



External Vacancy Notice in the European Asylum Support Office (EASO)

REF.: EASO/2018/TA/020

Title of function	Policy Officer
Type of contract	Temporary Agent
Function Group-Grade	AD 6

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

¹ 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. WE PROPOSE

The Policy Officer will be working in the Executive Office and will be responsible for the following tasks:

1. Monitor, gather and compile documents and other sources of asylum policy-relevant information from various internal and external sources;
2. Collect, organise, synthesise and analyse information, data, statistics and other inputs;
3. Formulate and draft analytical inputs to policy documents such as papers, briefs, and reports;
4. Coordinate and draft as needed working documents, including briefing notes, speaking points, steering notes, technical documents, guidelines, reports and other documents;
5. Provide reactions to reports and other documents published by third parties about the Agency and its work;
6. Draft replies to asylum policy related questions made to the Agency, both verbally and in writing;
7. Prepare presentations and draft inputs to presentations and speeches;
8. Attend meetings and represent the agency as required, in a frequent and/or ad hoc basis in line with the needs of the Executive Office;
9. Coordinate and manage ad hoc projects and activities as assigned by the Head of the Executive Office;
10. Perform any other tasks as necessary for the Executive Office.

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 diploma¹⁾ and, after having obtained the university diploma, at least 3 years of appropriate professional experience, or

Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the university diploma, at least 4 years of appropriate professional experience;
2. Be nationals of one of the Member States of the European Union, Lichtenstein, Norway and 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 involved²;
7. Be physically fit to perform the duties linked to the post³.

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 following selection criteria. The most suitable candidates will be invited to an interview.

Essential

1. At least 2 years proven professional experience in tasks relevant to the afore-mentioned duties under point 2;
2. Proven professional experience of the working practices of a European Institution, Agency or body;
3. Proven professional experience in policy analysis and drafting of policy documents.

Advantageous

1. Degree obtained in a field relevant to the aforementioned functions and duties (e.g in the field of International Relations, European Studies, Business Administration or similar).
2. Proven professional knowledge of and experience in the EU legislative processes;
3. Proven knowledge in the area of asylum and migration;
4. Experience in managing or coordinating small teams of asylum officials or desk officers.
5. Professional experience in a position related to the aforementioned duties within an international and multicultural environment;
6. Professional experience in the design, drafting and publication of practical tools, guidelines and manuals;
7. Professional experience in public speaking and in the facilitation of meetings and events.

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:

² Before the appointment, the successful candidate shall be asked to provide an extract from their police file.

³ 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 Union.



1. Excellent written and oral command of English;
2. Excellent drafting and communication skills;
3. Excellent analytical capabilities and problem solving skills;
4. Good knowledge and use of 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. Excellent planning, organisational and drafting skills;
2. Ability to deliver under pressure and under tight deadlines, to prioritise and work under minimal supervision while dealing with multiple tasks or projects;
3. Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment;
4. Knowledge of the mission and organisation of EASO.

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 Union (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 2019 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 Union.

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 6.

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

The pay for a **Temporary Agent, AD 6 (step 1)** consists of a **basic salary of 5,326.04 €** weighted by the correction coefficient (for Malta currently 86.5%) supplemented with various allowances, including family allowances. The salaries of staff members are subject to a European Union tax deducted at source. Staff members are exempt from national tax on salary and are members of the European Union 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 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 **1 February 2019 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 disqualified⁴.

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).

⁴ In case there are discrepancies between the different linguistic versions, the English version should be taken as the correct version



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 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**

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.