



Vacancy for a post of Administrative Assistant (Contract Agent, FG II) in the European Asylum Support Office (EASO)

REF.: EASO/2018/CA/005

Publication	External
Title of function	Administrative Assistant

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 in Valletta Harbour (Malta).

2. WE PROPOSE

EASO aims to establish a reserve list of candidates for different roles in the Department of Administration either in the Procurement Sector, General Affairs Sector, Security Sector, Finance Sector or in the HR Unit. The nature of tasks for each role are listed below for illustration and non-exhaustive.

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).



PROCUREMENT:

Assisting the procurement team in daily procurement, administrative and contracts related tasks, such as:

1. Managing Calls for Expression of interest for remunerated experts (handling of the applications, organization of the evaluations and preparation of the contracts);
2. Handling of e-mails and other correspondence with the contractors, preparation of letters, meeting minutes, site visits and negotiation minutes and other documents under supervision of Procurement Team members;
3. Maintaining and updating the procurement and contract databases, electronic and paper filing of contracts and procurement related documents;
4. Assisting in the development and implementation of procurement policies/procedures;
5. Assisting in the development and updating of templates, guidelines and training activities on procurement rules and procedures for the staff of EASO in cooperation with the relevant internal and external stakeholders;
6. Supporting the Procurement team in its work with the IA and ECA auditors by providing assistance for the “on the spot” control visits and audit missions and implementation of audits results;
7. Perform any other ad-hoc duties as assigned by the line manager.

LOGISTICS:

Assisting in the General Affairs Sector, in the following areas:

1. Maintenance of the EASO buildings, attending to repair activities, maintaining job sheets of such activities and responding to incidents to ensure business continuity;
2. Carry out all operational facility management-related services as requested;
3. Assist in maintaining EASO's office asset management system;
4. Manage storage rooms and administer stock kept within the unit;
5. Perform any other ad-hoc duties as assigned by the line manager.

SECURITY:

Please note that for Administrative assistants in the Security Sector the place of employment is foreseen to be in Italy, Greece or other EU countries as required by operational needs.

1. Ensure actions in a time-bound manner;
2. Coordinate and work closely with external contractors' security functions;



3. Maintain and update Contractor Standard Operating Procedures and other field specific security documentation;
4. Inform and adequately document all security incidents to the head of security sector and the coordinating officer;
5. Conduct initial investigations of security incidents and provide investigation reports, as required;
6. Work with other security responsible from Member States, EU actors and International Organisations involved in the same operational area.
7. Perform any other ad-hoc duties as assigned by the line manager

FINANCE SECTOR:

1. Providing support in coordinating the administrative and financial activities of the department/unit;
2. Responsible for the verification of Mission cost claims available in MiMa (EASO's electronic mission management system) according to the guides rules;
3. Support in establishing/disseminating good practices in the field of finance and missions. For example, assisting in drafting rules, reports, policy guidelines and procedures in compliance with the EU Staff Regulation, Conditions of Employment of Other Servants of the European Communities (CEOS), Financial Regulation;
4. Provide support to IT colleagues on the up-dates and new developments on the travel management system MiMa;
5. Provides support to units in preparing the yearly planning for mission related costs. For instance by providing units with financial reports from MiMa or ABAC;
6. Acting as Operational and Financial Initiator for the department/unit's financial transactions;
7. Act as a contract manager.

HUMAN RESOURCES:

Tasks may include the following:

1. General administration to support payroll process, rights and entitlements, and training and career development, HR related contract management and other relevant HR processes;
2. Monitoring ongoing administrative procedures;
3. Maintaining relevant databases;
4. Providing first line advise to staff on HR matters;



5. Perform any other ad-hoc duties as assigned by the line manager

****Candidates are requested to indicate at the Position box in page 1 of the Application Form the role(s) for which they wish to be considered for.**

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.

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. **A post-secondary education attested by a diploma² or**
A secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years. The secondary education diploma giving access to post-secondary education may be replaced by a certificate of adequate professional training of not less than three years on condition that there was no similar professional training giving access to higher education at the time it was issued or,
Successful completion of intermediate education plus two years relevant supplementary specialised training plus five years of appropriate professional experience;
2. Be nationals of one of the Member States of the European Union, Norway or 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 involved³;
7. Be physically fit to perform the duties linked to the post⁴.

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 an extract from their police file.

⁴ 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 Communities.



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. At least two years of experience in one or more of the areas mentioned in section 2 above;
2. Experience in maintaining databases and performing administrative tasks;
3. Experience in providing support to internal and external customers;
4. Advanced knowledge through training and practice in MS Office (Outlook, Word and Excel);

Advantageous

1. Experience with public procurement procedures and financial management systems;
2. Working experience in the above tasks within a European Institution, Agency or Body or an International Public Organisation;
3. Work experience in a multicultural 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. Ability to use electronic office equipment and applications (word processing, spread sheets, presentations, electronic communication, internet etc.);
2. Ability to work under pressure and meet deadlines on multiple tasks;
3. Excellent analytical capabilities and problem-solving skills;
4. Good communication skills and well developed interpersonal skills;
5. Strong service-oriented attitude and flexibility;
6. Accuracy and attention to details;
7. 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 that assessment, the best ranked 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 short list 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 Contract 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 Contract Agent pursuant to Article 3a of the CEOS for a period of 3 years which may be renewed. The Contract Agent post in question will be placed in group FG II.

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

The pay for a **Contract Agent FG II (grade 4, step 1)** consists of a basic salary of **EUR 2 077,02** weighted by the correction coefficient (for Malta currently 86.5%) 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.

For further information on working conditions of Contract Agents 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)**. Please note that some positions in the **Security Sector**, the places of employment are foreseen to be in **Greece** (Current correction coefficient 79.90%) **and Italy** (Current correction coefficient 97.30%) or other EU countries as required by operational needs.

7. APPLICATION PROCEDURE

For applications to be valid, candidates shall:

- Use and duly complete 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 to 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 **17 January 2019 at 13:00h** (Brussels time). EASO will disregard any application received after that 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. 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 disqualified⁵.

8. 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.

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:

⁵ In case there are discrepancies between the different linguistic versions, the English version should be taken as the correct version



**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.