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

REF.: EASO/2020/SNE/001

Publication: External
Title of function: Corporate Security Expert
Duration: 6 months (renewable)

1. WE ARE

The European Asylum Support Office (hereinafter referred to as "EASO"), established by Regulation 439/2010\(^1\), 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, specialised 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 headquarters of EASO are located in Valletta Harbour (Malta).

The organisation chart of EASO can be consulted in the EASO Work Programme on EASO website (https://www.easo.europa.eu/about-us/easo-organisation-structure).

2. **WE PROPOSE**

The SNE will be working in the Governance, Corporate Planning and Security Sector within the Executive Office (EXO). The key tasks of the SNE will be:

1. Analyze and assess the current situation in the field of corporate security in EASO;
2. Develop the EASO’s security policy in the line with the agency’s needs and applicable EU rules, regulations, best practices, in cooperation with the Human Resources and Security Unit in EASO;
3. Propose drafts of documents related to corporate security policy for the adoption of the Management Board and/or Executive Director;
4. Where needed participate in missions, external meetings and conferences and activities related to corporate security;
5. Provide support on issues under the responsibility of the Executive Office as required.

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 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 an International Governmental Organisation for at least 12 months before applying for secondment;
3. Have at least 10 years of professional experience in field of security;
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.
1. Experience in the management of security programmes and policies and advising on security measures;

2. Knowledge of the applicable EU security regulatory framework and its implementation;

3. Professional experience in a position of relevance to the aforementioned duties in a Member State of the European Union.

Advantageous

1. Have a level of education that corresponds to completed university studies;

2. Experience in the field of security within law enforcement structure in a Member State of the European Union.

3. Experience within international and/or EU security environment.

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, spreadsheets, presentations, electronic communication, internet etc.);

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

1. Excellent planning and organisational skills and the ability to prioritise work and deliver under pressure;

2. Excellent analytical and research skills;

3. Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment;

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 the official application form provided on the EASO website. The candidate is requested to fully complete all sections of the application form in English;

• Send their application via email to: applications@easo.europa.eu by the deadline;

• Applications must be sent from the official email address of one of the following types of administrations: Permanent Representations, National Contact Points or, if the case may be, International Governmental Organisations. The application must be forwarded together with the proof of intent (official letter) by the relevant administration. Applications received from candidates’ personal email addresses will be considered ineligible.

• Upon successful selection, approval of the candidate’s secondment (official letter) needs to be provided via the official email address of the Permanent Representation of the Member State concerned or, as the case may be, the associated countries missions to the EU, the diplomatic missions of the non-member countries whose nationals are eligible for the secondment or the International Governmental Organization.

• 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. Application forms must be modified according to the post in question.

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

Candidates should not approach, directly or indirectly, the Selection Committee under any circumstances in relation to this recruitment process. 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 02 March 2020 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. 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 discriminating on the basis of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or

2 The list of Permanent Representations for each Member State can be accessed from the following link: http://europa.eu/whoiswho/public/index.cfm?fuseaction=idea.hierarchy&nodeid=3780
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 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 (EU) 2018/1725** of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/ECText with EEA relevance.

8. **APPEAL PROCEDURES**

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European 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 of the European Union, 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:

**Court of Justice of the European Union**  
**Rue du Fort Niedergrünwald**  
**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:
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 of the European Union for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.