



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

REF.: EASO/2021/TA/005

Publication: External
Title of function: Executive Officer
Category and grade: Temporary Agent – AD 6

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.

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>

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).

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

2. JOB DESCRIPTION

The Executive Officer will be working in the Corporate Planning, Monitoring and Reporting Sector (PMRS) within the Executive Office (EXO) and will be responsible for the following tasks:

1. Draft concept notes, briefing notes, steering notes, speaking points, strategic/position papers, decisions, technical documents, guidelines, presentations, reports and other governance related planning, monitoring and reporting documents;
2. Ensure timely collection of data input, preparation and submission of documents and reports to the management and the Management Board;
3. Contribute to the drafting of the corporate reports;
4. Collect, organise, synthesise and analyse information, data, statistics and other inputs;
5. Contribute towards the operationalisation of a portfolio, programme and project management approach and promote the associated change management;
6. Identify, analyse and map risks, propose mitigation measures and prepare briefing notes, presentations and governance documents for the management and Management Board;
7. Liaise with the centres, units and sectors within the Agency to obtain input/contributions to documents prepared by the Executive Office;
8. Identify potential efficiency gains, synergies, innovation and lean management opportunities to improve existing processes, conduct cost/benefit analyses, drafting of related concept notes, briefing notes, steering notes, speaking points, strategic/position papers, decisions, technical documents, guidelines, presentations, reports for the management;
9. Lead projects in accordance with existing project management methodologies;
10. Foster information flow, knowledge management and sharing;
11. Foster the creation of formal and informal communities of knowledge, organise meetings, workshops, exchange of best practices and store them in a knowledge management/best practices database;
12. Perform other duties assigned by the Head of Corporate Planning, Monitoring and Reporting Sector and/or the Head of the Executive Office.

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 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 3 years of appropriate professional experience²,
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 CEFRL) of one of the official EU languages and a satisfactory knowledge (level B2 in all dimensions as per the CEFRL) 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.

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.

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 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.

Essential

1. Proven professional experience in tasks relevant to the aforementioned duties, listed under point 2 *Job description*, in the European institutions, EU agencies or International Organisations;
2. Proven professional experience in collection, organisation, synthesis and analysis of information for the purpose of drafting briefing notes, steering notes, speaking points, strategic/position papers, decisions, technical documents, guidelines, reports, presentations and other governance related documents;
3. Proven professional project management experience and/or programmes in an EU environment and/or public sector;
4. Proven professional experience in drafting and analysing strategies and strategic documents and/or policies;
5. Proven professional experience in leading and/or participating in automation of processes.

Advantageous

1. Master's degree in one or more of the following specialisations: Business Administration, Business Management, Statistics, Artificial Intelligence, Machine Learning or Law, preferably with a specialisation in International Law, European Law or Business Law;
2. Certificate in project management methodology (e.g. PMI, Prince2, PM²).

C) 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. Excellent written and oral command of English;
2. Excellent drafting and communication skills;
3. Excellent planning and organisational skills and the ability to prioritise work and deliver under pressure;
4. Ability to make sound decisions, prioritise and work to deadlines under minimal supervision on multiple tasks;
5. Excellent analytical capabilities, technical and problem solving skills and ability to structure and present information;
6. Capacity to manage several processes simultaneously;
7. Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment;
8. Strong sense of initiative and responsibility;
9. Strong customer-service orientation;
10. Attention to detail;
11. Strong sense of integrity and discretion.

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 any other assessment 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 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 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 6**.

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

The pay for a **Temporary Agent, AD 6 (step 1)** consists of a **basic salary of 5.563,58 €** weighted by the correction coefficient (for Malta currently 94.7%) 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 Temporary 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)**.

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 **20 May 2021 at 13:00** (CET). 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 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:

**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.