

# Administrative Agent – Publications, Translations, Events

## Downloads



### Application form

EN (DOC, 197.5 KB)

The European Institute for Gender Equality (EIGE)[1] is organising a call for applications with a view to establishing a reserve list for the post of **Administrative Agent – Publications, Translations, Events**.

The registration of applications will begin on **31 July 2020** and will close on **17 August 2020 at 13:00 Eastern European Time**.

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## The Institute

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

To achieve its goals, the Institute collects and analyses 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 raises EU citizens' 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 also supports policy-makers with high quality research and comparable data relevant to their work.

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## The post

## Profile

Under the supervision of the Head of the Knowledge Management & Communications and working in close collaboration with colleagues across different Units and external contractors, the jobholder will provide general administrative support and coordinate the implementation of various publications, translations and events, in support of the Institute's annual work programme.

The post demands a proactive team player who has an excellent attention to detail, ability to manage a multitude of tasks and works efficiently as part of a multicultural and multidisciplinary team.

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## Duties

The responsibilities of the post include the following tasks and activities:

- Contribute to the efficient communication of EIGE's work by planning, coordinating and monitoring the production of publications.
  - Contribute to the efficient outreach in Member States by planning, coordinating and monitoring the translation of relevant publications.
  - Contribute to EIGE's corporate brand through efficient and professional event organisation, in cooperation with external contractors and EIGE's stakeholders
  - Support with event management on-site as required.
  - Contribute to the development of virtual event management.
  - Provide administrative support on procurement procedures, operational initiation as well as contract supervision and management.
  - Assist in the management of contractual relations with external contractors.
  - Initiate commitments and prepare payments for the Authorising Officer's approval.
  - Performing any other related tasks assigned by EIGE's management.
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## Qualifications & experience required

### Formal requirements

To be considered, an applicant must meet by the closing date of this call, the following formal requirements:

- a post-secondary education attested by a diploma, or a secondary education attested by a diploma [2] giving access to post-secondary education, plus appropriate professional experience of three years;
  - nationality of an EU Member State;
  - a good command, both spoken and written, of at least two official EU languages;
  - entitlement to full rights as a citizen;
  - have fulfilled any obligations imposed by national laws concerning military service;
  - be physically fit to perform duties linked to the post.[3]
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## Selection criteria

### Essential

- At least three years professional experience following the award of a diploma[4].
- Experience of working with the organisation of events
- Experience of tasks related to the production of printed and online publications.
- Experience of working with service providers and of managing budgets.
- Notable administrative abilities with good IT skills and knowledge of procurement.
- Excellent organisational and problem-solving skills, attention to detail and a proactive approach to her/his tasks.
- Fluency in English which is a predominant working language at the Institute.
- Friendly and engaging, with the ability to build strong professional relationships and to enable smooth coordination of activities.

### Advantageous

- Previous work experience in an international or an EU organisation.
- Experience from contract or project management.
- Ability to manage priorities, work under pressure and meet tight deadlines.

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# Selection procedure

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.
- Interviews and written tests will be in English.
- During the interview, the Selection Committee will examine the candidates' profiles and assess their relevancy for the post in question. Following 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 in particular a copy of identity card, passport or other official document specifying citizenship.
- 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, geographically diverse organisation.

The internal proceedings of the Selection Committee are 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 available on the top of this page. It is to be forwarded electronically to [eige.hr@eige.europa.eu](mailto: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 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 only candidates selected for the interviews will be contacted.

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## Conditions of employment

The place of employment is Vilnius Lithuania. EIGE operates from a modern and fully computerised office space based in the city's Old Town.

The jobholder shall work in a multicultural environment where social dialogue is considered very important. EIGE applies a participatory approach to its work and encourages an open dialogue between management and staff. Colleagues work closely together as much of the work is organised around cross-unit project teams. EIGE's staff engagement is among the highest in EU agencies.

Working time is based around flexitime and core working hours, as defined in the EU Staff Regulations. In addition to training opportunities, EIGE offers various support and well-being measures for staff members and their families such as contributions to schooling costs.

A contract in Function Group III under Article 3a pursuant to the conditions of employment of other servants of the European Union shall be offered, subject to a nine month probation period. The duration of the contract is one year.

Remuneration of Contract Agents consists of the basic salary as well as various allowances<sup>[5]</sup> depending on personal situation of the jobholder. For information, the current gross basic salary of the first step in the applicable first grade, before deductions and the correction coefficient weighting of 75.1% for Lithuania, is approximately €2,758.47. The step in grade could be higher depending on the length of experience of the chosen candidate. Salaries are subject to tax at source but are exempt from national taxation. Deductions are also made for medical insurance, pension and unemployment insurance.

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## Independence & declarations of interest

The jobholder 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.

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## Equal opportunities

The Institute applies a policy of equal opportunities in line with the formal requirements noted in section 3.1.

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## 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, Lithuania LT01103.

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) starts to run from the time the candidate is notified of the act adversely affecting her/him.

Pursuant to Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations 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 on appeals.](#)

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## **Protection of personal data**

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

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## **Lithuania & life in Vilnius**

Lithuania is a member of the Schengen Area and it 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.

Vilnius has an estimated population of just over 544,000 people. In addition to ample green spaces, it is beautifully situated on the banks of the river Neris, offering excellent opportunities for outdoor activities. Vilnius 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. It has been a university city since the Middle Ages.

Today it 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. The city centre of Vilnius is compact, clean and safe. In addition to hosting a number of international schools, Vilnius has a well-developed infrastructure and ambitious future plans.

The city is easy to get around, has a good standard of living and an excellent working environment. EIGE's premises are situated in the Europe House on the main thoroughfare of Vilnius City, Gedimino Prospektas, with easy access to amenities, both leisure and educational.

Further information is available at <http://www.vilnius-tourism.lt/en/tourism> and <https://investlithuania.com/why-lithuania/lifestyle>.

[1] Established by the European Parliament: 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] 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.

[4] 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).

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

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## Metadata

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**MAXIMUM N° ON RESERVE LIST:** 6