

Resource & Documentation Centre Officer

The European Institute for Gender Equality (EIGE)[\[1\]](#) is publishing a call for applications with a view to establishing a reserve list for Temporary Agents for the post of **Resource & Documentation Centre Officer**.

The registration of applications will begin on 25th November 2011 and will close on **8th January 2012 at 23:00 Eastern European Time**.

1. The role of the Institute

Based in Vilnius, Lithuania, EIGE is a regulatory agency of the European Union (EU) entrusted with specific objectives related to the contribution and strengthening of gender equality promotion.

To achieve its goals, the Institute shall collect and analyse objective, comparable and reliable information at Community level and develop appropriate methodological tools for the integration of gender equality into all Community policies. EIGE shall equally foster the exchange of good practices and dialogue between stakeholders and raise EU citizen awareness of this policy area by providing technical assistance to EU institutions, in particular the European Commission as well as the authorities of the Member States.

In the course of its work to promote and strengthen gender equality EIGE will also strive to eliminate gender discrimination.

2. Job profile and duties

Reporting to the Head of the Operations and working in close collaboration with other colleagues, the jobholder will coordinate the work of the Institute's Resource and Documentation Centre (RDC) and contribute substantially to developing and updating its concept, structure, content and quality assurance system.

The jobholder will be involved in the following tasks and activities:

- support a strategy for the collection, analysis, and dissemination of timely gender equality

information, legislation, fact sheets, publications and research;

- coordinate EIGE's cooperation with other European resource and documentation centres, with a focus on accessing, sharing and exchanging resources on gender equality themes;
- Coordinate the contributions of relevant teams within the Institute in connection with the development and operation of the RDC;
- contribute to the establishment of a reliable overview and update of gender equality and gender mainstreaming information in conjunction with reputable gender equality institutions and researchers in the EU, focusing in particular on socio-economic, legal, methodological and political aspects;
- contribute to the development and implementation of various gender equality projects, in particular in connection with the electronic European Network on Gender Equality;
- on the basis of collected information, initiate and support the development of publications in cooperation with the Institute's gender mainstreaming, research and communications teams, other experts as well as with external contractors;
- draft technical specifications for procurement in connection with projects of the RDC in collaboration with EIGE's Procurement Officer and participate in the evaluation and selection of tenders;
- contribute to the estimates of the Institute's annual budget allocation to the RDC;
- organise and represent the Institute at meetings with organisations and experts involved in data and information management, in particular within the area of gender equality and,
- in cooperation with the Institute's stakeholders' team, develop dialogue and relations with non-governmental and equal opportunities organisations, universities and research centres, social partners and other bodies actively seeking to achieve equality at a national and European level as well as in third countries.

3. Qualifications and experience required

3.1 Formal requirements

To be considered eligible for selection, an applicant must, by the closing date of this call:

- have a university degree^[2] which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or have a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;

- have a good command, both spoken and written, of at least two official EU languages;
- be a national of a member state of the EU;
- enjoy full rights as a citizen;
- have fulfilled any obligations imposed by the national laws concerning military service, and
- be physically fit to perform duties.[\[3\]](#)

3.2 Selection criteria

Essential:

- At least six years professional experience gained after the award of the relevant qualification and at a suitable level corresponding to performance of the duties as defined in Section 2.
- A demonstrable background of management of data bases and information centres, preferably within the field of gender equality.
- Analytical and planning skills, the ability to set priorities, and an aptitude for achieving significant results.
- High level competence in drafting papers and reports in English.
- Experience with computer applications for data and information management systems.
- Previous exposure to international and/or multicultural/multilingual environment.
- Excellent communication, organisation and interpersonal skills.
- The capacity to motivate, together with the ability to establish and maintain effective communication with colleagues.
- A good command of English, the predominant working language at the Institute.
- Evident problem solving and negotiation capabilities.

Advantageous:

- Work experience in an EU institution/agency.
- Experience of building expert networks particularly in areas related to gender equality.
- Evident knowledge in procurement matters, preferably in the context of a documentation/information centre.
- Knowledge of EU gender equality policies.

4. Selection procedure and application

The selection procedure includes the following steps:

- Only duly completed applications submitted electronically within the deadline will be taken into consideration.
- Each duly completed application will be examined with a view to establishing that the candidate meets all eligibility criteria.
- Eligible applications will be evaluated by the appointed Selection Committee based on selection criteria defined in this vacancy notice. Depending on the number of applications received, the Selection Committee may apply stricter requirements within the selection criteria noted above.
- The best-admissible candidates will be short-listed for interview.
- Due to large volume of applications, only candidates selected for the interviews will be contacted.
- Interviews will be held in English.
- During the interview session, the Selection Committee will examine the candidates' profiles and assess their relevancy for the post in question. On the day of the interview, candidates may also be required to undergo a competency assessment exercise.
- On the day of interview candidates will be requested to present , originals and copies of documents detailing citizenship, studies and professional experience, in particular:
 - a copy of identity card, passport or other official document specifying citizenship;
 - a copy of diploma certifying a required level of academic qualifications;
 - documentary evidence of professional experience, clearly indicating starting and finishing dates.

Copies of these documents will be retained by the Institute.

- If at any stage of the procedure, it were established that information in the application has been knowingly falsified, the candidate shall be disqualified from the selection process.
- Successful candidates will be included in a reserve list which will be valid for 12 months. The validity of this list may be extended. Each candidate will be informed by letter whether or not s/he has been placed on the reserve list. However inclusion of candidates on the reserve list does not guarantee recruitment.
- The Director of the Institute will appoint the selected jobholder from the reserve list, taking

into account the establishment of a gender balanced and geographically diverse organisation.

The internal proceedings of the Selection Committee are strictly confidential and any contact with its members is strictly forbidden. Soliciting on behalf of a candidate can lead to immediate disqualification.

For applications to be valid, candidates must complete an EIGE application form.

[EIGE application form](#) (.doc, 183KB)

It is to be forwarded electronically to eige.hr@eige.europa.eu . The subject title should include the vacancy reference number.

Applicants are requested not to attach any supporting documents at this stage (e.g. copies of ID cards, diplomas, evidence of previous professional experience, etc). Only candidates invited to an interview will be asked to present copies of these documents for verification. Applications will not be returned to candidates but will be kept on the file by the Institute in line with its data protection guidelines.

Please note that the time period between the closing date for the submission of applications and the end of the process to short list candidates for the interview may take several weeks.

Due to the large volume of applications, the Institute regrets that only candidates selected for the interviews will be contacted.

5. Appointment and conditions of employment

The place of employment shall be Vilnius, Lithuania. For reasons related to the Institute's operational requirements, the chosen candidate will be required to be available at short notice. S/he will be offered a temporary agent's contract under Article 2 (a) of the Conditions of employment of other servants of the European Communities and will be engaged at grade AD 7 subject to a six month probation period. The duration of the initial contract will be five years. The initial contract may be renewed.

The pay of the Community temporary agents consists of the basic remuneration as well as various allowances^[4] depending on personal situation of the jobholder. For information, the current gross basic salary of AD 7 (first step) before deductions and the correction coefficient weighting of 72.5% for Lithuania, is €5,568.11. The salary will be paid in the local currency: LTL. All remuneration is subject to a Community tax at source. Deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxation.

6. Independence and declarations of interest

The job holder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

7. Equal opportunities

EIGE applies a policy of equal opportunities and accepts applications without distinction on any grounds.

8. Appeal procedures

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of Employment of Other Servants of the European Communities, by writing to The Director, European Institute for Gender Equality, Svitrigailos g. 11m, Vilnius, Lithuania LT-03228.

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22nd March 2004 published in the Official Journal of the European Union L 124 of 27th April 2004 – <http://europa.eu.int/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

9. Protection of personal data

As the body responsible for organising the competition, the EIGE ensures that applicants' personal data are processed as required by Regulation (EC) No 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 Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

Personal data shall thus be processed solely for the purpose of the selection procedure.

10. Lithuania and living in Vilnius

A member of the Schengen Area, Lithuania borders Latvia, Belarus, Poland and the Kaliningrad region of Russia. Its western coastline - noted for its fine beaches, dunes and majestic pines - straddles the Baltic Sea. Lithuanian summers are sunny and warm with an average temperature of +17 C. Winter is white and generally cold with average temperatures that hover around – 4 C.

Vilnius is Lithuania's capital with an estimated population of just over half a million citizens. It has

impressive Baroque and Gothic architecture as well as one of Europe's largest medieval old towns, a UNESCO World Heritage site since 1994. A university city since the Middle Ages, Vilnius is the centre of the country's politics, business, science, culture and entertainment and it attracts an increasingly varied assortment of local and international events. In addition to hosting a number of international schools, it has a developed infrastructure and ambitious future plans.

Further information is available here - <http://www.lithuaniatourism.co.uk/index.php?id=333>

[1] Established by the European Parliament and of the Council Regulation (EC) No 1922/2006 of 20 December 2006 (OJ L 403/9 of 30.12.2006)

[2] Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant Member States authorities will be accepted.

[3] Before recruitment, the applicant will be medically examined for the purposes of Article 12(2) (d) of the Conditions of Employment of Other Servants of the European Communities.

[4] For example: 16% expatriation allowance, household allowance, education allowance, dependant child allowance etc.

Metadata

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