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

REF.: EASO/2019/TA/017

Title of function: Certification Officer / Didactic Officer

Type of contract: Temporary Agent

Function Group-Grade: AD 5

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 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 (https://www.easo.europa.eu/about-us/easo-organisation-structure).

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

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2. **WE PROPOSE**

**CERTIFICATION OFFICER**

1. Design and contribute to the development of EASO’s Training Curriculum quality assurance and governance policies and procedures;

2. Ensure the successful implementation of EASO’s Training Curriculum quality assurance and the continuous monitoring and improvement of policies and procedures;

3. Keeping abreast of developments to ensure that EASO’s Training Curriculum is in line with the established European requirements and educational standards;

4. Provide guidance to team members in the development and implementation of quality assurance for EASO Training Curriculum;

5. Review Learning Outcomes and Assessments and ensure full compliance with EASO standards and procedures;

6. Liaise with external validation and accreditation bodies (including professional bodies) as appropriate;

7. Assist in the development of an EU Sectorial Qualification Framework for asylum and reception officials including the promotion of occupational and educational standards;

8. Assist in the coordination of Certification and Accreditation Working Group Meetings and thematic ad hoc working groups;

9. Support review processes, working closely with review/evaluation teams and assist in researching and analysing information from a range of sources to contribute to preparation of reports.

**DIDACTIC OFFICER**

1. Provide support and instructional design expertise to training officers and subject matter experts to develop, revise and rewrite content and adapt it for learning needs and styles, use of instructional technology and interactive and multimedia components for both virtual and face-to-face learning environments;

2. Assist training officers and subject matter experts in designing learning outcomes and robust assessments in full compliance with EASO standards and procedures;

3. Work in cooperation with training officers to adapt training materials created for one format to another format, for example by adapting materials from face-to-face to e-learning or vice-versa;

4. Ensure the alignment of EASO Training Curriculum and propose a strategy to ensure that all material developed meet the established quality standards;

5. Contribute to the evaluation/review cycle to ensure that EASO Training Curriculum meet the required and established quality standards;
6. Provide support and advice for ongoing quality enhancements in the use of technology and andragogy and practices in the context of adult learning;

7. Assist in the development and review of specific training courses focusing on adult learning, instructional design, and didactics;

8. Deliver and co-deliver didactic sessions in the context of EASO Training Curriculum.

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 diploma\(^2\), 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 1 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 involved\(^3\);

7. Be physically fit to perform the duties linked to the post\(^4\).

\(^2\) Only diplomas issued by EU Member State authorities and diplomas recognized as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate’s qualification must have been recognized by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted if you have been invited for an interview. This will enable the selection board to assess accurately the level of the qualifications.

\(^3\) Before the appointment, the successful candidate shall be asked to provide proof of a non-existent criminal record.

\(^4\) Before the appointment, the successful candidate shall be medically examined by one of the institutions’ medical officers in order for EASO to ensure that he/she fulfils the requirement stated in Article 28(e) of the Staff Regulations of the Officials of the European Union.
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. Previous experience in a Higher Education environment and knowledge and experience of quality assurance systems in Higher Education including a solid understanding of the Bologna and Copenhagen Processes;

2. Experience of preparing policies, procedures, reports and guidance documents in the area of quality assurance and educational standards;

3. At least 3 years of experience in instructional design/learning design, in designing learning outcomes and valid and reliable assessments;

4. Knowledge and understanding of the Quality Assurance regulatory framework and of related practices within the European Higher Education Area.

Advantageous

1. Master’s Degree in Education or in a field related to education and preferably proven teaching experience;

2. Experience of supporting quality assurance activities, preferably including external and internal quality reviews of courses and programmes;

3. Knowledge and understanding of implementation of the European Qualification Framework.

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 communication skills in English at C2 level, with a good attention to detail;

2. The ability to use 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. Well-developed interpersonal skills, including the proven ability to establish and maintain effective working relationships with colleagues at all levels, and to work effectively within a team;

2. Proven ability to manage a significant workload under pressure and to prioritise effectively;

3. Proven ability to work on own initiative, including the ability to know when to consult colleagues or refer matters to line manager;

4. Proactive and capable of identifying potential improvements to processes and documentation, and of implementing these changes;

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

6. 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 **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;
• Documentation evidencing the professional experience acquired after obtaining the qualification that enabled the candidate to be eligible for the post. The documents must clearly indicate exact dates of employment (start date and end date), type of employment (part-time or full-time) and the nature of the duties carried out.

The Selection Committee will propose a shortlist of successful candidates to the Appointing Authority. These will then propose the most suitable candidate and establish a reserve list for the post in question. 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 signing the contract, the successful candidate will be asked to undergo a compulsory medical examination by one of the institutions’ medical officers which will enable EASO to ensure that he/she fulfils the requirement stated in 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 discriminating on the basis of gender, 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 according 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 5.

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

The pay for a **Temporary Agent, AD 5 (step 1)** consists of a **basic salary of 4,787.36€** weighted by the correction coefficient (for Malta currently 90.2%) supplemented with various allowances, including expatriation and 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.


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 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;

- 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.

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.

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 **21 May 2019 at 13:00h** **23 April 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 date of the deadline** to submit their applications. EASO is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise.

**If a candidate is found to have provided false information at any stage in the selection procedure, EASO is within its capacity to disqualify the candidate in question.**

8. **DATA PROTECTION**

The purpose of processing the data submitted by the candidate is to manage the application in view of a possible selection and recruitment at EASO.

EASO does not publish the names of successful candidates on reserve lists. Nevertheless, it is possible that, for recruitment and related planning purposes, members of the EASO management team may have access to reserve lists and, in specific cases, to a candidate’s application form. However, candidates’

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5 In case there are discrepancies between the different linguistic versions, the English version should be taken as the correct version.
supporting documents are kept in confidence by the personnel department. Application files of non-recruited candidates are kept for two years following the expiry date of the reserve list, after which 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 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 submitted 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:

Court of Justice of the European Union
30 Place Guillaume II
1648 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.