and ensure compliance of the Director's Office with the applicable data protection rules;
- Handle any other tasks as assigned by the Director.

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 level of education which corresponds to completed university degree attested by a diploma¹ when the normal period of university education is four years or more and, after having obtained the university degree, at least four years of professional experience;

OR

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. In the case that an equivalence certificate was issued, this must as well have been done by the deadline for application.

A level of education which corresponds to completed university studies attested by a diploma² when the normal period of university education is three years and, after having obtained the university degree, at least five years of professional experience;

(b) Thorough knowledge of one of the official languages of the EU and a satisfactory³ knowledge of another language of the EU⁴;

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 citizen⁵;
- Have fulfilled any obligations imposed on them by the laws on military service;
- Be physically fit to perform the duties linked to the post⁶.

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 three years working experience acquired in positions related to the profile of the post as described under section "Functions and Duties";
- Minimum of two years working experience in European Union institutions, bodies or agencies, national and/or international organisations;
- Excellent knowledge of the European Union functioning and set priorities in the field of human rights;
- Experience in the coordination of dossiers and motivating team members to meet their set goals;

² See footnote 1

³ 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>

⁴ 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.

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

⁶ 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.

- Sense of responsibility and confidentiality by ensuring that targets are met based on agreed timelines and that information is handled in a secure manner;
- Sound judgement and ability to set priorities based on importance and sensitivity of matters as well as the ability of taking initiative when deemed necessary;
- Excellent communication, organisational and interpersonal skills dealing with all levels of management internally and externally of the organisation;
- Strong analytical skills, accuracy and attention to detail.

Advantageous

The following characteristics will be considered as additional assets:

- Very good command of French (level C1 and above) or very good command of German (level C1 and above);

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>.

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.

DEADLINE

Applications must be sent no later than **23/04/2019 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 AD 6. The basic monthly salary for the grade AD 6 (Step 1) is **€ 5,416.58**. 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

(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 the following address:

recruitment@fra.europa.eu.

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

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>)