



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

REF.: EASO/2019/SNE/001

Publication:	External
Title of function:	Operations Expert
Duration:	1 year (renewable)

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).

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 Operations Expert will be working in the Italy Sector within the Operations Unit within the Department of Operations (DOP).

The place of employment is as follows:

Rome (Italy) and with frequent missions to locations(s) within Italy.

The key tasks of the SNE will be:

1. Support the general coordination of the implementation of the Italy Operating Plan;
2. Responsible for the coordination of the implementation of specific activities and deliverables foreseen within the measures of the EASO Operating Plan to Italy;
3. Report on a regular basis on the measures under her/his direct coordination to the Head of Sector and liaising closely with the Senior Operations Officer;
4. Responsible for the direct supervision of the human resources deployed under the measures s/he is coordinating;
5. Support the selection of the human resources to be deployed under the Operating Plan measures;
6. General support for the implementation of EASO capacity building activities and operations, as applicable, in Italy, including with regard to relevant project implementation, activity execution, financial and budgetary issues, monitoring and evaluation;
7. Develop specific operational tools for the implementation of EASO Operating Plan to Italy activities, in cooperation with relevant organisations and stakeholders;
8. Provide specific strategic input and advice with regards to development of activities and report on the coordination of measures to high level meetings;
9. Carry out any other relevant tasks as requested by the Head of Italy Sector in the interest of EASO.

3. WE LOOK FOR

A) Eligibility 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.

1. Be nationals of one of the Member States of the European Union, Lichtenstein, Norway and Switzerland;

2. Be employed by a public administration of a Member State of the European Union, or Norway and Switzerland, 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.

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 positions relevant to the tasks described in section 2;
2. Experience in working in an environment of operations;
3. Demonstrated experience in the management of staff and/or coordination of teams;
4. Demonstrated experience in managing stakeholder relations and working with partners, preferably in a European or international framework.

Advantageous

1. Professional experience of institutional decision-making processes;
2. Professional experience of project needs appraisal, implementation of projects / rapid response/emergency programming and related reporting and compliance and professional experience of implementation within a project management cycle;
3. Proven experience in the management of operations in a national or international context;
4. Proficient knowledge of Italian language.

If selected for interview, candidates may 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, 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/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 **28 February 2019 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**

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.