Vacancy for a post of Project Coordinator (Contract Agent, FG IV) in the European Asylum Support Office (EASO)

REF.: EASO/2016/CA/004

Publication: External
Title of function: Project Coordinator

1. WE ARE

The European Asylum Support Office (hereinafter referred to as "EASO"), established by Regulation 439/20101, 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 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).

2. WE PROPOSE

EASO will begin the implementation of a regional programme within the Instrument of Pre-Accession Assistance II (IPA II) on protection-sensitive migration management in the Western Balkans and Turkey. The project will be implemented within the framework of the EASO external dimension. The aim of the project is to establish EU compatible and protection-sensitive asylum systems as part of migration management in the Western Balkans mainly. The programme is funded by the IPA II with Frontex as lead agency and EASO as co-applicant, but as lead implementing agency for certain interventions. The Programme officially started on 1 January 2016 and will be implemented over a 36 months’ period. EASO therefore seeks to set up a project implementation team for the successful implementation of EASO’s part of the Programme. The project implementation team will be fitted within the structure of EASO’s Centre for Operational Support (COS) as part of the External Dimension focus and will also work closely with all stakeholders of the Regional Programme, e.g. Frontex, the European Commission, UNHCR and IOM.

The Project Coordinator will be working in COS under the overall responsibility of the Head of COS and direct supervision of the COS Coordinator responsible for Western Balkans. The Project Coordinator will be expected to be present in the Western Balkans region regularly (several missions, both short and long-term are expected to coordinate with the other project partners in the field). The Project Coordinator will be responsible for the project coordination including following tasks:

- Day-to-day management, planning and implementation of the project activities;
- Communicate with project partners, stakeholders, experts, contractors on matters related to project activities (i.e. draft invitation letters, agenda of meetings, etc.);
- Coordinate logistical and administrative arrangements of meetings, trainings, workshops, study visits and other project activities in the region;
- Monitor the budget and administratively manage its daily implementation;
- Drafting of narrative and financial reports and monitor/evaluate the relevant project activities;
- Formulate and update work plans and draft resource planning;
- Liaise with project partners, in particular the European Commission and Frontex, on administrative and financial requirements;
- Manage the coordination and monitoring of the work of external service providers contracted to perform specific project activities (i.e. translation of training modules, interpretation during workshops, visibility materials);
- Support the implementation of activities on the ground (including targeted visits to the partner countries) in a very flexible manner and in close cooperation with all parts of EASO;
- Provide specific strategic input and advice to the project supervisor in project development and project management;
- Perform any other duties required in the interest of the project.

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. A level of education that corresponds to completed university studies of at least 3 years attested by a diploma and after having obtained the diploma at least 1 year of appropriate professional experience;

2. Be nationals of one of the Member States of the European Union or Norway;

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;

7. Be physically fit to perform the duties linked to the post.

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. Professional experience in project management, preferably in the areas of capacity building of asylum and reception systems and migration;

2. Professional experience in implementing EU funded projects/EU grant management;

3. Professional experience in drafting monitoring/evaluation reports, financial and narrative project reports and other supportive documents;

4. Professional experience in liaising with international stakeholders and in mainstreaming communication;

5. Excellent written and oral command of English;

---

2 Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

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

4 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.
6. Professional experience within an international and multicultural environment.

**Advantageous**

1. Professional experience in a position related to the aforementioned duties in a European Institution, Agency or Body;
2. Post-graduate degree obtained in a field relevant for the above mentioned tasks and duties;
3. Familiarity with EU public procurement and contract management;
4. Fieldwork experience in third countries, preferably in the Western Balkans and/or Turkey;
5. Knowledge of Serbo-Croatian/Albanian/Turkish.

If selected for interview, candidates will also be assessed in the interview on the basis of the following criteria:

1. Knowledge of relevant EU migration and asylum related policies and legislation, in particular as related to the External Dimension of the CEAS;
2. Project Management experience including capacity to manage and co-ordinate several processes simultaneously;
3. Excellent planning and problem-solving skills and the ability to prioritise work and deliver results under pressure;
4. Attention to details, 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.);
7. Knowledge of the mission and organisation of EASO.

Candidate’s ability to communicate in written English, and the knowledge, skills and competencies related to the job will be also assessed by written test.

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 that assessment, the best ranked 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 or officially certified 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 short list 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 2016 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 Contract 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 Contract Agent pursuant to Article 3a of the CEOS for a period of 24 months which may be renewed. The Contract Agent post in question will be placed in group FG IV. The renewal of the contract is subject to the renewal of the grant assigned to the project.

Successful candidates who are recruited will undergo an initial probation period of nine months.

The pay for a Contract Agent FG IV (step 1) consists of a basic salary of EUR 3,246.70 weighted by the correction coefficient (for Malta currently 84.5%) supplemented with various allowances, including expatriation and 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 and duly complete the official application form provided on the EASO website
- Send their application to by email to: 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.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this stage but must be submitted at a later stage of the procedure when requested.

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 10th May 2016 at 13:00 hrs, 27 June 2016 at 13:00 (Brussels time). EASO will disregard any application received after that 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 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 are kept for five years from the establishment 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

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 of the European Communities and the CEOS, at the following address:

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

The complaint must be lodged within three months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting him/her.