

SNE - Statistics

The European Institute for Gender Equality (EIGE) [1] invites applications with a view to establishing a reserve list for Seconded National Experts (SNE). The registration of applications will begin on 13th November 2010 and will close on 14th December 2010 at 23:00 Eastern European Time.

[Vacancy Notice](#)

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 work with the harmonization and improvement of existing indicators and statistics, including the Beijing Indicators and Gender Equality Index.

In particular the jobholder will be responsible for planning and implementing methodological and organizational aspects of harmonization, update and development of gender equality indicators and the further development of the EU Gender Equality Index. S/he will work with the methodological development of the statistical data, including identification of data sources and data availability.

2.2Duties

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

- observe and investigate new methodologies/methods (national, international, comparative etc.), reconcile national, international and EU approaches and processes, in particular in relation to the EU Gender Equality Index and the Beijing Indicators,
- ensure and/or contribute, design, validate and assess the quality of relevant statistical methods,
- observe and investigate new methodologies/methods (national, international, comparative etc.), reconcile national, international and EU approaches and processes,
- participate in the preparation of relevant analysis, reports and communications on the Beijing Indicators and the Gender Equality Index for EU Member States and Presidency countries,
- build and maintain an exchange of statistical information with relevant national, international and EU services,
- assess and ensure the quality of relevant statistics and data,
- conduct interpretative analysis of collected information, data and statistics and to assist in the preparation of reports and communications.

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,
- have fulfilled 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 five years of 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,
- practical experience and excellence in tools and methods, including office automation tools, panels analysis techniques and statistical surveys,
- practical experience of working with indicators, in particular gender-sensitive indicators, and / or gender equality index,
- the ability to analyse, validate, format, calculate and aggregate statistical data,
- the ability to carry out interpretative analyses and produce statistical estimates and projections,
- 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 meet tight deadlines.

Advantageous:

- knowledge of the EU institutional framework and policies,
 - experience of developing/working with either composite indicators or the EU Gender Equality Index in an EU Member State,
 - knowledge of EU policies related to gender equality and/or gender equality issues in general.
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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.
- The best-admissible candidates will be short-listed for an interview.
- Interviews will be held in English.
- 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.
- The chosen candidate will be requested to furnish:
 - 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 process.
- The initial period of secondment shall be specified in the exchange of letters between the Institute and the employer of the selected SNE.

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, available only in English and which is to be forwarded electronically to [eige \[dot\] hr \[at\] eige \[dot\] europa \[dot\] eu](mailto:eige@hr.eige.europa.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.

Application form

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 shortlisted candidates 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 14th December 2010 by not later than 23:00 Eastern European Time.

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 purpose of the secondment is to provide the SNE with experience of the Institute's working methods and policies, to enable them to gain practical experience and understanding of the day-to-day work of the Institute's work and to give them the opportunity to work in a multicultural, multilingual environment;. It also serves to enable staff of national administrations to put into practice the knowledge they have acquired in their studies, particularly in their respective areas of responsibility.

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 shall be entitled to daily and monthly subsistence allowances in line with EIGE Decision MB 2010/011 on the secondment to the European Institute for Gender Equality of national experts and national experts in professional training available [here](#).

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 more than six months but not more than 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.

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](#)

[Application form](#)

Metadata

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