

Payroll & Training Officer

The European Institute for Gender Equality (EIGE)[1] is organising a call for applications with a view to establishing a reserve list of Contract Agents for the post of **Payroll & Training Officer**.

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
EIGE/2014/CA/06/FG4	Payroll & Training Officer	FG IV	5

The registration of applications will begin on **13 August 2014** and will close on **20 September 2014 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 envisaged to contribute and strengthen the promotion of gender equality.

To achieve its goals, the Institute collects and analyses objective, comparable and reliable information at EU level and develops appropriate methodological tools for the integration of gender equality into all EU policies. It fosters the exchange of good practices and dialogue between stakeholders and seeks to 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 in the Member States.

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

2. The Job

2.1 Profile

Working closely with the other members of the Administration Unit, the Payroll & Training Officer is responsible for the management of monthly salaries and other staff related expenditure. In addition the jobholder will be responsible for the co-ordination of staff training.

2.2 Duties

The jobholder will also be responsible for the following activities:

Supporting colleagues' queries concerning individual rights and conditions of employment, upon recruitment, during service and upon termination.

Assisting with the implementation of new and existing HR services, policies, procedures and programs.

Sustaining EIGE's cooperation with the relevant services of the European Commission and other EU institutions and bodies on HR related matters.

Co-ordinating tasks in accordance with relevant policies and procedures and in line with the applicable staff regulations and other related Institute decisions.

Preparing and revising EIGE's HR related budget in collaboration with administration and finance colleagues.

Monitoring and analysing HR related budget execution on an on-going basis, in collaboration with the finance colleagues.

Co-ordinating staff training needs assessments, the implementation of training and follow-up of training activities.

Supporting the process of launching and evaluating calls for tender in connection with related services.

Managing contracts in connection with HR-related services and relations with service providers.

Ensuring that personnel information is kept up to date and readily accessible in conformity with personal data protection obligations.

Providing administrative and logistical assistance to other HR related activities such as recruitment and the production of in-house manuals, as directed.

3. Qualifications & experience required

3.1 Formal requirements

To be considered eligible for selection, an applicant must meet the following formal requirements:

- completed university studies of at least three years attested by a diploma[2] and professional experience[3] of at least one year related to the main duties of the post;
- a good command, both spoken and written, of at least two official EU languages;
- nationality of a Member state of the European Union;
- entitlement to full rights as a citizen[4].
- to have fulfilled any obligations imposed by the applicable national laws concerning military service, and
- to be physically fit to perform duties linked to the post.[5]

3.2 Selection Criteria

Eligible candidates will then be evaluated on the basis of the following criteria:

Professional experience/ knowledge:

- at least three years professional experience following the award of a diploma[6];
- EU staff regulations, procedures and practices;
- financial management of salaries and staff related expenditure gained from working in a finance or HR related function;
- a high level of computer literacy and familiarity with Microsoft Office (word processing, spread sheets, power point, e-mail etc.).

Personal characteristics:

the ability to communicate effectively in written and spoken English, the predominant working language of the Institute;

a high level of discretion and the ability to deal with people tactfully;

the mind-set to see through to conclusion specific tasks, ensuring deadlines and quality standards are met;

the ability to work well as part of a team and with minimal supervision in conditions that require considerable flexibility;

the ability to work in a proactive, autonomous way;

evident interpersonal, organisational, administrative and problem solving abilities.

Advantageous:

professional experience in HR administration or finance in an EU institution or agency;

previous work experience in ABAC management, particularly in payroll administration.

4. Selection procedure & 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 24 months. The validity of this list may be extended. Each shortlisted 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 Institute's Director will appoint the selected jobholder from the reserve list, taking into account the establishment of a gender balanced, 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)

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 & 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 expected to be available at short notice. A contract in Function Group IV under Article 3 (a) pursuant to the conditions of employment of other servants of the EU shall be offered, subject to a nine month probation period. The duration of the contract will be three years and may be renewed.

The pay of the Contract Agents consists of the basic remuneration as well as various allowances^[7] depending on personal situation of the jobholder. The current gross basic monthly salary of the first step in the applicable grade, before deductions and the correction coefficient weighting of 71.9% for Lithuania, is equivalent to €3,145. The salary will be paid in the local currency: LTL^[8].

Remuneration is subject to an EU tax at source. Deductions are also made for medical insurance, pension and unemployment. Salaries are exempt from national taxation.

6. Independence & 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

The Institute applies a policy of equal opportunities and accepts applications without distinction on any grounds from citizens of EU Member States.

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, Gedimino Prospektas 16, Vilnius LT01103, Lithuania.

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 her/him.

Pursuant to Article 41 of the Charter of fundamental rights of the EU of 18 December 2000 (2000/C364/01 and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994, it is also possible to write to: The European Ombudsman, 1 Avenue du Président Robert Schuman, CS 30403 67001 Strasbourg Cedex, France.

[Further details concerning appeals.](#)

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 & life in Vilnius

Lithuania is a member of the Schengen Area. It borders Latvia, Belarus, Poland and the Kaliningrad region of Russia while 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. In addition to ample green spaces, it has impressive Baroque, Gothic, Renaissance and Russian 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.

Besides hosting a number of international schools, Vilnius has a well-developed infrastructure and ambitious future plans.

[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] Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

[4] Prior to recruitment, the successful candidate will be required to provide a certificate from the police, indicating clean conduct.

[5] Prior to recruitment, the successful candidate will be medically examined for the purposes of Article 12(2) (d) of the Conditions of Employment of Other Servants of the European Communities.

[6] Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account Fellowships, grants and PhDs can be counted as professional experience up to a maximum of three years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

[7] For example: expatriation allowance, household allowance, education allowance, dependent child allowance etc.

[8] Lithuania is to adopt the Euro as its currency as from 1 January 2015.

Metadata

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