

SNE - Research, Indexes, Statistics

The European Institute for Gender Equality (EIGE)[1] invites applications with a view to establishing a reserve list for Seconded National Experts (SNE) – Research, Indexes, Statistics.

The registration of applications will begin on **26th November 2010** and will close on **2nd January 2011 at 23:00 Eastern European Time.**

[Vacancy notice](#) (.doc - 142 KB)

[Application form](#) (.doc - 213 KB)

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 the Community institutions, in particular the 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.

More information can be found at <http://www.eige.europa.eu>.

2.The Job

2.1Profile

Under the supervision of the Head of Operations, the jobholder will assist in the socio-economic research covering all areas of equality between women and men and will provide advice to the Gender Experts in the implementation of EIGE's Work Programme.

In particular the jobholder will be responsible for literature reviews, desk analysis, overview and presentation of existing data and report writing on different gender equality topics, other tasks and projects. The jobholder will also take part in defining and commissioning research tasks/projects, prepare calls for tenders and guide the research teams involved.

2.2Duties

The Seconded National Expert will perform the following tasks and activities:

- support the development of research activities/projects focused on various areas of gender equality;
- support the development of the EU Gender Equality Index;
- support the improvement of existing indicators and the development of new ones which are relevant to measure progress in gender equality;
- collect and process the existing data in order to provide tailored, high quality analysis on assigned research areas;
- prepare reports, briefing notes and responses to enquiries;
- provide analytical support in the planning, implementation and the final evaluation of research activities/projects;
- assist the Institute in the organisation and coordination of meetings, workshops, seminars and network cooperation in the field of sector activities;
- support the development, preparation and editing of reports, publications, bulletins, manuals, etc.;
- follow the latest research developments, including new developing methodologies, in the area of gender equality at both national and European levels as well as globally.

3.Qualifications and experience required

3.1Formal requirements

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

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

good command of both spoken and written English, which is the predominant working language at the Institute and a satisfactory knowledge of a second EU language;

entitlement to full rights as a European citizen or nationality of an EU candidate country or an EFTA country or a country with which the European Council has decided to open accession negotiations and which has concluded a specific agreement with the Commission on staff secondments;

any obligations imposed by the national laws concerning military service.

3.2 Selection criteria

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

Essential:

At least four years professional experience gained after the award of the relevant qualification and at a suitable level corresponding to performance of tasks as defined under section 2.2;

experience and knowledge relating to the development of composite indexes for the measurement of population features and the use of statistics and databases at a national, EU and international level;

experience in evaluating existing gender statistics and indicators namely for the critical areas of concern of the Beijing Platform for Action;

practical experience and excellence in preparing and developing research projects, particularly methodology and budget allocation;

the ability to deal with a high volume of data and information and to provide a reliable assessment of existing information;

the capacity to conceptualise and structure information and to communicate effectively both technical and specialised information;

evident organisational skills, including the ability to manage priorities, work under pressure and reaching tight deadlines;

good computer skills, especially in preparing and editing text;
the ability to cooperate smoothly in a multicultural environment.

Advantageous:

knowledge of the current developments in the field of existing statistics related to gender equality monitoring and the evaluation of gaps, existing indexes and indicators on an international level;
practical experience of collaborating with other European researchers and managing a small research team;
knowledge of EU institutional framework and policies, especially those related to gender equality;
author of at least one article/report/book published in English in international academic journals or at an academic publishing house and co-author of at least two European wide research reports on gender equality topics.

4. Selection procedure and application

4.1 Selection procedure

The selection will include 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.

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 the above mentioned 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 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.

4.2 Submission of applications

For applications to be valid, candidates must complete an EIGE [application form](#) (.doc - 213 KB), available only in English which is to be forwarded electronically to eige [dot] hr [at] eige [dot] europa [dot] eu. The subject title should include the vacancy reference number. Applications may also be forwarded to EIGE on behalf of applicants by the Permanent Representations of the EU Member States.

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.

The deadline for sending applications is 2nd January 2011 by not later than 23:00 Eastern European Time. Incomplete applications and applications sent to EIGE after this deadline will be disqualified.

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

5. Conditions of secondment

The SNE shall remain in the service of his/her employer throughout the period of secondment and shall continue to be paid by that employer. The SNE is entitled to subsistence allowances under the conditions of secondment which are laid out in [Decision MB 2010/011\(.doc - 146 KB\)](#).

Each candidate should before applying obtain the assurance of the support of his/her employer for his/her candidacy as well as the commitment of that they shall continue to pay a salary during the period of the secondment. The final stage to secure the secondment will be confirmed by an exchange of letters between the Institute and the employer in the Member State concerned.

The secondment will be for two years and may be extended further up to a maximum period of two years. The place of secondment shall be Vilnius, Lithuania.

6. Independence and declarations of interest

The SNE 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 or her independence. Candidates must confirm their willingness to do so in their application.

7. Equal opportunities

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

8. 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.

[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.

Relevant Documents:

[Vacancy notice\(.doc - 142 KB\)](#)

[Application form\(.doc - 213 KB\)](#)

Metadata

PUBLISHED DATE: 25 November 2010