



**Vacancy for a post of HR Officer (Temporary Agent, AD 5) in the European Asylum Support Office (EASO)**

**REF.: EASO/2017/TA/030**

<b>Publication</b>	<b>External</b>
<b>Title of function</b>	<b>HR Officer</b>

**1. WE ARE**

The European Asylum Support Office (hereinafter referred to as "EASO"), established by Regulation 439/2010<sup>1</sup>, strengthens European Union (EU) Member States' practical cooperation on asylum, enhances the implementation of the Common European Asylum System (CEAS) and supports Member States whose asylum and reception systems are under particular pressure.

Specifically, EASO focuses on three main tasks:

1. Supporting practical cooperation among Member States on asylum mainly through training, quality activities, country of origin information (COI), statistics and analysis, specialized expert networks, practical cooperation workshops, thematic support on unaccompanied minors, trafficking in human beings and gender;
2. Supporting Member States under particular pressure through emergency support, including the deployment of asylum support teams to assist EU Member States in managing asylum applications and in putting in place appropriate reception facilities;
3. Contributing to the implementation of the CEAS by collecting and exchanging information on best practices, drawing up an annual report on the asylum situation in the EU covering the whole asylum procedure in EU Member States and adopting technical documents, on the implementation of the new EU asylum acquis.

The headquarters of EASO are located at the Valletta Harbour (Malta).

**2. WE PROPOSE**

The Human Resources Officer will be working within one of the Sectors of the Human Resources Unit. The Human Resources Officer will be reporting to the Head of Sector(s) and will be responsible for the following list of non-exhaustive tasks:

1. Support the Head of Sector in the establishment of an up-to-date and appropriate framework of rules and regulations, personnel policies and policy instruments, templates, guidelines and manuals in alignment with the Agency's strategic plan and requirements;

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<sup>1</sup> Regulation (EU) No 439/2010 of the European Parliament and of the Council of 19 May 2010 (OJ L 132, 25.5.2010, p.11).

2. Ensure correct implementation of the Staff Regulations of Officials and Conditions of employment of Other Servants of the European Communities ('CEOS') as well as the applicable General Implementing Provisions, human resources policies, strategies and procedures of the Agency;
3. Ensure organisation of timely recruitment and selection procedures for statutory staff (Temporary and Contract Agents), Seconded National Experts and Trainees in accordance with the EU Staff Regulations and Conditions of Employment of Other Servants of the European Union ('CEOS') as well as relevant implementing rules, internal procedures and EU rules and standards and non-statutory staff when applicable;
4. Support with the planning, coordinating and supervising, internal tasking and follow-up measures of the Sector(s) activities e.g. recruitment planning, training planning etc;
5. Prepare notes, proof-reading letters etc. for the HR procedures of the Agency in compliance with the EU Staff/CEOS/Financial Regulations;
6. Prepare, administer and follow-up in a timely manner employment contracts, job descriptions and modifications, as assigned;
7. Act as operational and/ or financial initiator and/or operational verifying agent for the HR financial transactions, plan and monitor the budget lines allocated; prepare forecasts for the Finance Unit/Sector, prepare relevant commitments in a timely and correct manner, carry forward exercises etc.;
8. Act as operational initiator for the launching of tenders and follow up the legal commitments in place in connection with services administered by the HR sector(s), e.g. publication of vacancy notices, medical services etc. in cooperation with EASO Procurement Sector;
9. Provide statistics, reports and other documentation regarding the administrative operation of the HR Unit/Sector(s) upon request by use of ICT tools such as pivot tables, excel worksheets etc;
10. Handle and respond in an accurate and timely manner to enquiries, requests for feedback, Art.90s etc.
11. Contribute in the management of the entitlements of newcomers and established staff;
12. Contribute in the development of all HR related databases in collaboration with the ICT Unit, manage electronic and paper documents;
13. Perform any other tasks as requested by the Head of Department/Unit/Sector.



### 3. WE LOOK FOR

#### A) Eligibility criteria

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. Have a level of education which corresponds to completed university studies of at least 4 years attested by a diploma<sup>2</sup> or a level of education which corresponds to completed university studies of at least 3 years attested by a diploma, and after having obtained the diploma, appropriate professional experience of 1 year;
2. Be nationals of one of the Member States of the European Union, Norway or Switzerland;
3. Be entitled to their full rights as citizens;
4. Have fulfilled any obligations imposed on them by the laws on military service;
5. Possess a thorough knowledge of one of the official EU languages and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the duties pertaining to the post;
6. Meet the character requirements for the duties involved<sup>3</sup>;
7. Be physically fit to perform the duties linked to the post<sup>4</sup>.

#### B) Selection criteria

If the eligibility criteria set out in section A) *Eligibility criteria* are met, the candidates' applications will be evaluated on the basis of the selection criteria below. The most suitable candidates will be invited to an interview.

#### Essential

1. At least 3 years of proven professional experience with the tasks mentioned under Section 2;
2. Proven professional experience and knowledge on budgeting and forecasting HR Budgets and very good knowledge of financial tools (e.g. ABAC software or similar);

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<sup>2</sup> Only diplomas issued by EU Member State authorities and diplomas recognized as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognized by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted if you have been invited for an interview. This will enable the selection board to assess accurately the level of the qualifications.

<sup>3</sup> Before the appointment, the successful candidate shall be asked to provide an extract from their police file.

<sup>4</sup> Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that EASO may be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.

3. Proven professional experience in dealing with preparation of public procurement and tender procedures in the HR area (e.g. publication of vacancy notices, medical services etc);
4. Proven professional experience in providing statistics and reports.

### **Advantageous**

1. Proven professional experience in a position related to the aforementioned duties in a European Institution, Agency or Body;
2. Proven professional experience and very good knowledge of the EU Staff Regulations and CEOS, Implementing Rules and the EU Financial Regulations;
3. Degree obtained in a field relevant to the above mentioned functions and duties i.e. in the field of human resources, finance, economics, accounting, law, business administration or management.

### **Evaluation during interviewing process**

Candidates invited to the interviewing process (interview and written test) will be assessed on the following criteria that are essential to the post:

1. Excellent written and oral command of English;
2. The ability to use electronic office equipment and applications (word processing, spread sheets, presentations, electronic communication, internet, etc.)

During the interviewing process candidates may also be assessed on the basis of the following criteria:

1. Customer oriented approach and results driven attitude;
2. Excellent planning and problem-solving skills and the ability to prioritise work and deliver results under pressure;
3. Attention to details,
4. Confidentiality, integrity and discretion;
5. Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment;
6. Ability to use electronic office equipment and applications (word processing, spread sheets, presentations, electronic communication, internet etc.).



#### 4. SELECTION AND APPOINTMENT

The Regulation which provides the legal basis for EASO was adopted in May 2010 (Official Journal of the European Union L 132 of 29.5.2010).

Eligibility of candidates will be assessed by a Selection Committee according to compliance with all eligibility criteria by the closing date for the submission of applications.

The applications of the eligible candidates will also be assessed against the selection criteria. Following this assessment, the best ranking candidates may be invited for a written competency test and an interview, which will be held for the most part in English.

The interview will consist of the following components:

- General aptitude and language abilities to the extent necessary for the performance of their duties in accordance with Article 12.2(e) of the Conditions of Employment of other Servants of the European Communities (CEOS);
- Specific competences with reference to the applicants' profiles in line with the selection criteria of the present Vacancy Notice.

Candidates invited to an interview will be required to bring with them originals and copies of the documents listed below:

- A document proving their citizenship (e.g. passport);
- Certificates attesting their educational and professional qualifications, in particular those giving access to the profile in question;
- Documentary evidence of their professional experience after the date on which the candidate obtained the qualification giving access to the profile in question, clearly indicating the starting and finishing dates, whether full or part time, and the nature of the duties carried out.

The Selection Committee will propose a shortlist of successful candidates to the Appointing Authority, who will decide on the appointment of the successful candidate and the establishment of a reserve list for the post advertised. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until 31 December 2018 and may be extended at the discretion of the Appointing Authority.

Prior to contract signature, the successful candidate will be asked to undergo a compulsory medical examination by one of the institutions' medical officers in order that EASO may be satisfied that he/she fulfils the requirement of Article 28(e) of the Staff Regulations of the Officials of the European Communities.

## 5. EQUAL OPPORTUNITIES

EASO applies an equal opportunities policy and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## 6. CONDITIONS OF EMPLOYMENT

The Temporary Agent will be appointed by the Executive Director, upon recommendation of the Selection Committee, following the selection procedure.

He/she will be recruited as a temporary agent pursuant to Article 2(f) of the CEOS for a period of **5 years** which may be renewed. The temporary agent post in question will be placed in group AD 5. Successful candidates who are recruited will undergo an initial probation period of nine months.

The pay for a **Temporary Agent, AD 5 (step 1)** consists of a **basic salary of 4637.77 €** weighted by the correction coefficient (for Malta currently 85.70%) supplemented with various allowances, including family allowances. The salaries of staff members are subject to a Community tax deducted at source. Staff members are exempt from national tax on salary and are members of the Community social security and pension schemes.

For further information on working conditions of temporary staff please refer to CEOS: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The place of employment is **Valletta Harbour (Malta)**.

## 7. APPLICATION PROCEDURE

For applications to be valid, candidates shall:

- Use the official application form provided on the EASO website. The application must be completed in English, and all parts must be completed in full.
- Send their application by email to: [applications@easo.europa.eu](mailto:applications@easo.europa.eu) by the deadline.
- The subject of the e-mail should include the reference of this vacancy, followed by the candidate's surname.

Incomplete applications will be disqualified and treated as non-eligible. Candidates who use the same application to apply for more than one post will also be disqualified.

Please note that the selection process may take several months.

In order to facilitate the selection process, all correspondence to candidates concerning this vacancy will be in English.

Under no circumstances should candidates approach the Selection Committee, directly or indirectly, concerning this recruitment. The Appointing Authority reserves the right to disqualify any candidate who disregards this instruction.



**Closing date:**

The closing date for submission of the applications is **04 December 2017 at 13:00h** (Brussels time). EASO will disregard any application received after this date and time.

Applicants are strongly advised **not to wait until the last day** to submit their applications, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The EASO cannot be held responsible for any delay due to such difficulties.

**If at any stage in the procedure it is established that any of the information provided by a candidate is incorrect, the candidate in question will be disqualified.**

**8. DATA PROTECTION**

The purpose of processing of the data submitted by the candidate is to manage the application(s) of the candidate in view of a possible selection and recruitment at EASO.

EASO does not make public the names of successful candidates on reserve lists. However, it is possible that, for the purposes of recruitment and related planning purposes, members of the EASO management team may have access to reserve lists and, in specific cases, to the application form of a candidate (without supporting documents, which are kept in confidence by the personnel department). Application files of non-recruited candidates are kept for two years from the expiry date of the reserve list after which time they are destroyed.

The personal information requested 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 EU institutions and bodies and on the free movement of such data.

**9. APPEAL PROCEDURES**

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the Union, a candidate may submit a complaint against an act affecting him/her adversely. The complaint must be lodged within 3 months from the date of notification to the following address:

**The Executive Director  
European Asylum Support Office  
MTC Block A, Winemakers Wharf, Grand Harbour Valetta, MRS 1917  
Malta**

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. The appeal must be lodged within 3 months from the date of notification to the following address:

**European Union Civil Service Tribunal  
Boulevard Konrad Adenauer  
L-2925 Luxembourg**



## Luxembourg

If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>), or write to:

**European Ombudsman**  
**1, Avenue du President Robert Schuman -BP 403**  
**F-67001 Strasbourg Cedex**  
**France**

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.