Call for an expression of interest in the recruitment of a Seconded National Expert (SNE) in the European Asylum Support Office (EASO)

REF.: EASO/2016/SNE/003

Publication: External

Title of function: Resettlement Expert

Duration: 1 year (renewable)

1. WE ARE

The European Asylum Support Office (hereinafter referred to as "EASO"), established by Regulation 439/2010, 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 team 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 organisation chart of EASO can be consulted in the EASO Work Programme on EASO website (www.easo.europa.eu). The headquarters of EASO are located in Valletta Harbour (Malta).

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2. **WE PROPOSE**

The European Commission has recently announced that it will set out a proposal framing the EU’s policy on resettlement, providing a common approach to safe and legal arrival in the EU for persons in need of protection. This proposal will build on existing initiatives, such as the European Resettlement Scheme recommended in 2015, under which Member States have agreed to resettle 22,504 refugees in 2015–16 from refugee camps in the Middle East, Northern Africa and the Horn of Africa. Moreover, as announced in the Statement agreed between the Member States and Turkey of 18 March 2016, a mechanism is established to substitute irregular and dangerous migrant crossings from Turkey to the Greek islands with the legal channel of resettlement from Turkey to the EU. For every Syrian being returned to Turkey, another Syrian will be resettled from Turkey to the EU. In parallel, work is underway amongst Member States to put in place the humanitarian admission scheme for Syrian refugees currently in Turkey. Once irregular crossings between Turkey and the EU are ending or at least have been substantially and sustainably reduced, this scheme will be activated. EU Member States will contribute on a voluntary basis to this scheme.

As per Article 7 of the EASO regulation, EASO shall support the external dimension of the CEAS, including by coordinating exchanges of information and other actions on resettlement taken by Member States with a view to meeting the international protection needs of refugees in third countries and showing solidarity with their host countries.

In 2016, EASO will, in cooperation with UNHCR and other relevant actors, support the implementation of the European resettlement initiatives and promote coordination between EU+ countries in achieving agreed targets of resettlement.

To ensure an effective implementation of the EU-Turkey agreement an EU coordination structure has been established led by the Director General of the Structural Reform Support Service (SRSS). Within this overall EU coordination structure the resettlement team is responsible for supporting the resettlement efforts of the EU member states.

The job holder, under functional supervision of the Head of Migration Task Force, will be contributing to the EASO support to European resettlement initiatives by:

- Being a member of the recently established EU Resettlement team in the EU Delegation in Turkey and providing the necessary technical expertise;
- Liaise with Participating Member States and support their resettlement planning and implementation;
- Liaise with UNHCR and IOM as appropriate;
- Coordinate and/or assist in the management of resettlement facilities in Third Countries;
- Manage call for experts and their deployment, should EASO deploy experts in the field of resettlement/external dimension;
- Deliver background information to Head of Centre for Operational Support and drafting memos, concept notes and strategic papers on resettlement;
- Organise experts meetings and draft minutes in the EU and in Third countries;
• Developing methodologies and tools for EASO support in the field of resettlement, in cooperation with relevant organisations and existing networks;

• Travel frequently for short term and long term missions in Turkey and to Third countries, as part of an EASO delegation or, if on his own, as an observer or for information purposes.

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. Be nationals of a Member State of the European Union or Norway or Switzerland;
2. Be employed by a public administration of a Member State of the European Union, or Norway, or an International Governmental Organisation for at least 12 months before applying for secondment;
3. Have at least 3 years of relevant professional experience;
4. Have a thorough knowledge of one of the official EU languages and an excellent command of spoken and, especially, written English.

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.

**B) Selection criteria**

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

**Essential**

1. Sound knowledge and proven professional experience in the areas mentioned in the job description under Section 3;
2. Experience in designing and implementing resettlement programmes;
3. Experience in cooperation with Member States’ authorities, EU bodies, international organisations and civil society organisations which are active in the field resettlement.

**Advantageous**

1. Field experience relevant for the above mentioned tasks and duties;
2. Highly preferable working knowledge of Turkish language;
3. Previous working experience within an international and multicultural environment.
If selected for interview, candidates will also be assessed in the interview on the basis of the following criteria:

1. Excellent analytical capabilities and problem-solving skills;
2. Ability to work under pressure and meet deadlines on multiple tasks;
3. Good communication skills and well developed interpersonal skills;
4. Good planning and organisational skills;
5. Accuracy and attention to details;
6. Knowledge of the mission and organisation of EASO.

Excellent written and oral command of English, including ability to draft reports, tools and presentations in English as well as ability to use electronic office equipment and applications (word processing, spread sheets, presentations, electronic communication, internet etc.) are essential. Candidates will be also assessed on the above by written test.

4. General Conditions

The secondment will be governed by the EASO Management Board Decision n° 1 of 25.11.2010 laying down rules on the secondment of national experts (SNE) to the EASO (document EASO/MB/2010/3). This decision is available on the EASO website: http://easo.europa.eu/working-for-easo/vacancies/

5. Application Procedure

For applications to be valid, candidates shall:

- Use and duly complete the official application form provided on the EASO website.

- Official applications must be submitted within the deadline via email to: applications@easo.europa.eu

- To qualify as eligible, official applications shall be forwarded by the Permanent Representations or national contact points or, as the case may be, the International Governmental Organisations, together with the proof of intent (official letter) by the relevant administrations to authorise the secondment in case of successful selection.

- 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. 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 **16 August 2016 at 13:00hrs (Brussels time)**. EASO will disregard any application received after that date.

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.

6. **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.

7. **Data Protection**

The purpose of processing of the data submitted by the candidate is to manage application(s) of the candidate in view of a possible pre-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.

8. **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 Valletta, 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

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the European Union. The complaint must be lodged within two years of becoming aware of the facts on which the complaint is based to the following address:

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.