



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

REF.: EASO/2021/CA/004

Publication: External
Title of function: Administrative Assistant
Category and grade: Contract Agent – FG II

1. EASO

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 all matters pertaining to asylum mainly through training, quality activities, country of origin information (COI), country guidance, statistics and analysis, specialised expert networks, practical cooperation workshops and 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.

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).

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>).

EASO's headquarters is located in Valletta Harbour (Malta) with additional offices in Italy, Greece and Cyprus.

2. JOB DESCRIPTION

EASO is organising a general selection procedure to establish a reserve list for current and future needs. As a fast-growing Agency, we are looking for enthusiastic and professional new colleagues to work in a variety of areas, which include:

- A. Finance
- B. General Administration
- C. Procurement
- D. Human Resources
- E. Logistics
- F. Security

Most posts are located in Malta. However, in some cases, the place of employment may be in one of our current Operational Offices, notably in Italy, Greece or Cyprus.

Very important note:

Candidates are required to make a choice between one of the six areas listed above. The tasks related to each area are indicated below.

Candidates who choose more than one profile will be disqualified from the selection for all the areas they applied for. Only one application per candidate will be accepted.

Below you may find an overview of the main tasks in each area:

A) Finance Sector:

1. General support in the administrative and financial activities of the sector;
2. Responsible for the x-ante verification of mission cost claims according to the applicable rules;
3. Supporting in the establishment and dissemination of good practices in the field of finance and missions, for example, assisting in procedures while complying to the EU Staff Regulation, Conditions of Employment of Other Servants of the European Communities (CEOS) and Financial Regulation;
4. Acting as Operational and Financial Initiator for financial transactions;
6. Providing guidance to travelers on the use of the Mission management system (MiMa);

7. Encoding invoices, credit notes in the financial system of the Agency (ABAC).

B) General Administration

1. Handling of emails and other correspondence within the centre/unit;
2. Acting as Operational Initiator and Verifier for the centre/unit's financial transactions;
3. Preparing letters and drafting of meeting minutes within the centre/unit;
4. Maintaining databases and electronic or paper filing and archiving of records;
5. Organising internal and external meetings and ensuring all logistical needs are met;
6. Supporting the administrative activities related to mission preparation for the centre/unit staff or experts (expense claims, travel order forms, travel and accommodation arrangements, etc.);
7. Performing any other duties required in the interest of the centre/unit.

C) Procurement

1. Preparing procurement documents (e.g. Technical Specifications) in cooperation with the operational units;
2. Managing the whole contract award cycle as well as awarded contracts, in particular for the very low value, low value and middle value procurement procedures;
3. Handling of emails and other correspondence with contractors, preparation of letters, meeting minutes, site visits, negotiation minutes and other documents;
4. Preparing, handling and archiving of specific contracts/order forms under the framework contract;
5. Maintaining and updating the procurement and contract databases, electronic and paper filing of contracts and procurement-related documents;
6. Assisting in the development and implementation of procurement policies/procedures;
7. Managing Calls for Expression of Interest for remunerated experts (e.g. handling of the applications, organising the evaluations and preparing the contracts);
8. 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;

1. Supporting the Procurement team in its work with the IA and European Court of Auditors by providing assistance for the “on the spot” control visits and audit missions and implementation of audits results;
2. Performing any other duties as assigned by the line manager.

D) Human Resources:

1. General administration to support the payroll process, rights and entitlements, and training and career development, HR-related contract management, recruitment, staff selection and other relevant HR processes;
2. Monitoring ongoing administrative procedures;
3. Maintaining relevant databases;
4. Providing support to staff on several HR matters;
5. Performing any other duties as assigned by the line manager.

E) Facility Management Assistant:

1. Assist in the distribution of equipment and supplies and update all necessary records and inventories;
2. Manage storage rooms and administer stock kept within the sector;
3. Identify, maintain, liaise with operational facility management-related service and supply contracts as instructed;
4. Organize, support and process financial documents related to services and goods received;
5. Performing any other duties as assigned by the line manager.

F) Security

1. Be aware of security protocols and procedures in place, check for compliance and advise management on any deficiencies;
2. Assist in security missions to the field;
3. Assist in implementation of security-related projects;
4. Assist in the monitoring, updating and reporting of security-related events;

5. Provide security briefings to EASO staff, and as appropriate other staff, including, inter alia, the warden system, radio communication procedures, travel procedures and fire safety;
6. Performing any other duties as assigned by the line manager.

3. REQUIREMENTS

A) Eligibility Criteria

Candidates will be considered eligible for selection based on the fulfillment of the following formal criteria, by the deadline for applications:

1. Have a level of post-secondary education attested by a diploma OR a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years²;
2. Be nationals of one of the Member States of the European Union, Liechtenstein, Norway and Switzerland;
3. Be entitled to full rights as an EU citizen;
4. Have fulfilled any obligations imposed on them by the laws on military service;
5. Possess a thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFR) of one of the official EU languages and a satisfactory knowledge (level B2 in all dimensions as per the CEFR) of another one of these languages to the extent necessary for the performance of the duties pertaining to the post³;
6. Meet the character requirements for the duties involved⁴;
7. Be physically fit to perform the duties linked to the post⁵.

B) Selection Criteria

If the eligibility criteria set out in section A) *Eligibility criteria* are met, the candidates' applications will be evaluated on the following selection criteria. These criteria have been subdivided into two categories: **Essential** and **Advantageous** Selection Criteria.

² Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the studies determining eligibility took place outside the European Union, the candidate is required to present documentation attesting that their qualification is recognised by a European Union Member State body delegated officially for this purpose (such as a national Ministry of Education). Only candidates who have received an offer letter will be required to provide this documentation.

³ See https://epso.europa.eu/how-to-apply/eligibility_en

⁴ Before the appointment, the successful candidate shall be asked to provide proof of a non-existent criminal record.

⁵ Before the appointment, the successful candidate shall be medically examined 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.

Please note that all Essential criteria are mandatory, meaning that no application will be assessed further if a candidate obtains a zero score in any of the Essential Criteria. The most suitable candidates with the highest overall scores will be invited to an interview.

Essential

1. Proven experience in one of the areas mentioned in section 2 above, in line with the selected profile in your application;
2. Experience in maintaining databases and performing administrative tasks;
3. Experience in providing support to internal and external stakeholders;
4. Advanced knowledge through training and/or practice in MS Office (Outlook, Word and Excel);

Advantageous

1. Proven professional experience in supporting financial and/or procurement activities.
2. Working experience in a multicultural and highly regulated working environment;
3. Having a relevant qualification, certification or degree in the area chosen.

Evaluation during interviewing process

Candidates invited to the interviewing process (interview and written test) will be assessed based on the essential and advantageous criteria described in this Section, and the following additional criteria relevant to the post:

1. Effective written and spoken communication skills in English language, a working language of EASO;
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 ability to work in a team;
6. Strong service-oriented attitude and flexibility;
7. Accuracy and attention to detail;
8. Knowledge of the mission and organisation of EASO.

4. RECRUITMENT PROCESS

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).

A) Identifying eligible candidates

After the deadline for submission of applications, the Selection Committee will verify the submitted applications against the eligibility criteria described in Section 3A (“Eligibility Criteria”). Applications satisfying these conditions will then be assessed against the “Selection Criteria” under Section 3B.

B) Further analysis of applications

Following this initial assessment, the Selection Committee will compare the applications of eligible candidates with reference to:

- The Selection Criteria (“Essential” and “Advantageous”);
- The overall quality of the application and the candidates’ suitability for the post when compared to the established job profile.

Please note that the Essential Selection Criteria are mandatory and no application will be further assessed if one of these criteria is not satisfied.

The Selection Committee will then establish a shortlist of the most suitable candidates to be invited for a written test, an interview and/or other tests based on the order of merit. These assessments will be held in English and, where applicable, other languages. Due to the large volume of applications received, only shortlisted candidates invited to the interview and written test will be notified thereof.

C) Assessment phase

The assessment phase is composed of the following components:

- Technical competency written test and/or other tests as deemed necessary for the post
- Interview with the Selection Committee

The assessment phase will be devised to evaluate 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 included in the Vacancy Notice.

Please note that only candidates who are successful in all aspects of the assessment phase (interview, written test and/or language tests) will have the possibility of being placed on the reserve list.

D) Verification of supporting documents

Only candidates who receive an offer letter will be required to present **originals or certified copies** of the documents listed below to confirm the accuracy and eligibility of the application against their supporting documents:

- A document proving their citizenship (e.g. passport);

- Any academic qualification mentioned in the application;
- Any professional experience mentioned in the application;

This selection procedure may be organised online. In such case, further information will be provided by EASO to candidates invited for an interview regarding the practical modalities for the assessment.

E) Establishing a reserve list

A reserve list will be established based on the outcome of the assessment phase and will remain valid until the end of the current year from the date of its establishment.

The reserve list may be extended at the discretion of the Executive Director.

Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

Prior to taking up duties, 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 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 according 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 2,169.66** weighted by the correction coefficient (for Malta currently 94.70%; for Italy 95.00%; for Greece 81.40%; for Cyprus 78.20%) supplemented with various allowances, where appropriate, such as 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), Italy, Greece or Cyprus.**

7. APPLICATION PROCEDURE

All EASO's vacancies can be found on our [Vacancies](#) page and online [e-Recruitment](#) tool. For applications to be valid, candidates shall use EASO's online e-Recruitment tool to create a candidate account, activate it and complete all sections of the EASO application form, as detailed in the [User Manual](#) found on the landing page. Candidates are requested to complete their application in English.

Incomplete applications will be disqualified and treated as non-eligible. 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 Executive Director reserves the right to disqualify any candidate who disregards this instruction.

Closing date:

The closing date for the submission of applications is **01 October 2021 at 12:00pm** (noon - Malta 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 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.

9. 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 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 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 Niedergrünewald
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 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.