



Malta, 26/08/2016

EX ANTE PUBLICITY

EASO/2016-447 - Recruitment of Interim Policy and Administrative Officer for EASO Brussels Office

I. Description of the service

The European Asylum Support Office (EASO) is planning to recruit an Interim Policy and Administrative Officer for the EASO Liaison Office in Brussels. The objective of the contract is to provide a high level interim staff (with university education and relevant professional experience) under FGIV equivalent status for EASO Brussels Office for a period of **12 months**, in order to support and substitute when necessary the senior EASO Staff member who was nominated as Brussels Liaison Officer.

The function is twofold :

- Support and when necessary substitute the Senior Liaison officer on core business and content related tasks thanks to his/her knowledge and experience in International Protection Law (Asylum) and on the Common European Asylum System (CEAS);
- Assist the Senior Liaison officer in Administrative, Logistic and Financial tasks.

II. Description of the contract

EASO envisages awarding a framework service contract. The duration of the contract will be **12 months**. The estimated maximum amount for this contract is € **87.000**

III. Description of the procurement procedure

This ex-ante publicity is the first stage of the negotiated procurement procedure with at least **5** economic operators through which EASO may award the above-mentioned contract.

This publication has an indicative value and constitutes no obligation to award a contract for EASO.

Only the tenderers invited by the contracting authority to participate in a procedure for awarding low value contracts will be admissible.

Economic operators interested in being invited to participate in this procedure may express their interest by writing to CONTRACTS@easo.europa.eu before **12/09/2016**