

Administrative Assistant

Downloads



Application form

EN (DOC, 203.5 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 Assistant.

The registration of applications will begin on **22 November 2021** and will close on **10 December 2021 at 13:00 Eastern European Time**.

The Institute

Based in Vilnius, Lithuania, EIGE is a decentralised 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 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 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 supports policy-makers with high quality research and comparable data relevant to their work.

The post Profile

Reporting to the Head of Administration, the jobholder shall provide administrative and organisational support to the Administration Unit, including document management, internal communication and logistical needs, and provide assistance with the financial management of expenditure and contracts by examining and preparing cost-statements for establishing financial documents for commitment, acceptance and payments, recoveries, etc.

The post demands a team player who is forward-thinking, analytical, well-organised and structured, one who constantly searches for ways to improve, shares learning and information and who works efficiently as part of a multicultural and multidisciplinary team.

Duties

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

- provide assistance in coordinating the administrative and financial activities of the Unit;
- ensure sound document management by keeping relevant files up-to-date, guaranteeing the archiving of files and maintaining the central archive;
- assist in organising internal and external events (such as meetings, workshops, training events, selection procedures, public events, etc.);
- ensure proper and timely attribution and follow up of incoming communication (post and email) and that deadlines are respected;
- manage information and procedures on missions, annual leave, absences and personnel administration formalities using the applicable IT tools;
- provide advice to staff on HR procedures in accordance with relevant rules and policies;
- assist in drafting rules and procedures in the areas covered by the administration unit,
- provide support in establishing and disseminating good practices;
- ensure compliance with relevant regulations, rules, procedures and internal control requirements;
- take, transcribe and prepare notes, minutes, routine correspondence, presentations and / or other documents as required;
- draft responses to queries under the supervision of the Head of Unit or function officers;
- ensure data entry and verification of data in relevant administrative databases;
- act as Operational and Financial Initiator for the financial transactions and manage invoices, commitments, etc.;
- perform varying roles in ABAC;
- initiate and administer procurement procedures for services or goods under the competence

of the administration unit, monitor respective budgets, collaborate with contractors; act as a back-up for Unit colleagues and other Institute's staff members, as needed; carry out other administrative and organisational duties as required.

Qualifications & experience required

Formal requirements

To be considered eligible for selection, 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]

Selection criteria

Essential:

- at least three years' professional experience[4] gained after the award of the relevant qualification and at a suitable level corresponding to performance of tasks as defined in section 2 (The post);
- proven experience in carrying out administrative or support tasks complying with legal requirements;
- experience in preparing correspondence and other documentation for internal and/or external partners;
- a thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook).
- excellent command of English, both oral and written, and the ability to communicate with individuals at all levels;
- high level of service mindedness and the ability to adapt to changing organisational needs;
- ability to manage multiple tasks and priorities, work under pressure and meet tight deadlines and to ensure accuracy;

ability to critically assess own performance and be open to learn from experience
excellent ability to work in a team as well as in a proactive and autonomous way;
high level of discretion and ability to handle confidential matters;
excellent interpersonal, coordination, organisational, administrative and problem solving skills.

Advantageous:

experience of working with electronic data management systems;
experience with IT tools used in EU institutions
awareness of and support for gender equality;
work experience in an international or European Union organisation;
good knowledge of additional EU languages.

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 interviews.

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. 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 in particular a copy of identity card, passport or other official document specifying citizenship.

If at any stage of the procedure, it is 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 employment.

EIGE's Director will appoint the selected jobholder from the reserve list, taking into account 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 here. 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. Only candidates invited to an interview will be asked to present copies of 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.

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

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 is committed to the principle of zero tolerance towards harassment at work.

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 Agent contract under Article 3a pursuant to the conditions of employment of other servants of the European Union shall be offered, subject to nine months' probation. The duration of the contract will be three years and may be renewed.

Remuneration of Contract Agents consists of the basic salary as well as various allowances depending on personal situation of the jobholder. This post is graded either at grade 4 or grade 5, depending on the experience of the chosen candidate. For information, the current gross basic salary before deductions and the correction coefficient weighting of 76.6 for Lithuania, starts at approximately €2,169 for grade 4 and at approximately €2,454 for grade 5. Salaries are exempt from national taxation but are subject to tax at source. Deductions for medical insurance, pension and unemployment insurance also apply.

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 may be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Equal opportunities

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

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 and Conditions of Employment of Other Servants of the European Union, 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 – <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 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](#) →

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 (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.

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

[EIGE's privacy statement on the personal data processing](#) →

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 550,000 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] The secondary education diploma giving access to higher education may be replaced by a certificate of adequate professional training of not less than three years on condition that there was no similar professional training giving access to higher education at the time it was issued, or successful completion of intermediary education plus two years' relevant specialisation and at least five years of appropriate professional experience.

[3] Prior to recruitment, the successful candidate will undertake a medical for the purposes of Article 12(2) (d) of the Conditions of Employment of Other Servants of the European Union.

[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 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). Freelance or self-employed applicants will be asked to provide either a practising certificate (or equivalent) or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of relevant professional experience.

Metadata

PUBLISHED DATE: 22 Lapkritis 2021

GRADE: FG II

MAXIMUM N° ON RESERVE LIST: 6